

# **MIRA COSTA HIGH SCHOOL**



## **STUDENT AND PARENT INFORMATION HANDBOOK**

**2017-2018 School Year**

**Please Read and Retain  
For Your Records**

# Mira Costa High School

1401 Artesia Boulevard, Manhattan Beach, CA 90266

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<http://www.miracostahigh.org>

## Administration

Principal:	Ben Dale, Ed.D.
Vice Principal:	Deborah Hofreiter, Ed.D.
Vice Principal:	Stephanie Hall
Vice Principal:	Tara Grings
Vice Principal:	Jessica Bledsoe

It is our responsibility to provide the best learning environment possible, and we encourage students to take full advantage of the educational opportunities at Mira Costa High School and in the Manhattan Beach Unified School District.

Please read this Handbook in its entirety, and then sign the Parent/Guardian & Student Acknowledgement form acknowledging that you have read this handbook and return it at registration. Please note that Mira Costa High School rules and regulations apply to all students, including those who have reached the age of eighteen. Thank you.

## **GENERAL INFORMATION FOR PARENTS**

Enrollment at Mira Costa High School does not in itself ensure success for your son or daughter. Students must accept responsibility for their own learning and development. They must want to learn and be willing to cooperate and work diligently. School can only assist students in their efforts. Your love, concern and support are a critical factor in your child's success at MCHS. We welcome your input and will do everything possible to support you and your child during your time at Mira Costa.

We recognize that, at times, parents may not agree with school policy. However, it is our expectation that parents will support all school rules and policies while their children are students at Mira Costa.

To improve communication and allow parents to monitor and support their children, we have the following:

1. **PowerSchool**: PowerSchool allows parents, using a secure login and password, instant access to their student's attendance, unofficial transcript, progress reports and report cards via the Internet.
  - a. All students and parents are expected to use PowerSchool to access student progress reports and grades.
  - b. Families new to Mira Costa will receive their student's confidential user ID and password in the fall.

## Attendance Policies and Procedures

Regular attendance and class participation are an integral part of our students' learning experience and together determine student success. Mira Costa High School is committed to cultivating exemplary attendance habits.

A student is **tardy** when he/she is less than 30 minutes tardy to a single scheduled class period.

A student is **absent** when he/she is more than 30 minutes tardy or is not present during a scheduled class period.

A student is **truant** when he/she is absent from class without school and parent/guardian knowledge or permission, or when he/she leaves class or school campus without permission before the class or school day is officially over. All *unverified* absences will be considered *truant* after 3 school days.

### **TARDY POLICY**

A student is considered tardy if he/she is not seated when the bell rings. With the **3<sup>rd</sup> tardy** in any class, a student may be assigned an hour of **detention**. Subsequent tardies will result in further detentions and/or assignment to the Study Zone, a 4-hour study period on a pre-arranged Saturday morning. See **Discipline Matrix**.

### **ABSENCE POLICY**

Students are expected to be in class and on time. If a student is absent for any reason, parents have 3 school days to verify the absence through the Attendance Office (see section on **Reporting and Clearing Absences**). All *unverified* absences will be considered *truant* after 3 school days. If an absence is verified by the parent but the reason for the absence is not categorized as *excused* per state policy, the absence will be considered *unexcused*. We will notify parents when their student accumulates 3, 6, and 9 unexcused absences, truanancies, or a combination of both in any one class. When a student accumulates 9 unexcused absences, truanancies, or a combination of both, he/she may meet with the Student Attendance Review Team (SART). The SART, which includes the student and parent, will develop an attendance contract for the student, and may issue consequences for noncompliance of school attendance policy. If the SART contract is broken, the student will receive a referral to the Student Attendance Review Board (SARB) with possible loss of extracurricular activity participation.

Students with 6 or more [A]- *unverified* absences (truanancies after 3 days) in any class for each calendar month may be assigned to Study Zone.

Parents may access their student's attendance history on a daily basis via PowerSchool using their PowerSchool login information.

## TRUANCY

A student is truant when he or she is absent from school without the permission of the parent/guardian and/or without the knowledge of the proper school authorities. Truant students may still receive a citation from the School Resource Officer for even 1 instance of truancy. Students who forge notes will be considered truant and will receive an assignment to Study Zone. Chronic truancy (4 or more) will result in a referral to the **School Attendance Review Board (SARB)**.

## ATTENDANCE CONTRACT

Students who reach **5 unexcused absences in the 2<sup>nd</sup> semester** will be required to sign an attendance contract in order to maintain eligibility for end-of-year activities.

## MAKE-UP WORK POLICY

Students may **not** be allowed to make up quizzes, tests, and/or other school work if students have *unverified* or *unexcused* absences in their class. Please consult PowerSchool records and contact the Attendance Office if an *unverified* absence is not cleared after 3 days and is prohibiting a student from receiving credit for an assignment. **If a student needs to make up work with a teacher during a time that interferes with another class, the student must first obtain prior approval from the teacher whose class the student will miss and a signed absence clearance form.** Failure to do so may result in an *unverified* or *unexcused* absence.

## REPORTING AND CLEARING ABSENCES

Absences can be reported in two ways: **1) Parent note 2) Parent e-mail.** The Attendance Office will not accept phone calls reporting a student's absence or requesting an Off Grounds Permit. Upon returning to school the day following an absence, the student should report to the Attendance Office with a note signed by the parent that includes: **legal name, date/periods of absence, and reason for absence.** Parents may also e-mail with this information or respond to the SchoolMessenger e-mail alert notifications as directed. Notes or e-mails lacking any of the required information (name, date/periods, reason) will remain *unverified*. It is the student's and parent's responsibility to ensure all necessary information is included **prior** to submitting. Please note that parents have 3 school days following the absence to verify and clear absences. After 3 days, any *unverified* absences will be automatically considered *truant*. In exceptional circumstances and with administrative approval, absences verified after 3 school days may be cleared, but no changes will be made to student attendance after monthly district/state reports have been submitted.

School-sponsored field trips, athletic events, or other *school business* absences can only be cleared by a school official. Parents are unable to clear these absences, but students should follow up with the appropriate school staff member if they find out their absence has not been cleared after 3 school days.

