

# MIRAMONTE HIGH SCHOOL



## Student Handbook 2014 – 2015

750 Moraga Way  
Orinda CA 94563

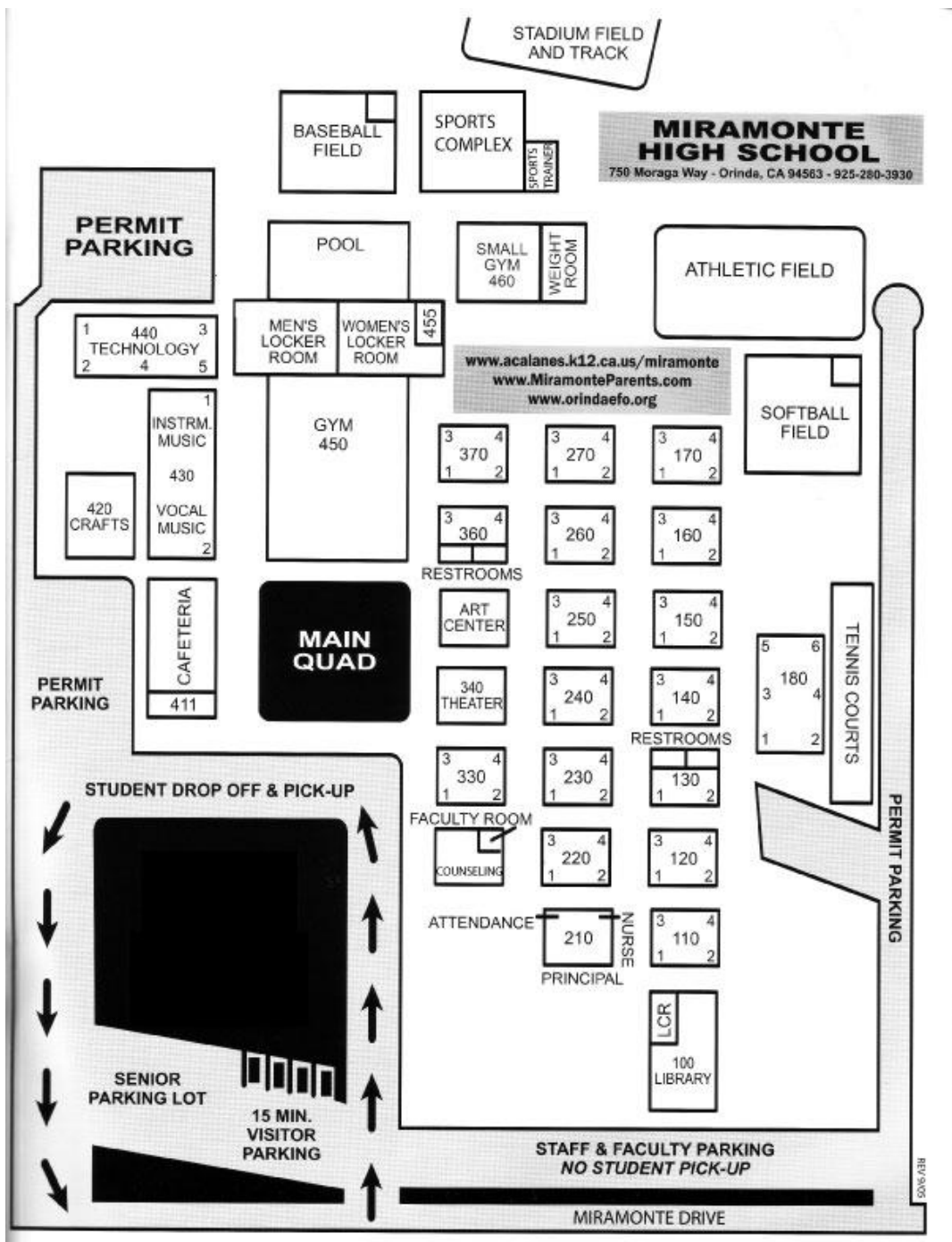
Telephone: (925) 280-3930 • Fax: (925) 280-3931  
Counseling office: (925) 280-3934 • Fax: (925) 376-7702  
24 hour attendance line:  
(925) 280-3933

Website: <http://www.acalanes.k12.ca.us/miramonte>  
Staff e-mail: (first initial)(last name)@acalanes.k12.ca.us

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_



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#### **District Mission Statement**

We educate every student to excel and contribute in a global society.

#### **Miramonte Mission Statement**

The Mission of Miramonte High School is to promote a high level of intellectual, social, and personal growth in each individual.

#### **Miramonte Vision Statement**

The Miramonte vision is for all our students to achieve at their highest potential within our rigorous and challenging curriculum. We promote successful integration into an increasingly technological, complex, and diverse world. We challenge our students to become concerned knowledgeable citizens, actively participating in preserving and improving the global community. Through collaborative efforts, every student, teacher, and parent within our school community will provide the opportunity for all students to meet our ESLR's.

#### **Pledge of Respect**

Respect is the cornerstone of all our interactions and behaviors at Miramonte High School. 'We, the students and staff, acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes. Regardless of race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology, we are committed to respecting the differences in all of us.'

#### **Matador Code of Conduct**

- **Make Miramonte a better place**
- **Always do the right thing**
- **Treat others the way you want to be treated**

**MIRAMONTE HIGH SCHOOL**

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**24 hour attendance recorder:**

**(925) 280-3933**

**ADMINISTRATION AND AUXILIARY STAFF**

**GENERAL OFFICE**

***Principal***

Julie Parks

**FAX (925) 280-3931**

***School Finance Technician***

Trish Stuber

***Principal's Administrative Assistant***

Betsy Canty

**ATTENDANCE OFFICE**

***Associate Principals***

Jon Campopiano

(A-L) discipline

Jan Carlson

(M-Z) discipline

***Attendance Technician***

Teena Philpott-Rigal

***Attendance/Health Assistant***

Kim Griffin

***Nurse***

Barbara Polanger

**COUNSELING OFFICE**

***Head Counselor***

Lois Halls (Se-Z)

***Counselors:***

Linda Fore (A-F)

Ellen Conner (G-Ma)

Erika Vasquez (Mc-Sc)

**FAX (925) 376-7702**

***Registrar***

Drue Kendell

***Psychologist***

Allyson Vesce

***Support Counselors***

Danielle Jurow

Jonathan Parker

**LIBRARY**

***Librarian***

Susan Williams

**COLLEGE CAREER CENTER**

Eloise Schneider

**STAFF**

***Head Custodian***

Irene McGraw

***Campus Supervisor***

Mark Graminski

**Important Dates 2014– 2015**

Calendars listing school events and special schedules are posted in the school directory and on the Miramonte Parents Website.

Welcome Back Dance	Friday	August 29
Labor Day Holiday	Monday	September 1
Back to School Night	Thursday	September 11
Homecoming Week	Mon-Fri	October 6-10
Homecoming Dance	Saturday	October 11
End of first quarter	Friday	October 24
Veterans' Day Holiday	Mon-Tues	November 10-11
Thanksgiving Break	Mon-Fri	November 24-28
Winter Break	Mon-Fri	December 22 - January 2
Martin Luther King Holiday	Monday	January 19
Finals Week	Tues-Fri	January 20 - 23
End of Semester	Friday	January 23
Open House	Thursday	February 5
Presidents' Day Holiday	Fri-Mon	February 13 & 16
Junior Prom	Saturday	March 21
End of third quarter	Friday	March 27
Spring Break	Mon-Fri	March 30 – April 3
Senior Ball	Saturday	May 23
Post Senior Day	Tuesday	May 26
Memorial Day Holiday	Monday	May 25
Baccalaureate	Sunday	June 7
Finals Week	Tuesday	June 9 -12
Graduation	Friday	June 12

## BELL SCHEDULES

### Regular Schedule

Period 1: 8:00 - 8:50  
 Period 2: 8:55 - 9:45  
**Brunch:** 9:45 - 9:52  
 Period 3: 9:57 - 10:47  
 Period 4: 10:52 - 11:45  
**Lunch:** 11:45 - 12:20  
 Period 5: 12:25 - 1:15  
 Period 6: 1:20 - 2:10  
 Period 7: 2:15 - 3:05

### Rally Schedule

Period 1: 8:00 - 8:46  
 Period 2: 8:51 - 9:37  
**Brunch:** 9:37 - 9:44  
 Period 3: 9:49 - 10:35  
 Period 4: 10:40 - 11:29  
**Rally:** 11:34 - 11:57  
**Lunch:** 11:57 - 12:32  
 Period 5: 12:37 - 1:23  
 Period 6: 1:28 - 2:14  
 Period 7: 2:19 - 3:05

### Wednesday Schedule

Period 1: 8:35 - 9:20  
 Period 2: 9:25 - 10:10  
**Brunch:** 10:10 - 10:17  
 Period 3: 10:22 - 11:07  
 Period 4: 11:12 - 12:00  
**Lunch:** 12:00 - 12:35  
 Period 5: 12:40 - 1:25  
 Period 6: 1:30 - 2:15  
 Period 7: 2:20 - 3:05