If students are marked absent or tardy in error, they should obtain an Absence Clearance Form from the Attendance Office to have their presence verified by the teacher for whose class they were recorded absent or tardy.

Students who arrive more than 30 minutes late to school should check in with the Attendance Office with a note excusing their partial-day absence. Tardiness to any given class cannot be excused by parent note, e-mail, or personal visit. Only a verified medical excuse provided by a doctor will be accepted for clearing a tardy.

**PLEASE NOTE: Allow up to the 3 school days for absences verified by parent note, e-mail, Off Grounds Permit, or school official to be reflected in PowerSchool records.** If after 3 school days your verification is not reflected in PowerSchool, please contact the Attendance Office.

## **EXCUSED AND UNEXCUSED ABSENCES**

Per state policy, *excused* absences include only the following:

1. Illness
2. Quarantine
3. Medical, dental, optometric, or chiropractic appointment
4. Funeral for a family member of the immediate family
5. Jury duty
6. Observation of a religious holiday
7. Justifiable personal reason (2 weeks prior approval from the principal or designee is required)

**Absences which do not fall into one of the above categories must receive prior approval from the school principal or designee 2 weeks in advance to be considered an excused absence.** Parents may submit requests for approval through e-mail or written note to the principal or designee.

## **COLLEGE VISITS**

Juniors and Seniors must receive prior approval from the principal or vice principal of attendance for all college visits. Documentation may be required for approval.

## **EXTENDED ABSENCES**

Students and parents should speak with the Attendance Office concerning absences that will extend 5 school days or more but for less than 2 weeks. With prior approval from the principal, many of these absences may qualify for a Short-Term Independent Study Agreement through the Attendance Office. **For absences that extend longer than 2 weeks, parents are advised to speak with students' guidance counselors so that proper accommodations can be made and work provided.** Medical documentation may be required for extended absences due to illness. **Students who accumulate 14 absences due to illness may be required to submit a doctor's note to excuse illness absences for the remainder of the school year.**

## OFF GROUNDS PERMITS

Any student who has a medical/dental appointment or who needs to leave campus for any reason after he/she has arrived at school **must first acquire an Off Grounds Permit** from the Attendance Office on the day of the appointment in order for the absence to be properly verified. The Attendance Office will not issue a pass unless the student has a signed, handwritten parent note or the parent signs the Off Grounds Permit in person. E-mails and phone calls are not an acceptable means for requesting an Off Grounds Permit. Students who wish to obtain an Off Grounds Permit with a signed note must come to the Attendance Office before school, at nutrition/ lunch, or between passing periods ***prior*** to leaving campus. When leaving campus, students should sign out on the Attendance Office clipboard roster. If students return to campus the same day, they must sign back in on the roster before going to class.

Students who are sick may not leave campus without an Off Grounds Permit from the Health Office. If for any reason the Health Office or Attendance Office is closed, a student should go to the Guidance Office for assistance. Students found off grounds without a pass may be cited by the School Resource Officer and will be considered truant. **Please note: parents cannot excuse their son/daughter after he/she has left campus without an Off Grounds Permit.**

## STUDENTS WHO ARE 18

Students who are 18 years of age and older may sign their own notes to clear their absences or leave campus. However, students who abuse this policy may lose senior privileges. **Medical documentation may be requested at any time to support absences due to illness or medical appointments.** Students who are unable to provide documentation when requested will be considered *truant*.

## DRESS POLICY

There appears to be a definite relationship among good dress habits, good work habits, and proper school behavior. Recognizing the relationship between personal dress and personal attitude, Mira Costa staff members encourage students to dress in a manner that demonstrates pride both in themselves and in their school. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive; which advocate racial, ethnic or religious prejudice, or the use of drugs or alcohol; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic, or religious prejudice.
2. No clothing, article of clothing, or manner of wearing clothes which is distracting/disrupting to the educational program shall be worn on campus or at school activities. Clothes shall be sufficient to conceal undergarments at all

times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.

3. No clothing or any article of clothing (including, but not limited to gloves, bandannas, hats, shoes, shoestrings, wristbands, jewelry, or manner of wearing clothing) related to a group or gang which may provoke others to act violently or to be intimidated by fear of violence, shall be worn on campus or at any school activity. Gang-related clothing may vary and may change from year to year. Consequently, the principal, or his/her designee, shall have the authority to identify and disallow such gang attire.

Coaches, teachers, and administrators may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

### **Dress Code Violations**

#### First Offense:

1. School staff will confer with the student and ask him or her to remove item(s) or provide appropriate clothing.
2. Staff will retain the item(s) until the end of the school day or other appropriate time.
3. At the end of the day, or other appropriate time, staff will return item(s) and direct student not to wear in the future.
4. The student may be assigned to detention.

#### Second Offense

1. All of the above, plus parent contact.
2. Parent shall be given an opportunity to meet with the educational advisor, vice principal, or principal to discuss the violations.
3. The student will be assigned to the Study Zone.

#### Third Offense

1. The student will be assigned to the Study Zone and suspended for one day.

### **DROPPING CLASSES**

“Dropping” a course is used to mean that no class is added in the place of another course. Students are able to drop a course under several conditions as outlined below.

1. Students in grades 9-11 must be enrolled in a minimum of 6 courses.
2. Students in grade 12 must be enrolled in a minimum of 5 courses.

3. Students enrolled in SCROC must be enrolled in 4 courses on the MCHS campus.
4. Students who are enrolled in a course, in excess of the minimum number of courses, may drop that course without penalty so long as it is done before the second Monday after the end of the 10 week marking period during Quarters 1 and 3. No credits will be earned for the dropped class. No record of the course will appear on the transcript.
5. Students who drop a course on or after the second Monday after the end of the 10 week marking period during Quarters 1 or 3 will receive a Drop/Fail on the transcript for the course, regardless of the mark at the time of the drop.

### **IDENTIFICATION CARDS**

Students must carry their student identification cards at all times while on campus or when attending any school event. Students must also present their student ID card in order to check out textbooks and library books.

Identification cards are free, and are acquired at registration. If a student does not acquire a card at registration, he/she should report to the Guidance Office during lunch on Mondays, Thursdays or Fridays to acquire one as soon as possible after the opening of school. Replacement ID cards are \$10.00.