### Assembly Schedule

Period 1: 8:00 - 8:41  
 Period 2: 8:46 - 9:27  
**Brunch:** 9:27 - 9:34  
 Period 3: 9:39 - 10:20  
**Assembly:** 10:25 - 11:25  
 Period 4: 11:30 - 12:11  
**Lunch:** 12:11 - 12:47  
 Period 5: 12:52 - 1:33  
 Period 6: 1:38 - 2:19  
 Period 7: 2:24 - 3:05

## Early Final Exams

Under normal conditions, students will not take final examinations in advance of the scheduled time before the close of the semester. Any student who fails to take final examinations shall be required to make up these examinations upon his/her return to school the next regular semester. (AR 5121)

## Final Exam Schedules

### Winter Finals

	<i>Tuesday 1/20</i>	<i>Wednesday 1/21</i>	<i>Thursday 1/22</i>	<i>Friday 1/23</i>
8:00-10:00	<b>Period 0</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>
10:00-10:15	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>
10:20-12:20	<b>Period 4</b>	<b>Period 5</b>	<b>Period 7</b>	<b>Period 6</b>

### Spring Finals Schedule

	<i>Tuesday 6/9</i>	<i>Wednesday 6/10</i>	<i>Thursday 6/11</i>	<i>Friday 6/12</i>
8:00-10:00	<b>Period 0</b>	<b>Period 5</b>	<b>Period 4</b>	<b>Period 7</b>
10:00-10:15	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>
10:20-12:20	<b>Period 2</b>	<b>Period 1</b>	<b>Period 6</b>	<b>Period 3</b>

## TEST DAY SCHEDULE

Monday/Wednesday	Foreign Language
Tuesday/Friday	Science / Visual & performing arts
Monday/Thursday	History / Social Studies
Tuesday/Thursday	Mathematics / Tech Ed
Wednesday/Friday	English / PE

## LIBRARY/MEDIA CENTER

The MHS Library is open from 7:30-5:30 Monday through Friday, except on Wednesdays when it opens at 8:35. Students have access to one of the largest school library collections in Northern California, with more than 20,000 books, audio books, and videos. Additionally, the library subscribes to five major database portals (ABC-CLIO, Country Watch, Facts on File [Infobase], GALE, and Proquest) and students and teachers have access to over twenty databases. These include all issues of the New York Times since 1851 in Proquest and a large collection of university-level reference eBooks in GALE. Students can find the passwords for the databases in their English or Social Studies teachers' School Loop sites or in the library itself.

The library is staffed by a full-time credentialed Teacher Librarian who collaborates with members of all departments to create and implement projects and assignments that use the library's extensive resources, promote 21st-century skills, and create opportunities for individual growth. The librarian is also available to assist students with individual projects, assignments, and interests. Additionally, the library is a place for collaborative and independent study. A full-time library assistant, afternoon library assistant, and student assistants provide other support.

Students have access to eight Macintosh and 26 PC computers, two networked printers, and a photocopy machine that also has scanning abilities. Many projects and assignments have "Libguides," which link to electronic and database resources and list print resources. For access to the library catalog (Destiny) and many of the Libguides, go to <http://tinyurl.com/mhslibrarycatalog>. See Mrs. Williams in the library or email her at [mhslibrarian@acalanes.k12.ca.us](mailto:mhslibrarian@acalanes.k12.ca.us) if you have any questions or would like help.

STUDENTS SHOULD BE SURE TO SILENCE THEIR CELL PHONES WHEN THEY ENTER THE LIBRARY

### TEXTBOOKS:

- Students are responsible for returning or paying for lost or damaged textbooks
- Loss or damage charges should be paid **online** at the MHS Web Store
- Students should **write their name and room number** in textbooks, so that if it is lost during the year, it may be returned to the student
- If a student drops or changes a class, the student must return all textbooks and get a teacher's signature before enrolling in a new class
- Yearbooks, report cards, graduation activities or diploma may be withheld if a student has outstanding textbooks or other debt

## COMPUTER LABS/USE OF COMPUTERS

All students must have a signed *INTERNET AGREEMENT* on file in order to use school computers. Passwords are issued at Mats Day. Passwords are not to be shared. School computers are for school work only. Eating or drinking at the computers is not permitted. Misuse of computers will result in cancellation of password and loss of computer privileges. iPods/MP3 players or headphones cannot be used unless part of an assignment. Printing is limited to what must be turned in to a teacher.

### Student Internet and Network Responsible Use Agreement

The goal of the AUHSD is to prepare every student to excel and contribute in a global society. To this end, AUHSD is dedicated to the use of technology as a tool to enhance educational excellence by facilitating resource sharing, innovation, and communication. Specifically, the use of the Internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. In addition, the district uses an online community system to enhance the learning environment.

Signature of the student and guardian are required prior to accessing the District's Network. The use of the Network and access to the Internet is a privilege, not a right. Any violation of this agreement may result in the loss of the user's Network access, disciplinary and/or legal action, including suspension or expulsion from District schools, and/or criminal prosecution by government authorities. The District intends to cooperate with the investigation of any legitimate law enforcement agency should any user action on the Network lead to such an investigation.



## **Terms and Conditions of the Agreement**

**Personal Responsibility:** All rules of conduct in the Board Policy and Student Handbooks apply when accessing the Network and/or utilizing computers and electronic devices.

**Primary Use:** The purpose of providing access to the Network and the Internet is to support classroom instruction and student learning. Use of the Network and Internet must be in support of the educational objectives of the District.

**Services:** There are no warranties of any kind, whether expressed or implied, for this service. The District denies any responsibility for the accuracy of the information obtained through these services. Information stored or transmitted on the Network is not considered private or confidential. The District utilizes an Internet filter to block access to inappropriate content in accordance with CIPA (Children's Internet Protection Act). The District reserves the right to monitor users' Network activities and delete any inappropriate, unauthorized or illegal material. Therefore, users should have no expectation of privacy concerning the use of the AUHSD Network. This includes, but is not limited to, all electronic communication.

The students and parents/guardians agree to not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

### **Student Responsible Use Includes:**

- Protecting the integrity of your own school accounts and passwords by not sharing either with others.
- Respecting the Network and its users by not altering or hacking system settings, Network settings or file directories.
- Respecting district property by not altering or damaging district equipment, materials, data and network security settings.
- Protecting the District Network by not downloading or installing executable files, games or documents.
- Accessing chat, application or social networking sites only when directed to do so by your teacher to complete school assignments.
- Following copyright rules by not transmitting or plagiarizing documents, software or media protected by copyright law.
- Following federal and state regulations by not transmitting defamatory obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or media. (Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments, messages or media that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.)
- Respecting the rights of others by not deleting, copying, modifying or forging other users' names, emails, files or data or disguising your identity, impersonating other users or sending anonymous email.
- Protecting your privacy and the privacy of others by not sharing personal information on the Internet including full ne, home address, age, and telephone numbers or other identifying information.
- Only using the Network for legal transactions and not for business or profit making activities.
- Posting your student work responsibly by following the directions of your teachers.

## **SCHOOL NURSE/HEALTH SERVICES**

### **AUHSD School Nurse services include:**

- Management of student health/medical issues
- Medication administration and training
- Hearing and Vision Screening
- Case Management, including Individualized Healthcare Plans for students with significant health problems (diabetes, seizures, asthma, severe allergies)
- First aid and emergency care, including Student Injury Reports
- Health and Safety Programing
- Health Education: individual and group

### **Student illness & injury**

- Students who are too ill to continue in the classroom activities will report to the Attendance Office with a pass from their teacher. The student's parent/guardian will be notified of the situation and will be expected to make appropriate arrangements for the student to leave campus. **It is critical that all emergency numbers be kept up-to-date** in the event of student illness or emergency. Students are advised to have this information with them at all times.
- Injuries: A Student Injury Report must be completed by staff at the time of injury. Forms are available in the School Nurse's Office and PE & Athletic Trainer's Office.
- Students must sign in and out with the Attendance Office before leaving campus in case of injury or illness. Parents/Guardians, please bring medical documentation indicating the reason for being seen, permission to return to school and plan for evaluation after MD visit.
- Students who are ill are encouraged to stay home. Students experiencing a fever (without medication) and/or any infectious symptoms such as vomiting/diarrhea are asked to stay home until they are symptom-free for at least 24 hours.
- **Days/Hours** : Monday (all day), Wednesday (am only), Thursday (all day). (925) 280-3930 ext. 3209

## **ATTENDANCE POLICIES**

**California Education Code 48200: Compulsory Education:** 48200. Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

### **Absence Procedures**

Regular school attendance plays a key role in student achievement and every effort should be made for students to be in class daily. We recognize that circumstances sometimes make it impossible for a student to be in school. California Ed. Code 48205 outlines which types of absences are excused and which are unexcused (aka cuts):

<b>Excused Absences</b>	<b>Unexcused Absences (make-up work allowed)</b>	<b>Unexcused Absences/cuts (no make-up work allowed)</b>
Illness	Vacations	Leaving campus without permission
Medical/Dental Appointments	Personal Reasons	
Funeral Services	Non-MHS activities	Tardies over 30 minutes
Court Appearances/Jury Duty		Absences not cleared within 24 hours
Suspensions		
Religious Holidays		

### **Eighteen (18) year old students**

When students reach the age of 18, they are permitted by California Education Code 46012 to verify their own absences from school and to assume those responsibilities formerly charged to the parent/guardian. A meeting must be held with the parent, student and administration before approval. The procedures for absences are the same for 18-year-olds as for all other students. Dialer calls will continue to go home. Students are reminded that with the right comes the responsibility of verifying their absences within the time allowed. *Students are to remain on campus during brunch and lunch.* A student may clear his/her absences 24 hours after the attendance office receives the signed document.

### **Attendance Recorder**

To report a full or partial-day absence, a parent or guardian must:

- 1 Call (925) 280-3933
- 2 SPELL the student's full legal name SLOWLY.
- 3 State the date and duration of absence (call each day if duration is unknown)
- 4 Reason for absence
- 5 Name of person calling and relationship to student
- 6 Authorized 18-year olds must identify themselves as 18-year olds

### **Excessive Excused Absences**

Students who have 15 or more excused absences, not including verified medical appointments will be required to provide verification from a physician to clear additional absences.

### **Student Attendance Review Board (SARB)**

For habitual tardies, unexcused absences, cuts, and/or excessive absences, you will be referred to the District's SARB.

### **Unexcused Absences**

Consequences for habitual cuts are as follows:

- 3<sup>rd</sup> cut: 2 hour of Saturday School, SARB Step 1
- 4<sup>th</sup> cut: 2 hours of Saturday School, SARB Step 2: SART Conference
- 5<sup>th</sup> cut: 2 hours of Saturday School, SARB Step 3: SARB Referral

### **Tardies**

Students are expected to arrive at each class on time. Consequences for habitual tardies are as follows:

- 9 tardies: 1 hour of Detention
- 11 tardies: 2 hours of Saturday School, SARB Step 1
- 13 tardies: 2 hours of Saturday School, SARB Step 2: SART Conference
- 15 tardies: 2 hours of Saturday School, SARB Step 3: SARB Referral

### **Attendance Requirements for After School Events**

Students must attend school at least half a day in order to practice or participate in any sport or after school event (athletic event, performing arts, etc.). If the event is held on Saturday, the student must attend at least half of the school day on Friday. Any exception must be made in writing by the principal.

### **Make up work**

A student with an excused absence from school shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. Assignments must be made up by the student within two days of his/her return to school for the student to receive credit. For prolonged absences (three days or longer) the time for completing missed assignments shall be determined by the teacher. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence. Long term assignments are due on the assigned due date unless other arrangements are made with the teacher.

### **Wednesday morning make-up tests**

Wednesday mornings start time is 8:35am. Make-up tests begin **promptly at 7:30** until 8:30 in the College & Career Center. Students must arrange with the teacher of the missed test by 3:00 the preceding Friday. Student ID must be presented when signing in.

### **Tutoring**

Peer tutoring is offered in the Study Hall class periods 2-6. Teacher tutoring is also available in the library after school on selected days.

### **ACADEMIC POLICIES**

**1. Pre-finals week guidelines:** Teachers will use a variety of strategies to prepare students for a cumulative assessment. Local or overnight field trips will not be approved during this week.

**2. Add/drop policy:** Students may request to drop/add classes during the first 10 days of the semester. Changes will be made on a space-available basis. Classes may not be added after the 10<sup>th</sup> day of the semester. Classes may be dropped up until the end of 1<sup>st</sup> quarter (for 1<sup>st</sup> semester) and by the end of 3<sup>rd</sup> quarter (2<sup>nd</sup> semester) without the class grade appearing on the transcript. Classes dropped after this date will appear on the transcript as an "F" drop.

**3. Communication guideline:** The outline below sets forth the process for addressing a student's academic or athletic concerns and will govern communications between staff and others in the MHS community. If any step in the line of communication is not followed, the issue in question will be immediately referred back to the first skipped level.

#### **A. Line of Communication – Academic**

1. Student speaks with teacher
2. Student and parent communicate with teacher
3. Student and parent communicate with counselor and teacher
4. Student and parent communicate with counselor, associate principal and teacher
5. Student and parent communicate with counselor, associate principal, principal and teacher
6. Student and parent communicate with District Administration and site personnel as needed.

#### **B. Line of Communication – Athletics**

1. Student/athlete speaks with coach
2. Student/athlete and parent communicate with coach
3. Student/athlete and parent communicate with coach and athletic director
4. Student/athlete and parent communicate with coach, athletic director and principal
5. Student/athlete and parent communicate with District Office and site personnel as needed.

### **Consequences for Academic Dishonesty**

Disciplinary consequences shall be cumulative for three calendar years from the date of an offense and will be noted in the student's discipline file.

#### **First violation**

1. Teacher notifies student of the violation and writes a referral with supporting evidence attached.
2. Teacher discusses referral with site administrator and student's counselor.
3. Site administrator meets with student and notifies parent/guardian. Site administrator may require teacher participation with parent/guardian notification.
4. Site administrator documents violation in student discipline file.
5. Counselor meets with student.
6. Student loses all credit for the assignment or test with no makeup permitted.
7. Student receives a "U" in citizenship for the current grading period, as applicable.

#### **Second Violation (within the same course)**

1. Teacher notifies student of the violation and writes a referral with supporting evidence attached.
2. Teacher discusses referral with site administrator and student's counselor.
3. Site administrator meets with student and notifies parent/guardian. Site administrator may require teacher participation with parent/guardian notification.
4. Site administrator documents violation in student discipline file.
5. Counselor meets with student.
6. Student receives a "U" in citizenship for the current grading period, as applicable.
7. Student will be dropped from the class where the violations occurred and receive an "F" as the final grade.

#### **Second Violation (within a three year period)**

1. Teacher notifies student of the violation and writes a referral with supporting evidence attached.
2. Teacher discusses referral with site administrator and student's counselor.
3. Site administrator meets with student and notifies parent/guardian. Site administrator may require teacher participation with parent/guardian notification.
4. Site administrator documents violation in student discipline file.
5. Counselor meets with student.
6. Student receives a "U" in citizenship for the current grading period, as applicable.
7. Student loses all credit for the assignment or test with no makeup permitted.
8. Student receives a one-period class suspension.

#### **Three or more violations (within a three year period)**

1. Teacher notifies student of the violation and writes a referral with supporting evidence attached.
2. Teacher discusses referral with site administrator and student's counselor.
3. Site administrator meets with student and notifies parent/guardian. Site administrator may require teacher participation with parent/guardian notification.
4. Site administrator documents violation in student discipline file.
5. Counselor meets with student.
6. Student receives a "U" in citizenship for the current grading period, as applicable.
7. Student will be dropped from the class where the third violation occurred & receive an "F" as the final grade.
8. Student will receive a three-day suspension & consideration for alternative education.

### **COUNSELING DEPARTMENT**

**The Miramonte Counseling department provides academic, personal & college advising to the entire student body.** As the budget allows, we hope to continue to provide these services to students by assigning them to a counselor who will follow them throughout the entire high school experience. The counselor will meet regularly with the student to assist with transition to high school, registration & scheduling of classes, academic planning, appropriate course selection, college & career planning, letters of recommendation and help in transitioning from high school to college. Students may request an appointment with their counselor by signing up in the counseling office. Parents who wish to meet with their student's counselor are encouraged to call ahead

or email for an appointment. Counselors are often busy meeting with students and may not be available to meet with parents who drop in without a scheduled appointment.

Other important components of the counseling program involve the expertise and services provided by:

- Intervention Specialists meet with students in crisis and provide support for struggling students.
- College/Career Center Advisor
- School Registrar
- School Psychologist
- Testing Coordinator

### **SCHEDULE CHANGES AND ADD/DROP POLICY**

Courses may be **added** during the first 10 days of school on a space available basis.

The deadline to **drop** a class without the course appearing on the student's permanent transcript is the end of the first quarter (for first semester) and the end 3<sup>rd</sup> quarter (for second semester classes). Classes dropped **AFTER** the deadline will appear on the transcript as an F drop.

### **GRADUATION REQUIREMENTS**

240 credits are required for graduation. 10 credits are earned for a passing grade of D- or better in both semesters of a yearlong course.

40 credits	English
10 credits	World History/Geography
10 credits	United States History
5 credits	United States Government
5 credits	Economics
10 credits	Biological Science
10 credits	Physical Science
20 credits	Mathematics (incl. 1 year Algebra and 2 semesters beyond Algebra starting w/ class of 2015)
20 credits	P.E. taken in 9 <sup>th</sup> and 10 <sup>th</sup> grade
20 credits	Selected from two of the following 4 departments: World Language, Performing Arts, Visual Arts, Technology/Career Tech

Credits = 150 Plus 90 Elective credits taken from any department.

Students must also pass the California High School Exit Exam which is taken in the sophomore year.

### **Report Card and Progress Reports**

Grades are updated at least once every four weeks and are available on School Loop (see Grade Report Calendar below). Progress and grade reports will be available in the middle of each quarter through the following website: <https://pass.acalanes.k12.ca.us/abi>. Your parents will receive information on how to log in to this system.