### **TEXTBOOK POLICY**

Mira Costa High School has a computerized textbook program to circulate textbooks. Textbooks will be charged to each individual student and will stay attached to that name until the books are returned to the textbook room or the library. There will be a \$5 fine for all textbooks returned a day late.

In order to check out textbooks or library books, *students are required to show a current school I.D. NO BOOKS WILL BE ISSUED WITHOUT IT.* Textbooks will not be issued if a student has textbook or library fines. Fines must be cleared before additional books will be checked out to a student.

#### **Fines For Damaged Books**

Barcode Damage	\$5.00
Water Damage	Cost of the book
Cover or Binding Damage	\$20.00
Writing in Book	10% of replacement value

#### **Textbook Tips:**

1. Cover your books. This will cut down on their wear.

2. Report any damage or writing in the book immediately upon receipt of the book. The damage will be noted so that you are not charged for it.
3. Books are identified by barcode. However, write your name on the front inside cover of your textbook.

### **EMERGENCY/DISASTER SITUATION INFORMATION**

Should we have a major earthquake or disaster during school hours, your student(s) will be cared for at school. Mira Costa High School has a detailed disaster plan which has been formulated as a response to a major catastrophe. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Your cooperation is necessary in any emergency.

1. Available information will be sent out via School Messenger in the form of a text, voicemail or email or all of the above. Do not call other school extensions, as telephone lines may be needed for emergency communication. You may also check the front page of the Mira Costa website for emergency updates.
2. Impress upon your student the need for him/her to follow the directions of any school personnel in times of an emergency.
3. During an emergency, students will be released only to parent/guardians and persons identified on the Health Office form and only from the designated reunion gates located on campus. Since local telephone service may be disrupted, also list an out-of-state contact on the Health Office form since calls may still be made out of the area while incoming calls are affected.
4. Please instruct your student to remain at school until you or a designee arrives. Please be sure you consider the following criteria when you authorize someone to pick up your student at school. The person must be:
  - 18 years of age
  - Usually home during the day
  - Able to walk to school, if necessary
  - Known to your student
  - Willing and able to assume this responsibility
5. Turn your radio to KFI 640 AM, KNX 1070 AM, or KFWB 980 AM for emergency announcements. If students are to be kept at school, radio stations will be notified.
6. In the case of a "hazardous release event" (chemical spill) near the school area, "Shelter-in-Place" procedures will be implemented in each classroom to provide in-place protection. All students and staff will clear outdoor areas, report to their rooms, and all efforts will be made to prevent outside air from entering

classrooms during the emergency. Students arriving at school during a “Shelter-in-Place” drill or event should report to the school office or to a previously designated area at the school since classrooms will be inaccessible. When the dangerous incident has subsided, an all clear signal will be given.

Discussing these matters with your immediate family will help alleviate concern during earthquakes or other emergencies.

## **HEALTH OFFICE INFORMATION**

### IMMUNIZATION REQUIREMENTS FOR SCHOOL ADMISSION

Students entering the Manhattan Beach Unified School District for the first time, and who are not coming from Hermosa Valley School, must show documented immunization records and a Tdap booster Test prior to enrollment, unless the parent/guardian submits, in writing, an exemption from immunization for medical reasons or personal beliefs. Students out of compliance will be excluded from school (NO SHOTS, NO SCHOOL). Documentation must be brought to pre-registration. A copy of a standard public school immunization card satisfies this requirement.

If you are unable to locate immunization records, the student will need to start over. Immunizations can be provided by your own doctor, a clinic, or the health department. Be sure you get written proof from the provider.

Proof of a Pertussis Test, Tdap, and the following immunizations are required for high school students enrolling in Manhattan Beach Unified School District for the first time:

- Diphtheria
- Tetanus
- Polio
- DTP
- MMR
- Hepatitis B
- Varicella (chickenpox)

Two local health departments offer free immunizations:

Inglewood Health Department  
123 Manchester Blvd  
Inglewood, CA 90301  
310-419-5325

Torrance Health Department  
711 Del Amo Blvd  
Torrance, CA 90501  
310-354-2300

Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available from the District Registered Nurse.

## **MEDICATION AT SCHOOL**

If it is necessary for a student to take medication at school, both prescription and non prescription, parents must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions. The "Request to Take Medication at School" form is available on the District's website at <http://mbusd.org/health.htm>, and must be re-submitted to Mira Costa High School at least annually, or more frequently if there are any changes. The form must be completed by both parent and physician. The medication must be brought to the health office by an adult, in the original, labeled container. Emergency medicines such as Epi Pens or inhalers may be carried by the student when authorized by the physician and parent. A second Epi Pen or inhaler should be kept in the Health Office for emergency use.

### **Inhalers and Epi Pens at School**

If your child has a diagnosis of asthma, or allergies for which auto-injectable Epinephrine (i.e. Epi Pen) has been prescribed, it is strongly recommended that an inhaler and/or Epi Pen be kept at school for your child in event of an emergency. Students at Mira Costa High School whose parents complete and submit the proper paperwork may carry and self-administer their own inhaler or Epi Pen.

For your child to carry an inhaler and/or Epi Pen at school, please submit: the "Permission to Carry Inhaler" or "Permission to Carry Epi-Pen" form (available from the school Health Assistant); *and* the "Request for Medication to be Taken During School Hours" form (available on the District website at <http://mbusd.org/health.htm>), signed by the physician. These forms must be resubmitted at least annually, and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Your child may be subject to disciplinary action if he or she uses inhaled asthma medication or Epi Pen in a manner other than as prescribed.

### **Disaster/Lock Down Medication**

Parents must complete the "Request for Medication to be Taken During School Hours" form (available on the District website at <http://mbusd.org/health.htm>) if their child requires medication to sustain life (i.e. seizure medication), even if it is not normally taken at school. Bring the completed form, signed by your child's doctor, along with a 3-day supply of the medication to the Health Office to be used in case of disaster or lock down.