#### **PROGRESS REPORT/GRADE REPORT CALENDAR 2014-2015**

##### **First Quarter – 08/25/14-10/24/14**

Progress report mailed	10/03/14
End of Quarter	10/24/14
Grade report mailed	10/31/14

##### **Second Quarter – 10/27/14 – 01/23/15**

Progress report mailed	12/05/14
End of Quarter	01/23/15
Grade report mailed	01/30/15

##### **Third Quarter – 01/27/15 – 03/27/15**

Progress report mailed	03/06/15
End of Quarter	03/27/15
Grade report mailed	04/10/15

**Fourth Quarter – 04/6/15 – 06/12/15**

Progress report mailed

End of Quarter

Grade report mailed

05/15/15

06/12/15

06/19/15

**CAHSEE TESTS****2014-15 CAHSEE Administration Schedule**

<b>ENGLISH-LANGUAGE ARTS</b>	<b>MATHEMATICS</b>
<b>Tuesday</b>	<b>Wednesday</b>
February 03, 2015	February 04, 2015

**SAT I AND II TESTS**

<b>2014-15 Test Dates</b>
October 11, 2014 @ Miramonte High School
November 08, 2014
December 06, 2014
January 24, 2015
March 14, 2015 @ Miramonte High School
May 02, 2015 @ Miramonte High School
June 06, 2015 @ Miramonte High School

**PSAT TEST DATE:** Oct. 18, 2014**AP EXAMS:** May 04 - 15, 2015Visit the College Board website at: [www.collegeboard.com](http://www.collegeboard.com) for information.**SBAC** testing is tentatively scheduled for April 22<sup>nd</sup> through 25<sup>th</sup>, 2015**COLLEGE/CAREER CENTER**

College and Career Center offers a wide variety of college and career planning materials and services including a web-based tool, Family Connection by Naviance designed especially for students and parents to help make decisions about colleges and careers. Family Connection is linked with Counselor's Office, a service used in our office to track and analyze data about college and career plans providing up-to-date information that's specific to our school. This site is also used to post college visits for juniors and seniors, has an extensive scholarship list as well as over 1,100 enrichment programs posted to make it easy for students and parents to research summer, study abroad, gap year, internships, and volunteer opportunities. Students are introduced to this site as freshmen and do grade appropriate activities in the center each year.

In addition to Family Connection, we have additional features including a Learning Style Inventory, an assessment to help students identify their preferred "learning style" and potential barriers to learning, Career Planner, two assessments "Do What You Are" and "Career Interest Profiler" for self-discovery re: college major and career; Method Test Prep, an online course that helps students build their math, reading and writing and SAT/ACT test prep skills and new this year (2014) a success planning feature which allows for individualized or grade level task and goal assignments.

College catalogs, college planning guides, books, SAT, ACT and AP study guides and college DVDs may be checked out. Students may use the Center to find a part time job or internship, attend a college representative visit, pick up scholarship applications, find information on foreign exchange or summer programs, tutors, community service and much more. Check out the College & Career Center section on the Miramonte website for more college planning information and current announcements. Eloise Schneider is the College & Career Advisor and she is available to help students and parents with college planning.

## **CALIFORNIA SCHOLARSHIP FEDERATION**

Membership in CSF is based on semester grades. Students must apply for membership and pay the semester dues during the application periods, which are in September and February. Membership is only good for one semester. Students must re-apply each semester they are eligible. Late or retroactive applications ARE NOT accepted. The September application is based on grades earned the prior spring semester. The February application is based on grades earned the immediately prior fall semester.

Awards are given at graduation to students who are members for at least 4 semesters during 10th, 11th, and 12 grades. At least one semester must be for grades earned first semester in 12th grade. 2nd semester senior year grades are not finalized in time for senior awards night and graduation. Students who did not apply for membership will not be awarded, even if they were academically eligible.

### **To qualify for CSF membership:**

#### **1. You must earn a *minimum of 10 points* from last semester's grades.**

- a. The first 4 points must be from LIST I (see CSF application)
- b. The first 7 points can be from List I or List II
- c. The remaining points can be from List I, II or III

#### **2. No more than 5 courses may be used to earn the minimum 10 points.**

#### **3. CSF points are granted as follows:**

A = 3 CSF points

B = 1 CSF point

One additional point shall be granted for a grade of A or B in an AP or Honors course, (an A in an AP class = 4 pts. a B = 2 pts.) You can only use a maximum of two extra points in AP/honors classes per semester.

A grade of C = 0 CSF points

A grade of D or F in any course, even in one you cannot use to qualify, disqualifies you from membership at this time. No CSF points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teaching assisting, and courses taken on a pass/fail basis

## **MAINTENANCE OF RESIDENCY**

- a. All students and their parents must inform the registrar in writing of any changes in their residency.
- b. Families who move out of the Miramonte attendance area must apply immediately for either an inter-district or an intra-district transfer. Failure to do so will result in student's immediate disenrollment from Miramonte.
- c. Students currently on either an inter-district or an intra-district transfer whose families move into the Miramonte attendance area should immediately inform the school of their change in status.
- d. Parents who falsify their residency to permit their students' attendance at Miramonte may be subject to prosecution.
- e. All inter-district transfers must be renewed annually.

### **Community Services**

#### ***Alcohol and Drug Treatment***

Alcoholics Anonymous	(925) 939-4155
Alcohol & Drug Abuse Council	(925) 932-8100
Alanon/Alateen	(925) 705-1905
Narcotics Anonymous	(925) 685-HELP
Thunder Road (Oakland)	(510) 653-5040

#### ***Crisis Intervention and Help***

Children's Protective Services	(877) 881-1116
Crisis/Suicide Prevention	(800) 833-2900
Domestic Violence Hotline	(888) 215-5555
Grief Crisis Hotline	(800) 837-1818
Rape Crisis Hotline	(800) 670-7273
Runaway Hotline	(800) 718-4357
Youth Crisis	(800) 843-5200



### **STUDENT GOVERNMENT**

Student government is an important and integral part of life at Miramonte. Students are encouraged to participate in class activities and to run for student body and class offices. Additionally, students can participate in student government by interviewing for a position in the class, or joining the Student Council, which is composed of elected representatives from each 4th period class. Student Council meetings are held once a month to discuss issues that concern the student body.

All students wishing to run for student government offices must:

1. Have a 2.50 grade point average to be eligible.
2. Maintain excellent attendance.
3. Maintain an excellent citizenship record.

### **MIRAMONTE STUDENT BODY OFFICERS – 2014-2015**

ASB President	Betsy Fellner
ASB Vice President	Sydney Mays
ASB Secretary	Sondra Abruzzo
ASB Treasurer	Shannon Moran

### **BACK-TO-SCHOOL AND OPEN HOUSE**

Back-to-School Night is held early in the fall. This is an opportunity for your parents to visit each of your classes, meet the teachers and obtain information about course objectives.

Open House is held so that parents may browse through the classrooms and view all aspects of the school. Prospective students and their parents are also invited to participate in Open House.

### **STUDENTBODY CARDS**

Students must bring their student body card to all games, dances, and other school events. Purchase of a card entitles students to admission to all home DFAL football and basketball games, as well as both school dances: Welcome Back and Homecoming. All away games and NCS playoff games will be paid for - possession of your student body card will get you into these games at a discounted price.

### **CLUBS**

Students are urged to become involved in the clubs at Miramonte. Club meetings are usually held during the lunch period. Club Day in late September provides an excellent chance to find out about each of the clubs. Often new clubs are formed because of student interest.

### **DANCES**

There are two student body dances during the school year. MHS students are required to show their student body cards at the door to be admitted to the dance. Dance tickets are INCLUDED in the price of the student body card. Visit the Miramonte website at [www.acalanes.k12.ca.us/Miramonte](http://www.acalanes.k12.ca.us/Miramonte), Webstore to purchase a student body card. The Welcome Back Dance and Homecoming Dance are for Miramonte students only. All students will be breathalysed and bags will be checked

### **PUBLICATIONS**

The school newspaper, the *Mirador*, is published about every six weeks, and the yearbook, *La Mirada*, is published in June. The newspaper and yearbook classes are open to seniors, juniors, and exceptional sophomores upon recommendation of their English teachers.

The Daily Bulletin is posted on the Miramonte website [www.acalanes.k12.ca.us/Miramonte](http://www.acalanes.k12.ca.us/Miramonte) and also e-mailed to parents. Items for the daily bulletin must be submitted to the Attendance office by 1:00pm the prior day. The daily bulletin is only for school related activities. All announcements must have an appropriate staff and or administrative signature to be included in the bulletin.

## **STUDENT ATHLETIC ELIGIBILITY**

The student must:

1. Be currently enrolled in at least 25 semester credits.
2. Have passed 20 semester credits of work at the completion of the last regular comprehensive high school grading period.
3. Apply themselves to their studies and maintain a minimum 2.0 GPA.
4. Maintain a satisfactory record of conduct, citizenship and attendance.
5. Take and pass a physical examination each year. Athletes will submit to the school, prior to the season, the required verification card signed by the physician and parents or guardian before being allowed to participate in a sport. CIF rule 306 states, "An annual physical examination, or a statement by a medical practitioner, certifying that the student is physically fit to participate in athletics is required before a student may try out, practice, or participate in interscholastic athletic competition."
6. Provide proof of health & accident insurance policies to cover the period in which the student is involved in school athletics. If student needs it, district or CIF insurance is available.
7. Attend school all day the day of a contest. If it is necessary to be absent from school due to illness, a half-day medical excuse may be acceptable. If more than a half-day of school is missed, the athlete is not permitted to play that day.
8. Take responsibility for all school equipment you have checked out. You must pay for lost or willfully damaged equipment.
9. Complete the season of sport unless a mutual agreement between the coach and the athlete is reached permitting the athlete to participate in another sport. Freshmen athletes will be encouraged to try another sport during the season if they find they are not suited for their first choice.
10. The North Coast Section of the California Interscholastic Federation requires student/athletes to sign an Ejection Policy Notification. The policy covers penalties for unsportsmanlike and dangerous play.
11. If you have attended another high school prior to this school year you may be residentially ineligible to participate in interscholastic athletics. Contact the Associate Principal in charge of athletics regarding eligibility. Foreign exchange students need to take the same precaution.

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (AR 6145)**

The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

In the event a student finds that he/she is academically ineligible to participate in extra/co-curricular activities in the first grading period of the upcoming year, he/she may request that the total spring and summer school grades be used to determine eligibility for the first grading period of the upcoming school year.

Receiving an Incomplete shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0.

### **Eligibility Requirements, Grades 9-12**

Students participating in extra/co-curricular activities, grades 9-12, will meet state and local eligibility standards relating to specific organizations, such as California Interscholastic Federation (CIF). Requirements for participation in extra/co-curricular activities, grades 9-12, are as follows:

1. The academic eligibility standard is a minimum of 2.0 and satisfying the NCS and CIF requirements.
2. Students must maintain progress towards high school graduation per Board Policy 5123.
3. A student must maintain satisfactory citizenship as defined in school and district policy.

### **Academic Probationary Eligibility**

Academically ineligible students may file for an appeal hearing once during their four-year eligibility. The appeal process is as follows:

1. A student who has been declared academically ineligible may appeal to the Eligibility Committee. Appeals must be made in writing within two weeks following the close of each quarter grading period and within two weeks from the beginning of the first quarter of school.
2. The principal at each school will establish an Eligibility Committee and appoint a chairperson thereof.
3. The committee will meet within one week after grades are issued or an appeal request is received.
4. During the intervening time, the student will be eligible to participate in a tryout period only if it is a sport or activity that has a limited roster size (cuts are made). The student is prohibited from participating in any extracurricular or co-curricular activities including games and scrimmages with another school during the tryout period. If the student does not make the activity or team, the request for the eligibility will be terminated and null and void.
5. Eligibility appeals must be based on severely extenuating circumstances beyond the student's control.
6. Students must attend committee meetings on their appeal. Parents/guardians shall be invited to attend committee meetings involving their children/wards.
7. Committee decisions are to be made in writing and shall be given to students and their parents/guardians.
8. The committee shall either affirm the ineligibility or grant probationary eligibility for not more than one grading period.

The Eligibility Committee at each school shall consist of the principal or an administrator designated by the principal, a guidance person, and an athletic director and/or Director of Student Activities. The appellant may select a student, chosen by the student body president and/or a teacher to be present at the committee meeting.

#### **Eligibility Related to Student Behavior**

A student must maintain satisfactory behavior as defined in school and district policy. Students suspended from school will have their eligibility suspended and may be removed from the team and/or activity. Additionally, students may have their eligibility suspended or be removed from the team and/or activity for substantiated infractions outside of school.

#### **Consequences for School Suspensions**

When a student is suspended from school, the following consequences will apply:

1. The student is prohibited from attending practice, contests, and/or performances during each day (1-5 days) of the school suspension.
2. The student is prohibited from participating in contests and/or performances for five school days for every one day of school suspension. EXAMPLE: A five day school suspension will result in being prohibited from participating in contests, events and/or performances for 25 school days including days for school suspension.
3. Following the completion of a school suspension of one to five days, the student may be allowed to attend and/or participate in practices and/or rehearsals.
4. Students suspended for offenses related to drugs and alcohol may be allowed to participate with the AUHSD Brief Intervention counseling program. Successful completion may reduce days and suspension and school days of ineligibility. EXAMPLE: A five day school suspension is reduced to a three day school suspension and ineligibility will be reduced from 25 school days to 15 school days.

Consequences related to extra/co-curricular participation arising from a school suspension are not subject to appeal. Additional rules affecting athletic eligibility are outlined in the Coaches Handbook of the district.

## **Athletic Appeals**

Academically ineligible students may file for an appeal hearing once during their four-year eligibility. The appeal process is as follows:

1. A student who has been declared academically ineligible may appeal to the Eligibility Committee. Appeals must be made in writing within two weeks following the close of each quarter grading period and within two weeks from the beginning of the first quarter of school.
2. The principal at each school will establish an Eligibility Committee and appoint a chairperson thereof.
3. The committee will meet within one week after grades are issued or an appeal request is received.
4. During the intervening time, the student will be eligible to participate in a tryout period only if it is a sport or activity that has a limited roster size (cuts are made). The student is prohibited from participating in any extracurricular or co-curricular activities including games and scrimmages with another school during the tryout period. If the student does not make the activity or team, the request for the eligibility will be terminated and null and void.
5. Eligibility appeals must be based on severely extenuating circumstances beyond the student's control.
6. Students must attend committee meetings on their appeal. Parents/guardians shall be invited to attend committee meetings involving their children/wards.
7. Committee decisions are to be made in writing and shall be given to students and their parents/guardians.
8. The committee shall either affirm the ineligibility or grant probationary eligibility for not more than one grading period. The Eligibility Committee at each school shall consist of the principal or an administrator designated by the principal, a guidance person, and an athletic director and/or Director of Student Activities. The appellant may select a student, chosen by the student body president and/or a teacher to be present at the committee meeting.

Over 76% of Miramonte's students participate in athletics. Everyone is encouraged to try out for the athletic teams that enable both boys and girls to compete in a variety of sports with other teams in the Diablo Foothill Athletic League (DFAL). The Daily Bulletin also carries these announcements.

## **PHILOSOPHY STATEMENT**

The philosophy of the **ACALANES UNION HIGH SCHOOL DISTRICT** is that interscholastic athletics are an integral part of the educational program and are designed to have a positive influence on students. Our athletic program supports student participation in multiple sports and promotes equal opportunities and experiences for all students, male and female. In addition to athletic skill development, we are charged with the responsibility of instilling in our athletes proper attitudes and behaviors that reflect the ideas of citizenship, sportsmanship, and cooperation, as well as building self-discipline and self-esteem. This can only be accomplished by a well-organized, goal-oriented program, conducted by competent adult leaders.

## **AVENUES OF COMMUNICATION**

One of our goals as an institution is for us to make sure that lines of communication are both open and clear. With this in mind we have developed a protocol that supports the resolutions of potential issues in efficient ways. During preseason meetings, coaches should provide you and your parents with the following information:

- Philosophy of the coach
- Schedules and practice times
- The requirements and rules
- Injury procedures
- Participant's Code of Conduct (Contract)

There are situations that may require a conference between the coach, the athlete, and the parent. These are encouraged. When these conferences are necessary, the following procedure should be followed to help resolve the concern:

- When appropriate you should first talk with the coach about the concern.
- If the coach/athlete meeting does not clear the situation then the parent(s) should call and set up an appointment with the coach.
- If the parent(s) need further discussion on the issue the school Athletic Director is the next contact.
- The Associate Principal in charge of Athletics is the next person a parent should contact.

Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings at these times generally are not productive for any of the parties involved.

**The following are appropriate concerns to discuss with coaches:**

- Advance notice of schedule conflicts
- How you are being treated
- Ways to help you improve
- Concerns about your behavior

### **TRANSPORTATION OF ATHLETES**

**TRANSPORTATION BY BUS—AUHSD Board Policy 3541.1 and Ed. Code 35330 - 35332**

1. Transportation to and from all off-campus student activities shall be in school buses, except that the principal may authorize any school employee or parent who has completed the appropriate district form to carry students in the private car of such employee or parent.
2. Adequate faculty and/or adult supervision must be provided for activities when school buses are used. It will be the responsibility of the school principal to determine adequate supervision.
3. Teachers, advisors, and coaches shall assume major responsibility for the maintenance of proper and safe student conduct at all times.
4. No unauthorized passengers may ride a school bus.
5. School employees transporting pupils to and from school functions are covered by school liability policies.
6. When pupils are being transported for school activities, parents providing such transportation are eligible for secondary insurance coverage, if the principal authorizes such transportation.