## **RETURNING TO SCHOOL AFTER AN INJURY OR ILLNESS**

Parents/guardians must provide the health office with written release and instructions from the student's physician stating limitations and/or instructions for care while at school for the following:

1. A student returns to school with:
  - a. Cast
  - b. Crutches or other orthopedic appliances
  - c. Wheelchair

2. A student returns after:
  - a. A serious illness requiring 3 days or more absence from school
  - b. Surgical procedure
  - c. Overnight hospitalization
3. A student is to be excused from PE/sports activities for more than 3 days in a row.

Parents/guardians must also note the following:

Fever: Students with an oral temperature over 100.4 degrees will be excluded from school until temperature is normal for at least 24 hours.

Vomiting/diarrhea: Students will be excluded from school until they have had no vomiting/diarrhea for at least a 24 hour period.

Rashes: If a student has a rash of unknown origin, the student must be sent home and may return *only with a note from a physician* stating the rash is not contagious or may return if the rash has cleared.

Conjunctivitis (pink eye): Student may return to school after 24 hours or more of physician prescribed medication.

Strep Throat: Student may return to school after 24 hours or more of physician prescribed medication.

<p style="text-align: center;"><b>Students sent home with any of the above conditions must report to the <u>Health Office</u> for clearance prior to readmission to school.</b></p>
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## **GUIDELINES FOR STUDENT BEHAVIOR AND DISCIPLINE INFORMATION**

The following are expectations for student behavior:

1. Smartphones, tablets and laptops are welcome in class for educational purposes. Students may log on to the wireless server using the student log-in posted in each classroom. Students will follow class instructions when teachers restrict the use during the lesson. The school is not responsible for any personal articles lost or stolen on school grounds.
2. Comply with requests of teachers and staff members.
3. Practice integrity in all areas of school life. Do not cheat or act dishonestly in the classroom or on the playing field. The new Board Policy regarding academic honesty will be available on the District and school websites before school begins.
4. Show respect for and pride in the school by helping to keep it clean and free of

vandalism.

5. Stay in the interior of the campus during the school day and do not go into parking lots except when leaving.
6. Behave in an appropriate way on campus and in class by avoiding horseplay or excessive displays of affection.
7. Remain on campus for your entire school day unless first cleared through the attendance office or nurse's office to leave. Secure off-grounds permit from the attendance office when you arrive at school in the morning if planning to leave during the school day.
8. Park only in student parking areas (if issued a Student Parking Pass).

### **Spring Semester Graduating Seniors:**

Students sign a behavioral contract at the beginning of their senior year. If they break their contract, the following consequences are implemented:

1. Exclusion from the activity where the offense occurs and referral to the appropriate authority.
2. Possible suspension or recommendation for expulsion.
3. Exclusion from school activities for the remainder of the school year. Activities include, but are not limited to: Junior-Senior Prom, Senior Recognition Night, Commencement and Grad Nite activities.

### **Tobacco, Drugs and Alcohol**

The Manhattan Beach Unified School District recognizes that substance abuse (misuse of tobacco, alcohol, and other drugs) is both a community and a personal problem. When teenagers abuse alcohol, tobacco, and other drugs, every aspect of their lives will eventually be affected. The use of these drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences. The governing board intends to keep District schools free from substance abuse.

Chemical dependency is a treatable health problem. Therefore, the District, in cooperation with community-based agencies, law enforcement, and parents, is committed to a comprehensive substance abuse prevention program. The program includes instruction, intervention, enforcement/discipline, and support to recovering students.

Summary of the Manhattan Beach Unified School District's board policy and administrative regulations on substance abuse:

1. No internal medication is to be administered to students by school personnel except as prescribed by a medical doctor.
2. It is unlawful for a student to possess, use, or be under the influence of any controlled substance an alcoholic beverage, or an intoxicant of any kind on school premises or at a school-sponsored or related event.
3. Possession of paraphernalia used for injecting/smoking/ingesting controlled substances is unlawful.
4. When the principal or his/her designee determines that there is sufficient evidence that a student has used, sold, otherwise furnished, or is under the influence of alcohol or any other controlled substance, or is in possession of drug paraphernalia, alcohol, or any other controlled substance, the principal or designee may take immediate disciplinary action against the student. Such immediate action may include, but is not limited to, the following:
  - a. Confiscation of the alcohol, controlled substance, and/or paraphernalia;
  - b. A 5 day suspension and documentation of the drug offense in the student's discipline record.
    - i. If the student denies the allegation of use, the parent or guardian may opt to take his or her student to a doctor or clinic for a medical drug-screening test on the same day that the offense occurs in order to provide evidence that the student is not under the influence.
    - ii. If the verified medical drug-screening test results are negative, the principal will rescind the student's suspension, unless the student was also found to be in possession of a controlled substance or alcohol or to have furnished or otherwise attempted to furnish a controlled substance or alcohol.
  - c. Notification of local law enforcement authority within one (1) school day of the suspension (Ed Code 48902) for possible citation and/or arrest;
  - d. Notification of parent or guardian;
  - e. Assignment to Impact Program
    - i. The purpose of the Impact Program is early intervention and prevention of further drug use; it is not a form of discipline and is not intended as a substitute for discipline.
    - ii. The program consists of eight (1) one hour sessions related to chemical use and abuse. In addition, students meet with a counselor for group counseling and prevention education. Parents also attend one evening session.

- iii. The Impact program is available to any student having issues with substance abuse.
- f. The student and parent/guardian will be asked to sign a contract agreeing to a drug test with an outside agency, at parent expense.
- g. Restriction from participation in all extracurricular school activities; including athletics, for one calendar year;
- h. **Possible recommendation for expulsion** (automatic for second offenses, sales, arranging to sell, or otherwise furnishing a controlled substance; and also for possession of a controlled substance except less than one ounce of marijuana other than concentrated cannabis).

#### Use or Possession of Tobacco or Tobacco Substances

- Study Zone
- Suspension
- Referral to Impact Program
- Citation

### Grounds for Suspension and Expulsion

Suspension from school means removal of a student from ongoing instruction for adjustment purpose. A principal or the principal's designee may suspend a pupil from the school (not more than five consecutive school days) for any of the reasons in the Educational Code, Section 48900, upon a first offense if the principal or designee determines that the pupil violated Educational Code 48900, or that pupil's presence causes a danger to persons or property, or threatens to disrupt the educational process.

A student may be suspended or expelled for any of the acts listed below if the act is related to a school activity or occurs during at any District school under the jurisdiction of the Superintendent or principal or within any other school District, including but not limited to the following circumstances:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period, whether on or off the school campus; and/or
4. During, going to, or coming from a school-sponsored activity.

Please see the Mira Costa High School Discipline Matrix for additional information.

<b>OFFENSE</b>	<b>ED. CODE</b>	<b>POSSIBLE CONSEQUENCE(S)</b>
Caused, attempted to cause, or threatened to cause physical injury to another person.	48900(a)(1)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Willfully used force or violence upon the person of another, except in self-defense.	48900(a)(2)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.	48900(b)	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of a controlled substance.	48900(c)	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Unlawfully offered, arranged, or	48900(d)	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> </ul>

OFFENSE	ED. CODE	POSSIBLE CONSEQUENCE(S)
negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.		<ul style="list-style-type: none"> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Committed or attempted to commit robbery or extortion.	48900(e)	<ul style="list-style-type: none"> <li>• Suspension for 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Caused or attempted to cause damage to school property or private property.	48900(f)	<ul style="list-style-type: none"> <li>• Suspension for 1-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Stole or attempted to steal school property or private property.	48900(g)	<ul style="list-style-type: none"> <li>• Suspension for 1-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Possessed or used tobacco or products containing tobacco or nicotine.	48900(h)	<ul style="list-style-type: none"> <li>• Study Zone</li> <li>• Suspension</li> <li>• Referral to Impact Program</li> <li>• Citation</li> </ul>
Committed an obscene act or engaged in habitual profanity or vulgarity.	48900(i)	<ul style="list-style-type: none"> <li>• Study Zone</li> <li>• Suspension 1-5 days</li> </ul>
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.	48900(j)	<ul style="list-style-type: none"> <li>• Study Zone</li> <li>• Suspension 1-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Disrupted school activities or otherwise willfully defied the valid authority of school personnel.	48900(k)	<ul style="list-style-type: none"> <li>• Study Zone</li> <li>• Suspension 1-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Knowingly received stolen school property or private property.	48900(l)	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Referral for expulsion</li> </ul>

OFFENSE	ED. CODE	POSSIBLE CONSEQUENCE(S)
		<ul style="list-style-type: none"> <li>• Referral to law enforcement authorities</li> </ul>
Possessed an imitation firearm.	48900(m)	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Committed or attempted to commit a sexual assault.	48900(n)	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.	48900(o)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	48900(p)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Engaged in or attempted to engage in hazing.	48900(q)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Engaged in an act of bullying, including bullying committed by means of an electronic act, directed specifically toward a student or school personnel.	48900(r)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Aided or abetted the infliction of physical injury to another person.	48900(s)	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Referral for expulsion, if judged by a juvenile court to have committed as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury.</li> <li>• Referral to law enforcement authorities</li> </ul>
Committed sexual harassment	48900.2	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Caused, attempted to cause, threatened to cause or participated in an act of hate violence.	48900.3	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> <li>• Referral for expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>
Intentionally engaged in harassment, threats, or intimidation	48900.4	<ul style="list-style-type: none"> <li>• Suspension for up to 5 days</li> <li>• Referral for expulsion</li> </ul>

OFFENSE	ED. CODE	POSSIBLE CONSEQUENCE(S)
		<ul style="list-style-type: none"><li>• Referral to law enforcement authorities</li></ul>
Making terroristic threats	48900.7	<ul style="list-style-type: none"><li>• Suspension for up to 5 days</li><li>• Referral for expulsion</li><li>• Referral to law enforcement authorities</li></ul>

Revised 5/17

**Mira Costa High School Discipline Matrix**  
**2017-2018**

In addition to the Grounds for Suspension and Expulsion set forth above, the following matrix details other offenses that may subject a student to discipline and the possible consequence(s) for the offense. The matrix is used as a guideline for consequences. **Individual student or school circumstances may require modification or adjustment to the consequences described in the matrix.**

<b>OFFENSE</b>	<b>1<sup>ST</sup> OCCURRENCE</b>	<b>2<sup>ND</sup> OCCURRENCE</b>	<b>3<sup>RD</sup> OCCURRENCE</b>	<b>4<sup>TH</sup> OCCURENCE</b>
Tardies (Consequences per semester)	1-2 tardies -Teacher responsibility 3 tardies - Detention by teacher Parent contact by teacher	4 tardies - 2 Detentions Parent contact	5-7 tardies 1 Study Zone Parent contact by VP	8 tardies 2 Study Zones SART
Unserved Detentions	Double detention by teacher Parent contact by teacher	Suspension from class Study Zone Parent contact	Suspension from class Detention still due SST Study Zone	Suspension
Dress Code Violation	Warning Change of clothes Possible detention	Study Zone Parent contact Change of clothes	Study Zone 1 day suspension	
Gambling	Study Zone Parent contact	1-3 days suspension	3-5 days suspension Arrest	Refer to principal
Forgery	Study Zone Parent contact	Study Zone 1-3 days suspension	Study Zone 3-5 days suspension	
Cheating (Plagiarism)	See Ethics Policy			
Unacceptable Behavior a. Not following directions b. Not prepared for class/ supplies c. Talking out/disruptive behavior d. Foul Language	Detention by teacher Parent contact by teacher	Study Zone Parent contact Suspension from class	1-3 days suspension Possible loss of class	2-5 days suspension Removal from class
Off Grounds Without a Pass	Study Zone Parent contact	1-3 days suspension Citation	3-5 days suspension Citation	Refer to principal
Truancy/Cutting Class	3 truancies – Detention Parent contact: 1 <sup>st</sup> habitual truant letter	6 truancies – Study Zone Parent contact: 2 <sup>nd</sup> letter Meeting with VP Possible citation	9 truancies – Study Zone Referral to Student Attendance Review Team (SART) Contract developed, consequences determined by Team	SART contract broken at 10 truancies – Referral to Student Attendance Review Board (SARB) Possible loss of extracurricular activities
Out of Bounds	Detention	Study Zone	1-3 days suspension	