**Transportation by auto**

1. Students are not allowed to drive themselves or others to athletic contests that are scheduled immediately after school.
2. Adults who have completed the appropriate district forms may, under the direction of the head coach, drive students to athletic contests.
3. Under no circumstances are those who are driving to have more than seven (7) students plus the driver in any vehicle. If there are more than seven students plus the driver, a regular bus driver's license is mandatory. Also, NO RECREATIONAL VEHICLES, motor homes, open vehicles are to be used, regardless of numbers of passengers.
4. The only time athletes may arrive at an athletic contest without traveling in transportation coordinated by the school is:
  - a. On a Saturday, when the contest is at a district school and it is the parent's responsibility to provide transportation to the site of the contest.
  - b. When the contest is in the evening at one of the schools in the district and it is the parent's responsibility to provide transportation to the contest.
5. Release to parents: Any student attending away-from-school activities may be released only by the school official and or coach in charge and only to his parents/guardian or a person designated in advance by his/her parents or guardian in writing and pre-approved by an administrator.

Miramonte High School Home of the Mats Where Fans Cheer Positively and Sportsmanship is an Expectation  
Please let the Players Play ♦ Coaches Coach ♦ Officials Officiate ♦ Acts of Misconduct WILL NOT be  
TOLERATED and may result in IMMEDIATE REMOVAL

### AUHSD EXPECTATIONS FOR PARENTS AND SPECTATORS

Attendance at sporting events is not a right, but a privilege. Administrators, staff and teachers have the right to remove any individual for not adhering to these school rules/policies. The following behavior is unacceptable at all Miramonte sporting events:

1. Berating, yelling, booing, or chanting at any athletes, officials, coaches, cheerleaders, supervisory staff, and fans before, during or after the game. Personal attacks will not be tolerated
2. Obscene or demeaning actions, cheers, or gestures including, but not limited to, turning backwards during introductions, holding up newspapers, etc.
3. Displaying negative signs or objects including brooms, newspapers, etc., used to demean an opponent. All signs must show only positive support.
4. Behavior which directs negative comments towards opponents or is unsportsmanlike or vulgar.
5. Use of noisemakers: artificial noisemakers shall not be used at any event. Artificial noisemakers are items such as, but not limited to, megaphones, air horns, bells, whistles, clickers, thunder sticks, explosive devices, tape/CD players, jars with pennies, drums, large water bottles, conch shells, plastic horns, radios, and amplified sound devices.
6. Possession and/or use of laser devices.
7. Complaining about officials' calls (verbal or gestures).
8. Use of masks, face-painting, or any device to make identification difficult for security or school personnel.
9. Throwing objects onto the playing area before, during, or after a game.
10. Entering the playing area before, during, at half-time, and after a game, including the awards ceremony, if applicable. Spectators may not enter the playing area after a game prior to team handshakes or the opponent's safe return to their team area.
11. Sitting or standing in the area near the basket at basketball games. Fans may stand briefly after a basket and the last 2 minutes of the 4<sup>th</sup> period.

### **ATHLETIC SUSPENSION**

Students participating in athletics are prohibited from using or possessing tobacco, androgenic/anabolic steroids, alcohol or any illegal drugs or narcotics during their season of sport. A student must maintain satisfactory behavior as defined in school and district policy. Students suspended from school will have their eligibility suspended and may be removed from the team and/or activity. Additionally, students may have their eligibility suspended or be removed from the team and/or activity for substantiated infractions outside of school.

**BOYS - Fall:** Cross Country, Football, Water Polo; **Winter:** Basketball, Soccer, Wrestling; **Spring:** Baseball, Golf, Swimming, Tennis, Track, Volleyball, Lacrosse

**GIRLS - Fall:** Cross Country, Golf, Water Polo, Tennis, and Volleyball **Winter:** Basketball, Soccer; **Spring:** Softball, Track, Swimming, and Lacrosse

### SPORT SCHEDULE 2014-2015

Please check the following websites for the most recent sports schedule [DFAL.org](http://DFAL.org) & [CIFNCS.org](http://CIFNCS.org). Additional Questions? Contact the school's athletic director at extension 3451.

### SCHOOL POLICIES AND PROCEDURES

**1. PARKING PERMITS** (Juniors and Seniors ONLY): Parking on campus is a privilege not a right. Parking is also available on a first come basis and requires a permit which must be placed on the rear view mirror. This permit allows students to park in non-carpool, non-staff parking spaces ONLY. ***Students not displaying a permit, parking in staff/carpool spaces or in a no parking zone may be ticketed and repeat offenders and/or reckless drivers may lose their parking permits entirely.*** NO SOPHOMORE PARKING ON CAMPUS. Parking permits are non-transferable. Giving or lending your permit to another student will result in loss of permit for both parties.

**2. CARPOOL PARKING:** Reserved carpool parking is available to accommodate and reward students who drive other students, thus freeing up parking spots. Carpool permits are assigned by student and registered vehicle. Only one vehicle is allowed to park on campus at any time. If on occasion it is necessary to drive

separately, the second vehicle must park off campus or carpool permit will be revoked. Permits are non-transferable. Giving or lending your permit to another student will result in loss of permit for both parties. Minimum of 3 occupants including driver in the car. First come first serve,

**3. TICKETING/TOWING:** Designated parking spaces are indicated by solid white lines on both sides of the space. Vehicles parked anywhere else on the school campus may be ticketed or towed. Citations are issued for not displaying a permit or parking illegally. Unpaid citations may hinder your ability to register your vehicle. Speed limit is 5 mph on campus.

**4. PARKING LOT ACCESS:** Students are not allowed to use cars in place of lockers as parking lots are off limits during the school day. The only cars that can be accessed without permission during brunch and lunch must be parked in the senior lot. Repeat offenders will be treated the same as students who leave campus without permission.

#### **5. STUDENTS ARE NOT ALLOWED ON ANY ATHLETIC FIELD DURING BRUNCH OR LUNCH**

**6. DRESS CODE:** The following guidelines apply to all regular school activities:

- Shoes must be worn at all times.
- Clothing, jewelry and personal items (backpacks, binders, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice
- Clothes shall be sufficient to conceal undergarments at all times. See through or fish net fabrics, tube tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

**7. SKATEBOARDS, BIKES & SCOOTERS:** For the safety of everyone, skateboards, bikes or scooters are NOT allowed on campus. If you ride on campus your board, scooter or bike may be confiscated.

**8. CELL/CAMERA PHONES AND AUDIO LISTENING/VIDEO DEVICES:** Smartphones, cameras and audio listening/video devices (iPods, MP3's, etc.) are ***to be used at teacher's discretion in classrooms***. Since it is an invasion of privacy, cameras or camera phones, etc. ***are not to be used at any time in the locker rooms or the restrooms***. Refer to the Student Discipline Code for consequences. If you need to contact a parent at other times, the attendance phone is available for student use. Miramonte High School and AUHSD do not accept liability or responsibility for lost or stolen items.

**9. SECURITY OF BELONGINGS ON CAMPUS:** Whenever there are many young people in one place, there will be a problem with security of belongings. What you can do: Do not allow your student to bring valuables to school or more cash than necessary for lunch and brunch. Students are issued hall and PE lockers which should be used at all times. If anything is stolen see an administrator and fill out a theft report. *Students are not allowed to use cars as lockers as parking lots are off limits during the school day.* Lost valuables will be held by the Attendance Office. All other lost items, clothes, shoes, etc. can be found in the storage box behind the attendance office. You are free to bring an additional lock in order to add extra security to your PE locker

**10. CONTACTING YOUR STUDENT IN AN EMERGENCY:** If you have an emergency at home, a staff member will get your son or daughter out of class. Parents should not expect students to answer their cell phones during class. Please consider that staff tries not to interrupt classes in session and doesn't have the resources to serve as a message center for students. Please do not ask staff to deliver lunches, messages, packages or homework to students.

**Packages, homework or lunches may be dropped off for your student to pick up in the Attendance Office.**

**11. DISASTER PREPAREDNESS:** In a major disaster, such as an earthquake, school personnel would make the necessary judgment regarding care, supervision, or release of students, depending upon the circumstances. Students would be supervised until it is safe to release them. If such a disaster should occur, do NOT telephone or drive to the school for the first 30 minutes, because phone lines and roads must be kept clear for emergency use. Emergency information would be broadcast over local radio stations. If students are to be

released, they will be disbursed from the football field by their 3<sup>rd</sup> period teacher.

**For security reasons, individuals entering or leaving the premises may be subject to search of their vehicles, parcels and other unusual items.**

#### **EMERGENCY PROCEDURES**

- Miramonte High School, the Acalanes Union High School district, and local government personnel continue to work together to improve our emergency procedures.
- Local government's emergency plans have been prepared to coordinate emergency response activities of city personnel, police, fire department, schools, medical assistance personnel and others. A School District Disaster Preparedness Plan has been prepared, with individual school site plans. School personnel and students have been trained to respond properly to foreseeable emergencies such as fire, earthquake, or chemical accident.
- Please DO NOT phone or drive to the school immediately after an emergency. For the first 30 minutes after such an event, roads and phone lines must be kept clear for emergency use. Students will be supervised by trained personnel until it is safe to come for them or to release them from their third period teacher.
- In a major crisis the parent or guardian will be advised as to where to pick up their student.
- For major disasters, the Red Cross plans to set up emergency shelters at Miramonte which may be used to house students and others on a temporary basis. If you have further questions regarding emergency plans at your student's school, please do not hesitate to contact the school.