<b>OFFENSE</b>	<b>1<sup>ST</sup> OCCURRENCE</b>	<b>2<sup>ND</sup> OCCURRENCE</b>	<b>3<sup>RD</sup> OCCURRENCE</b>	<b>4<sup>TH</sup> OCCURRENCE</b>
Littering/Throwing Food	Parent contact Study Zone	Possible Citation 1-3 days suspension	Citation 2-4 days suspension	5 days suspension
Unauthorized personal use of any electronic device during class time	Parent contact Confiscation until end of school day	Confiscation until end of school day. Parent contact Detention	Confiscation until the end of school day. Parent contact. Study Zone	Confiscation until the end of the school day. Parent contact 1 day suspension
Display of Affection	Conference with both parties	Detention Parent contact	Study Zone	
Riding skateboards on campus	Detention Parent contact Confiscation until end of school day Possible citation	Confiscation until end of school day on the Monday following the offense Parent conference Study Zone Citation	Study Zone Confiscate for 30 days- must be picked up by parent	Keep and give to parent at end of school year 1-3 days suspension
Violation of Technology Use Agreement	Study Zone Parent contact	1-3 days suspension Parent contact	3-5 days suspension Parent contact Drop from computer class if enrolled Suspend use of computers	
Insults or abusive language, remarks or actions (discriminatory, racial, or sexual)	Study Zone Parent contact	1-3 days suspension Parent contact	2-5 days suspension Parent contact Referral to law enforcement	
Foul language to teacher	Study Zone Parent contact	Possible loss of class 1-3 day suspension Parent contact	Removal from class 2-5 day suspension Parent contact Referral to law enforcement	
Vaping	Detention Parent contact Possible citation	Possible citation 1-3 day suspension	Citation 3-5 day suspension	Citation 5 day suspension

# MIRA COSTA HIGH SCHOOL ETHICS POLICY OVERVIEW

To create a fair and positive learning environment, the Mira Costa Administration and Faculty require that students act with honesty at all times in their academic endeavors. To this end, the following policy has been established by a faculty committee to promote academic integrity and to establish consequences in cases of unethical behavior.

The development of academic integrity in the students of Mira Costa High School is a significant priority for teachers and faculty. This document encourages students and parents to become partners in this goal as students explore ideas and achieve success as a result of their own efforts. The Manhattan Beach Unified School District expects students to take their responsibilities as ethical learners seriously.

Cheating includes, but is not limited to, plagiarizing, copying another student's work, using notes, electronics, or other means of assistance on an assignment or test, passing answers or information to other students about an assignment or test, altering a teacher's grade book/records, and taking a copy of a test to use it for personal advantage or for distribution to other students. Please note that teachers utilize software (such as [turnitin.com](http://turnitin.com)), internet search engines, and references to other materials (including Spark Notes) to ascertain the authenticity of student work.

## HOW THE POLICY WORKS

The Mira Costa Ethics Policy operates on a cumulative point basis over a student's four-year

tenure at the school. Points for subsequent offenses are added to existing demerits.

On subsequent offenses, students receive the consequences for the total number of points they have accumulated at that time. (For example, after a four point offense, a student would receive the consequences for eight points if he or she had previously accumulated four points.)

Discipline under this policy is progressive and consequences increase after repeated offenses.

## HOW THE POLICY IS IMPLEMENTED

**Once the teacher determines that a student has violated the Ethics Policy:**

A teacher-student conference takes place to discuss the circumstances of the violation.

The teacher then fills out a referral form to the vice-principal detailing the offense.

The vice-principal meets with the student, contacts the parent, and implements discipline under the policy.

## THE MODERN LANGUAGE ASSOCIATION (MLA) Definition of Plagiarism

The MLA Handbook defines plagiarism as the use of another person's ideas or expressions in your writing without giving proper credit to the source. The word comes from the Latin word *plagiarius* ("kidnapper"), and Alexander Lindey defines it as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Plagiarism and Originality [New York: Harper, 1952] 2).

"In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else" (Gibaldi 21-25). This can include paraphrasing, copying someone else's writing word for word, or using ideas that aren't your own without proper citation.

Gibaldi, Joseph and Walter S. Achtert, *MLA Handbook for Writers of Research Papers* (3rd ed. New York: The Modern Language Association of America, 1988), pp. 21-25. <<http://hnn.us/articles/514.html>>

**It is not possible to enumerate every type of plagiarism; we expect students to diligently avoid taking credit for another person's work. To that end, we provide some examples of plagiarism below. This list is not exhaustive and constitutes a guideline for students. We expect parents to support our efforts to encourage students to generate and express original ideas.**

- Copying another student's paper
- Using direct language from a source (printed or electronic) without placing those words in quotation marks AND without using a citation..
- Using ideas from a source (printed or electronic) without using a citation.
- Including paraphrased or summarized material without using a citation.
- Failing to cite a fact that is not common knowledge
- Downloading a paper from the Internet or from a paper mill.

## IF IN DOUBT, CITE

For a similar list see: Plagiarism Policy Hoover High School English Dept., [www.hhs.helena.k12.mt.us/summerreading/images/PlagiarismPolicy.pdf](http://www.hhs.helena.k12.mt.us/summerreading/images/PlagiarismPolicy.pdf)

# MIRA COSTA HIGH SCHOOL ETHICS POLICY

POINTS/ DEMERITS	ETHICS OFFENSE	CONSEQUENCE(S)
<b>2</b>	<ul style="list-style-type: none"> <li>› Copying HW</li> <li>› Allowing someone else to copy your homework</li> <li>› Cheating on Quiz</li> <li>› Giving/receiving information about quiz</li> </ul>	<ul style="list-style-type: none"> <li>› 0 on assignment (t)</li> <li>› U in citizenship (t)</li> <li>› 1 hour detention (a)</li> <li>› Parent contact (a)</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>› Cheating on a major assignment</li> <li>› Cheating on an Exam</li> <li>› Giving/Receiving answers on an exam</li> <li>› Plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>› 0 on assignment (t)</li> <li>› U in citizenship (t)</li> <li>› 1 Study Zone (a)</li> <li>› Parent contact (a)</li> </ul>
<b>6a</b>	<ul style="list-style-type: none"> <li>› Three 2 point offenses</li> <li>› Any combination of a 2 and 4 point offense</li> </ul>	<ul style="list-style-type: none"> <li>› 0 on assignment (t)</li> <li>› U in citizenship (t)</li> <li>› 2-day suspension (a)</li> </ul>
<b>6b</b>	<ul style="list-style-type: none"> <li>› Stealing a test or assessment</li> <li>› Reproducing/Altering or taking a picture or Screenshot of a test or assessment</li> <li>› Altering a teacher's grade book or website or other records</li> </ul>	<ul style="list-style-type: none"> <li>› 0 on assignment (t)</li> <li>› U in citizenship (t)</li> <li>› 4-day suspension (a)</li> <li>› Removal from the class (a)</li> <li>› Recommendation for expulsion (a)</li> <li>› Referral to law enforcement (a)</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>› Any cumulative series of points 2 through 6b above totaling 8 points.</li> </ul>	<ul style="list-style-type: none"> <li>› Consequences at offending point level</li> <li>› 5-day suspension in lieu of offending level</li> <li>› Suspension (a)</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>› Any cumulative series of points 2 through 6b above totaling 10 points.</li> </ul>	<ul style="list-style-type: none"> <li>› Consequences at offending point level</li> <li>› 5-day suspension and 2 Study Zones in lieu of</li> <li>› Offending level suspension and Study Zones (a)</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>› Any cumulative series of points 2 through 6b above totaling 12 points.</li> </ul>	<ul style="list-style-type: none"> <li>› Consequences at offending point level</li> <li>› 5-day suspension and 2 Study Zones in lieu of</li> <li>› Offending level suspension and Study Zones (a)</li> <li>› Recommendation for expulsion (a)</li> </ul>
		<ul style="list-style-type: none"> <li>(t) teacher responsibility</li> <li>(a) administrator responsibility</li> </ul>

## **SEXUAL HARASSMENT POLICY**

Mira Costa High School is committed to making our school free from sexual harassment. This means that the school prohibits harassment made by someone from or in the educational setting.

Sexual harassment can be such actions as: unwelcome sexual advances, request for sexual behaviors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The school prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The school further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

The District believes that it can resolve harassment issues at the school site. If an issue cannot be resolved at the school site, students may contact:

Executive Director, Student Services  
Manhattan Beach Unified School District  
325 S. Peck Avenue  
Manhattan Beach, CA 90266  
(310) 318-7345 ext. 5913

To file a discrimination or sexual harassment complaint:

- Obtain a copy of the Uniform Complaint Form and Procedure Form from the school or the District office. Remedies available outside of the district are listed in this procedure.
- Manhattan Beach Unified School District will immediately undertake an effective, thorough and objective investigation of the harassment allegations and provide a written report as soon as possible.
- If the District determines that the policies prohibiting sexual harassment have been violated, disciplinary action up to and including expulsion, will be taken.

Complaints will be kept confidential. The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Please refer to the District Board Policy for additional information.

## ATHLETICS

Mira Costa High School provides opportunities for all students to compete in interscholastic athletics. Manhattan Beach Unified School District is a member of the California Interscholastic Federation Southern Section (CIF-SS) and the South Bay Athletic Association.

### **Basic eligibility rules for competition:**

1. Be less than 19 years of age on June 15th of the current school year.
2. Meet the MBUSD/CIF resident requirements.
3. Attend high school for no more than eight (8) semesters.
4. Not compete on any outside team in the same sport for the school season of the sport in which you participate.
5. Have not tried out for any professional or college team.
6. Obtain written permission from parent/guardian to compete and travel.
7. Pass a physical examination.
8. Show proof of accident insurance.
9. Maintain a 2.0 GPA for the preceding grading period and be making satisfactory progress toward graduation.
10. Maintain passing grades in at least four subjects (20 credits).
11. A student may be declared ineligible for disciplinary reasons by administrative action.
12. All students *must* complete an Athletic Clearance Packet *before* trying out or competing for *any* sport. These packets are available on the Mira Costa website under the Athletics link.

# MIRA COSTA

## BELL SCHEDULES 2017-2018

### REGULAR SCHEDULE

Period 0	7:00	-	7:55
Period 1	8:00	-	8:56
Period 2 (Homeroom)	9:02	-	10:04
Snack	10:04	-	10:17
Period 3	10:23	-	11:19
Period 4	11:25	-	12:21
Lunch	12:21	-	12:51
Period 5	12:57	-	1:53
Period 6	1:59	-	2:55

### MINIMUM DAY SCHEDULE

8/23, 9/8\*, 9/20, 11/9, 6/11

Period 0	7:00	-	7:55
Period 1	8:00	-	8:39
Period 2	8:46	-	9:27
Period 3	9:34	-	10:13
Snack	10:13	-	10:43
Period 4	10:50	-	11:29
Period 5	11:36	-	12:15
Period 6	12:22	-	1:02

\*9/8 is a 12:21 pm release

### LATE START

12/18, 1/16, 2/26, 3/26

\*Zero period does not meet.

Period 1	10:01	-	10:40
Period 2	10:46	-	11:25
Period 3	11:31	-	12:10
Lunch	12:10	-	12:40
Period 4	12:46	-	1:25
Period 5	1:31	-	2:10
Period 6	2:16	-	2:55

### RALLY/ASSEMBLY SCHEDULE

	Hall of Fame 9/22	Homecoming 10/18
Period 0	7:00 - 7:55	7:00 - 7:55
Period 1	8:00 - 8:44	8:00 - 8:35
Period 2	8:49 - 9:33	8:41 - 9:16
Ass. 3A	9:41 - 10:41	Rally 9:21 - 9:52
Snack	10:41 - 10:53	AM OH 9:52 - 10:49
Ass. 3B	11:00 - 12:00	p. 3 10:55 - 11:30
Lunch	12:00 - 12:30	Lunch 11:30 - 12:00
Period 4	12:35 - 1:18	p. 4 12:06 - 12:41
Period 5	1:23 - 2:07	PM OH 12:41 - 1:38
Period 6	2:12 - 2:55	p. 5 1:44 - 2:19
		p. 6 2:25 - 2:55