#### **DISCIPLINE (AR 5145.7)**

**1. HARASSMENT:** Students need not endure for any reason any harassment (may include but is not limited to: physical, verbal, racial, sexual, intimidation, threats) that impairs the educational environment or a student's emotional well-being. Any student who engages in the harassment of anyone at school or a school-related activity shall be subject to disciplinary action that may include suspension and/or expulsion. Any harassment or complaint of harassment is to be immediately reported to any administrator or counselor.

**Sexual Harassment:** Unlawful sexual harassment of any student by an employee, student, or other person at school or any school-related activity is prohibited. The sexual harassment policy states: "Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or education setting." Any sexual harassment or complaint of sexual harassment is to be immediately reported to any administrator or counselor.

**Cyber Bullying:** Using technology to threaten, harass, or hurt someone, spread rumors, or pass on someone's private information; engaging in any transmissions that are in violation of federal or state regulations, including but not limited to transmission of defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or information. Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

**2. CONSTRUCTIVE POSSESSION:** If a student is observed to be in the immediate vicinity (indoors or out of doors) of another student who is engaged in any form of inappropriate or illegal activity (e.g. use, distribution, or sale of tobacco, controlled substances, alcohol; possession or use of weapons; acts of violence, vandalism or harassment), and the student makes no effort to separate himself/herself from that activity, then the student may be deemed to be equally at fault as the student (s) engaged in that activity, including suspension and expulsion proceedings.

**3. DETENTION:** Students may be referred to Detention for disruptive conduct, cutting or having frequent tardies. Detention is held on Monday from 3:05 to 4:00 in room 161 (Study Hall). The doors close promptly at 3:10. Late students will not be admitted and will be assigned Saturday School. During Detention, students must be engaged in homework or reading which they have brought. Students who have been disruptive will have to serve Saturday School. Failure to attend an assigned Detention (NO SHOW) may result in Saturday School.

**4. SATURDAY SCHOOL:** Students may be referred to Saturday School for disruptive conduct, phone fraud,



defiance, cutting or having frequent tardies, etc. Saturday School is held from 8:00 to 10:00 in room 161. Since the doors close promptly at 8:05, students should plan to arrive at 7:55. During Saturday School, students must be engaged in homework or reading which they have brought. Students who are disruptive will have to serve another Saturday. Failure to attend an assigned Saturday School may result in one-day suspension.

**5. ACADEMIC HONESTY POLICY - AR 5131.9:** Honest behavior is an expectation for all students in the Acalanes Union High School District. The purpose of this regulation is to establish and maintain an ethical academic atmosphere. Examples of Academic Dishonesty

**1. Cheating**

- a. Giving or using of external assistance relating to an assessment without expressed permission of the teacher.
- b. Copying any work or allowing another student to copy one's work. All work submitted must be that of the individual student.
- c. Falsifying or inventing any academic work.
- d. Having another student, parent, or other adult write or make major changes to student work.

**2. Unauthorized Collaborating** - Collaborative work will be at the direction of the teacher and be documented according to assignment guidelines.

**3. Plagiarizing** - Presenting another's ideas, words, or work as one's own.

**4. Unauthorized altering, taking or publishing of any student, teacher, or school materials**

**TRANSPORTATION INFORMATION**

To avoid delays and traffic disruption Miramonte is encouraging parents and students to consider the following options:

**The County Connection Bus** - (676-7500) - e-mail: [cccta@org](mailto:cccta@org) - Find schedules and fares on line at: [www.cccta.org/wb/pages/bus-schedules.php](http://www.cccta.org/wb/pages/bus-schedules.php). Two buses leave Miramonte after the end of seventh period.

**Lamorinda School Bus Program** – Visit [www.lorindaschoolbus.org](http://www.lorindaschoolbus.org) for information and online registration. Call the school bus office at (925) 299-3216 or 299-3215 if you have any questions.

**Early drop off and late pick-up:** The library opens at 7:30 and is open until 5:30 Monday through Friday. It is suggested that students and parents consider arriving at Miramonte early and leaving late, a choice that will facilitate getting homework done as well as avoiding traffic. Please remember that when dropping students off, cars should proceed as far as possible in the bus circle before letting the students disembark. There are two traffic lanes and both should be used. Do not drop off students in the staff parking lot.

**BOOSTERS' CLUB "The Team behind the Teams"**

The Boosters' Club mission is to actively support all Miramonte teams and student athletes through financial assistance. The Boosters' is funded by membership dues (please sign up for membership at Mat's Day) and annual fund raising events. Funds raised are used to pay for specific team requests as well as to provide funding for capital equipment needs. The cost of our Sports Medicine trainer and weight room supervisor is also covered by Boosters'. Every sport has a parent representative and we urge your parent to consider becoming a representative for your team. Parent representation is important for the team and its coach and fun and rewarding for the parent. The Boosters' Board members meet once a month, usually on the first Monday. The meetings are open to the public. Please check our website at [www.Miramonteboostersclub.com](http://www.Miramonteboostersclub.com) for updates and more team information. If you would like to become involved with the Boosters' Board please contact the administration office for more information.

**VISUAL & PERFORMING ARTS (VPA)**

**All funding for visual and performing arts activities at Miramonte is provided by EFO.** The Miramonte VPA Coordinator is a volunteer position with a seat on the EFO Board. The goal is to provide support for VPA teachers and aid in other volunteer efforts to enrich the arts experience for students and their audience. Art, Crafts, Choir, Computer Graphics, Dance, Digital Photography, Drama, Instrumental Music, Public Speaking,

and Video Production are courses benefitting from this support. All students at Miramonte High School participate for at least one year in a Visual & Performing Arts program as part of their graduation requirements. Students with a gift and passion for the arts can continue their study through the many levels of classes offered. Donations to EFO will continue the crucial financial support of these programs.

### **MIRAMONTE PARENTS' CLUB**

The Miramonte Parents' Club mission is to enhance the education, school activities, and welfare of Miramonte students through a partnership of students, parents, and educators. The Parents' Club provides funding and volunteers to support academics, student programs and services to the Miramonte community. Funding from the Parents' Club is used to support academic classes including Math, Science, History, English and World Languages. The Parents' Club also supports student programs and services such as Mats Day, Post Senior Day, Healthy Choices, parent education and staff appreciation. The Parents' Club keeps parents informed by publishing an annual Student Directory and Parent Handbook, the monthly *Mirador* newspaper, the weekly *Matador News*, class newsletters and by maintaining a website for Miramonte parents. Throughout the year, the Parents' Club organizes various fundraising and social events for parents and students. Major fundraisers include the annual membership drive "*Making Tomorrow Possible*", eScrip and the Miramonte Kitchen Tour. We encourage all parents to join and actively participate at Miramonte. For more information, please visit our website at [www.Miramonteparents.com](http://www.Miramonteparents.com)

### **DISCIPLINARY CHART**

Behavior	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
Tardies AR 5113	9 Tardies: Student conference Parent contact Detention Tardy Referral Notice 1 mailed home	11 Tardies: Student conference Parent contact Saturday School Tardy Referral Notice 2 mailed home	13 Tardies: Student conference Parent contact Saturday School Tardy Referral Notice 3 mailed home SART Meeting
			4 <sup>th</sup> Referral
			15 Tardies: Student conference Parent contact Detention/Saturday School. Tardy Referral Notice 4 mailed home SARB Hearing
Unexcused Absences/Cutting/Truancy EC §48260-48263, BP/AR 5113 BP/AR 5113.1	Student conference Parent contact Truancy Letter #1 mailed home Official Notice of Truancy #1 mailed home Detention/Saturday School	Student conference Parent contact Truancy Letter #2 mailed home Official Notice of Truancy #2 mailed home Detention/Saturday School	Student conference Parent contact Truancy Letter #3 mailed home. Official Notice of Truancy #3 mailed home. Detention/Saturday School SART Meeting
			4 <sup>th</sup> Referral
			SARB Hearing
Excessive Absences BP/AR 5113.1	Student conference Parent contact EEA letter mailed home	Student conference Parent conference Nurse contact SART Meeting	Home study SARB Hearing

Disruption of Class EC §48900(k), §48900.5	Student conference Parent contact Detention/Saturday School Class suspension	Student conference Parent conference Saturday School Class suspension Suspension SART Meeting	Student conference Parent conference Saturday School Class suspension Suspension SARB Hearing
Use of Tobacco EC §48900(h)	Student conference Parent conference One-day suspension	Student conference Parent conference Three-day suspension	Student conference Parent conference Five-day suspension
Verbal Abuse/Profanity EC §48900(i)	Student conference Parent conference Detention/Saturday School Class suspension Suspension	Student conference Parent conference Detention/Saturday School Class suspension Suspension	Student conference Parent conference Suspension SART/SARB
Forgery (written or phone) EC §48900(k), §48900.5	Student conference Parent conference Detention/Saturday School	Student conference Parent conference Saturday School One-day suspension (written)	Student conference Parent conference Three-day suspension SART/SARB
Theft EC §48900(g)	Student conference Parent conference Police contact Suspension Restitution Expulsion	Student conference Parent conference Police contact Suspension Restitution Expulsion	Student conference Parent conference Police contact Suspension Restitution Expulsion
Cell Phones – Electronic Devices (in-class disruption) EC §48900(k), §48900.5	Student conference Warning	Student conference Parent conference Confiscated Warning Detention/Saturday School	Student conference Parent conference Confiscated Saturday School Suspension SART/SARB
Pepper Spray/Mace EC §48900(a1) if causing injury; EC §48900(k)	Student conference Parent conference Confiscated Suspension	Student conference Parent conference Confiscated Suspension	Student conference Parent conference Confiscated Suspension Expulsion
Disruptive Conduct EC §48900(k), §48900.5	Student conference Parent conference Detention Saturday School	Student conference Parent conference Saturday School Suspension Expulsion	Student conference Parent conference Suspension Expulsion
Defiance of Authority EC §48900(k), §48900.5	Student conference Parent conference Detention Saturday School Class suspension	Student conference Parent conference Detention Saturday School Class Suspension SART Hearing Expulsion	Student conference Parent conference Suspension SARB Meeting Expulsion