### OFFICE HOURS SCHEDULE

8/30, 9/13, 9/27, 10/4, 10/18, 10/25, 11/1, 11/15, 11/29, 12/6, 12/13, 1/10, 1/24, 1/31, 2/7, 2/14, 3/7, 3/14, 3/21, 4/11, 4/18, 4/25, 5/2, 5/9, 5/16

Period 0	7:00	-	7:55
Period 1	8:00	-	8:40
Period 2	8:46	-	9:27
AM Office Hours	9:27	-	10:24
Period 3	10:30	-	11:10
Lunch	11:10	-	11:40
Period 4	11:46	-	12:26
PM Office Hours	12:26	-	1:23
Period 5	1:29	-	2:09
Period 6	2:15	-	2:55

### SEMESTER EXAMS SCHEDULE

12/19-12/21/17; 6/12-6/14/18

Period 0	TBA	
First Exam	8:00	- 10:02
Snack	10:02	- 10:14
Second Exam	10:20	- 12:22

### DRILLS

All on Wednesdays. Check Event Calendar for Bell Schedules

9/6/17	3 <sup>rd</sup> period
10/25/17	2 <sup>nd</sup> period*
11/8/17	5 <sup>th</sup> period
12/13/17	2 <sup>nd</sup> period*
1/17/18	4 <sup>th</sup> period
2/7/18	2 <sup>nd</sup> period*
3/28/18	5 <sup>th</sup> period
4/18/18	2 <sup>nd</sup> period*
5/2/18	2 <sup>nd</sup> period*

\*Office Hours Day

### STANDARDIZED TESTING DAYS/

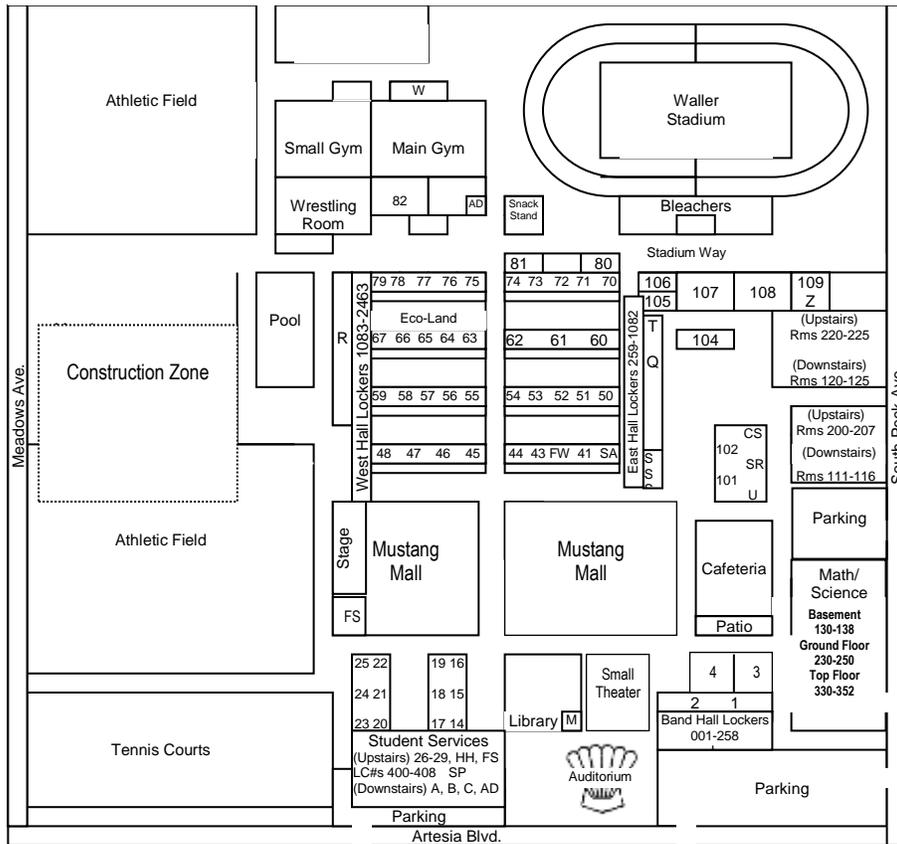
SBAC/CST/CAST (5/21-5/25)]

PSAT 10/11

\*Zero period does not meet.

Testing	7:00	-	10:20
Nutrition	10:20	-	10:35
Period 1	10:41	-	11:13
Period 2	11:19	-	11:53
Period 3	11:59	-	12:31
Lunch	12:31	-	1:01
Period 4	1:07	-	1:39
Period 5	1:45	-	2:17
Period 6	2:23	-	2:55

# Mira Costa Campus Map



3/2015

- |           |                               |           |  |
|-----------|-------------------------------|-----------|--|
| <b>A</b>  | <b>Administration Offices</b> | <b>FS</b> | <b>Food Services</b>                           |
| <b>B</b>  | <b>Attendance Office</b>      | <b>FW</b> | <b>Faculty Workroom</b>                        |
| <b>C</b>  | <b>Guidance Offices</b>       | <b>HH</b> | <b>Health Office</b>                           |
| <b>M</b>  | <b>Textbook Room</b>          | <b>LC</b> | <b>Learning Center</b>                         |
| <b>Q</b>  | <b>Boiler Room</b>            | <b>SA</b> | <b>Student Activities</b>                      |
| <b>R</b>  | <b>Pool Lockers/Restrooms</b> | <b>SD</b> | <b>ASB Distribution</b>                        |
| <b>S</b>  | <b>Storage</b>                | <b>CS</b> | <b>Campus Security</b>                         |
| <b>T</b>  | <b>Transformer Room</b>       | <b>SF</b> | <b>Student Finance</b>                         |
| <b>U</b>  | <b>Adult School</b>           | <b>SP</b> | <b>School Psychologists</b>                    |
| <b>W</b>  | <b>Weight Room</b>            | <b>SR</b> | <b>School Resource Officer</b>                 |
| <b>Z</b>  | <b>Maintenance Office</b>     | <b>SS</b> | <b>Student Store/Student Activities Office</b> |
| <b>AD</b> | <b>Athletic Director</b>      |           |  |