Destruction of Property EC §48900(f)	Student conference Parent conference Police contact Restitution-Suspension Expulsion	Student conference Parent conference Police contact Restitution -Suspension Expulsion	Student conference Parent conference Police contact Restitution Expulsion
Fighting EC §48900(a1)	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension – SARB Hearing - Expulsion	Student conference Parent conference Suspension – SARB Hearing - Expulsion
Alcohol EC §48900(c), (d)	Student conference Parent conference Five-day suspension Brief Intervention for First Offense only Expulsion	Student conference Parent conference Five-day suspension SART/SARB Expulsion	Student conference Parent conference Five-day suspension SART/SARB Expulsion
Physical Assault and Battery EC §48900(a2), (t)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Hazing EC §48900(q), §48900.4	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion
Threats EC §48900(a1), (q)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Arson EC §48900(f)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Drugs EC §48900(c), (d)	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion
Drug Paraphernalia EC §48900(j)	Student conference Parent conference Police contact Five-day suspension	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion
Weapons (including imitation firearms and lasers) EC §48900(b), (m)	Student conference Parent conference Suspension Police contact Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)

Extortion or Robbery EC §48900(e)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Explosive EC §48900(b)	Student conference Parent conference Police contact Suspension Expulsion (law)	Student conference Parent conference Police contact Suspension Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)
Sexual Harassment EC §48900.2, §48900.4, §48900.5  Sexual Assault EC §48900(n)	Student conference Parent conference Police contact Detention Saturday School Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Bullying EC §48900(r)  Intentional Harassment, Intimidation EC §48900(o), §48900.4, §48900.5	Student conference Parent conference Police contact Detention Saturday School Suspension - Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Hate Violence EC §48900.3	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Traffic and Parking VC §21113, EC §48900(k)	Student conference Parent conference Loss of parking permit Saturday School Suspension	Student conference Parent conference Loss of parking permit Suspension SART Meeting	Student conference Parent conference Loss of parking permit Suspension SARB Meeting

#### **GROUND'S FOR SUSPENSION AND EXPULSION**

**A student may be subject to suspension or expulsion when it is determined that he/she:**

- A (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- A (2) Willfully used force or violence upon the person of another except in self- defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless in the case of possession of any object of this type the student had obtained written permission to possess the item from a certificated school employee with the Principal or designee's concurrence (*cf.5131.7 - Weapons and Dangerous Instruments*).
- C. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, an alcoholic beverage, or intoxicant of any kind (*cf.5131.6 - Alcohol and Other Drugs*).
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058), an alcoholic beverage, or intoxicant of any kind and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcohol beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.

- H. Possessed or used tobacco or any products containing tobacco or nicotine products. Prohibited products include but are not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, electronic nicotine delivery systems (ENDS) such as electronic cigarettes, electronic hookahs and other vapor emitting devices, with or without nicotine content. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Health and Safety Code 11014.5.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4.
- O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Engaged in an act of bullying/cyber bullying as defined in Section 32261, directed towards a pupil or school personnel.
  - 1. Sexual harassment (Ed Code 48900.2).
  - 2. Committed an act of hate violence (Ed Code 48900.3).
  - 3. Harassment, threats, intimidation, creating an intimidating or hostile educational environment (Ed Code 48900.4).
  - 4. Terrorist threat against school official or school property (Ed Code 48900.7).
- S. A pupil who aids and abets the infliction or attempted infliction of physical injury to another person.
- T. Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent (Ed Code 48901.5). This offense must also be accompanied by a 48900 offense in order to suspend.

**A student (in grades 4 through 12) is also subject to suspension or recommendation for expulsion when it is determined that he/she:**

- (Education Code 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.
- (Education Code 48900.4) Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- (cf. 5145.3 - Nondiscrimination/ Harassment)
- (Education Code 48900.7) Made terrorist threats against school officials and/or school property.
- (Education Code 48901.5) Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent of the principal.

**A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the principal or Superintendent or within any other school district including, but not limited to, the following circumstances: (Education Code 48900).**

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the school campus.

- During, going to, or coming from a school-sponsored activity.

#### **UNIFORM COMPLAINT PROCEDURE FOR ALLEGED SEX, RACE, OR PHYSICAL HANDICAP DISCRIMINATION**

##### **Procedures for processing grievances of alleged discrimination in educational programs and activities.**

**LEVEL I:** A complaint shall first be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present the complaint to the school level Title IX officer. Within five working days after receiving the complaint, the school level Title IX officer shall state the decision in writing to the complainant with supporting evidence and reasons.

**LEVEL II:** Within five working days after receiving the decision at Level I, the complainant may appeal the decision to the district discrimination grievance officer (assistant superintendent, personnel) by filing a formal written complaint on the standard form. This form is available at all school and district offices. Within twenty working days after receiving the complaint, the grievance officer shall state the decision in writing to the complainant with supporting evidence and reasons.

**LEVEL III:** If resolution is not reached in Level II, the grievance may be referred by either party within five days to the superintendent, who shall render a decision within twenty working days.

**LEVEL IV:** The complainant may appeal the superintendent's decision to the Governing Board. Within five working days, the Governing Board shall retain the right to make a final determination in all matters under consideration.

#### **DIRECTIONS to Diablo Foothill Athletic League Schools**

**Acalanes High School:** 1200 Pleasant Hill Road, Lafayette 94549 (925) 280-3970 - Take 680 North to Hwy. 24 West. Exit Pleasant Hill Road North. Turn right at light at Stanley. Turn left into school parking lot.

**Alhambra High School:** 150 E Street, Martinez 94553 - (925) 313-0440 - Take 680 North to Hwy. 4 West. Exit Alhambra Ave. Turn right on Alhambra Ave. School is about 1 mile on the left.

**Campolindo High School:** 300 Moraga Road, Moraga 94556 (925) 280-3950 - Take 680 North to Hwy. 24 West. Exit Central Lafayette/Moraga. Turn right onto Deer Hill. Right onto 1st Street. Right onto Mt. Diablo. Left onto Moraga Road. School is 2.2 miles ahead on right.

**Dublin High School:** 8151 Village Parkway, Dublin 94568 (925) 833-3300 - Take Bollinger Rd. South. Turn right onto Amador Valley Blvd. Turn right onto Village Parkway. School is on the corner of Village Parkway and Brighton. **OR** Take Bollinger Rd. South. Turn right on Old Ranch Road. Turn left on Alcosta. Turn left on Village Parkway. School is on the corner of Village Parkway and Brighton.

**Dougherty Valley High School:** 10550 Albion Road, San Ramon 94582 (925) 479-6400. Take 680 South. Exit Bollinger Canyon Road. Turn left at exit. Follow Bollinger Canyon Road about 3.4 miles. Turn left on Albion Road. Second driveway on the left. From 680 North: Take Bollinger Canyon Rd., go right at exit. Follow Bollinger Canyon Rd. about 3.4 miles. Turn left on Albion Road. Second driveway on the left.

**Las Lomas High School:** 1460 South Main Street, Walnut Creek, 94596 - (925) 280-3920 Take 680 North. Exit South Main Street. Turn right at Lilac into Las Lomas parking lot.

**Monte Vista High School:** 3131 Stone Valley Road, Danville 94526 - (925) 552-5530. Take 680 South to exit 42A. Turn right onto Stone Valley Rd. School is on right.

**San Ramon Valley High School:** 501 Danville Blvd, Danville, 94526 - (925) 552-3000. Take 680 South. Take exit 40. Turn right onto El Cerro Blvd. Turn left onto Danville Blvd. Turn right onto Danville Oak Place. Turn left to stay on Danville Oak Place

**De La Salle High School:** 1130 Winton Drive, Concord, 94518 - (925) 288-8100. Take 680 North. Exit at Treat Blvd. toward Geary Rd. Keep right toward Treat Blvd. Keep right at the fork. Follow signs for Silicon Valley College and merge onto Treat Blvd. Turn right onto Winton Dr.

**Carondelet High School:** 1133 Winton Drive, Concord, 94518 - (925) 686-5353. Take 680 North. Exit at Treat Blvd. toward Geary Rd. Keep right toward Treat Blvd. Keep right at the fork. Follow signs for Silicon

Valley College and merge onto Treat Blvd. Turn right onto Winton Dr.