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Malibu High School strives to be a collaborative community that respects individuals, sets high expectations, encourages critical thinking, and fosters a passion for learning and creative expression.

-MATURITY-HUMANITY-SCHOLARSHIP-

Name: _____

ID # _____ Grade: _____

MALIBU HIGH SCHOOL BELL SCHEDULES

Monday/Tuesday (Regular)						Friday (Minimum Day for Students)					
High School			Middle School			High School			Middle School		
Per	Time	Min	Per	Time	Min	Per	Time	Min	Per	Time	Min
1	7:50 – 8:50	60	1	8:00 – 8:50	50	1	7:55 - 8:40	45	1	8:05 - 8:40	35
2	8:55 – 10:00	65	2	8:55 – 10:00	65	2	8:45 - 9:35	50	2	8:45 - 9:35	50
3	10:05 – 11:05	60	Nutrition	10:00-10:15	[15]	Nutrition	9:35- 9:55	[20]	3	9:40 - 10:15	35
Lunch	11:05 – 11:40	[35]	3	10:20-11:15	55	3	10:00 - 10:35	35	Nutrition	10:15 - 10:35	[20]
4	11:45 – 12:50	65	4	11:20-12:15	55	4	10:40 - 11:15	35	4	10:40 - 11:15	35
5	12:55 – 1:55	60	Lunch	12:15-12:50	[35]	5	11:20 - 11:55	35	5	11:20 - 11:55	35
6	2:00 – 3:00	60	5	12:55-1:55	60	6	12:00 - 12:35	35	6	12:00 - 12:35	35
			6	2:00-2:55	55						

Wednesday/Thursday (Block with Support)						Final Exam Minimum Day Schedule					
High School			Middle School			High School			Middle School		
Per	Time	Min	Per	Time	Min	Per	Time	Min	Per	Time	Min
1 / 2	7:50 - 9:35	105	1 / 2	8:00 - 9:35	95	T, W, TH			T, W, TH		
3 / 4	9:45 - 11:30	105	Nutrition	9:35 - 9:55	[20]	1, 2, 3	7:50- 10:00	130	1, 2, 3	7:55-10:00	125
Lunch	11:30-12:05	[35]	3 / 4	10:00 - 11:35	95	Break	10:00- 10:15	15	Break	10:00-10:25	25
Support	12:10-1:05	55	Support	11:40 - 12:30	50	4, 5, 6	10:25- 12:35	130	4, 5, 6	10:30-12:35	125
5 / 6	1:15 - 3:00	105	Lunch	12:30 - 1:10	[40]						
			5 / 6	1:15 - 2:55	100						

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SECTION 1: FOR ALL STUDENTS

1.1 MALIBU HIGH ADMINISTRATIVE STAFF

Principal:

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Assistant Principals:

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Dr. Hillary Weissman (High School)

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1.2 SUPPORT STAFF

Psychologist

Dr. Juliette Boewe

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Counselors:

Mrs. Elle Nickerson (Middle School)

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Mr. Luke Sferra (High School A-K)

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Mrs. Katie Dahm (High School L-Z)

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College and Career Counselor:

Ms. Linh Nguyen

lnguyen@smmusd.org

1.3 CODE OF CONDUCT FOR STUDENTS

The Malibu High School Code of Conduct is a set of guidelines for students to live by while at school each day. Students who follow the Code of Conduct are meeting basic expectations allowing them to be successful students. Teachers may add expectations to the Code of Conduct and students are expected to comply with all school, district and state academic and behavioral expectations. Each student is to be accountable and take responsibility for his or her own actions.

1.3.1 As a Malibu High School student you need to:

- Be in your seat and prepared to work when class starts.
- Meet all school and class deadlines including homework, projects, and papers. Do all required coursework.
- Engage actively in listening and learning. Be respectful when the teacher or students are talking or presenting.
- Bring only required materials to school that are necessary to be successful in school.
- Be honest. No cheating, plagiarism or theft. Malibu High School requires academic honesty by all students. Each student's course grade must reflect his/her own work and knowledge. Academic dishonesty (cheating) is defined as any attempt to earn credit for someone else's work or any attempt to give another student access to your work. Any student who cheats will not receive any credit for the appropriate assignment or test. The teacher will notify parents and a counselor; a referral regarding the incident will be placed in the student's discipline file. On the second and subsequent incidents

of cheating, a referral is made and recorded, an administrator will assign discipline consequences up to and including suspension. Each teacher reserves the right to define his/her own class policies regarding activities such as group work and using notes for tests.

- Show respect toward yourself, others and property. Use appropriate language; refrain from hurtful behavior or language and from disruptive activity.
- Carry a hall pass every time your teacher permits you to leave the classroom.

1.3.2 Dress Code: Dress appropriately for school.

At Malibu High School, our dress code policy is expected to be followed by all students. Our dress code is committed to providing a safe and orderly learning environment. Clothing may not disrupt the learning environment. A student's dress and general appearance should not be so extreme that it draws attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom.

No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture. Nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence). Appropriate, safe footwear must be worn at all times. Hats or head coverings may only be worn outside unless for religious beliefs. If wearing leggings, leotards or tights, fist length shorts, fingertip length shirts, skirts or dresses must be worn over them. Hem of shorts are at fist length when arms are resting at the sides and skirts and dresses must be fingertip length. Tank top straps must be at least 1" in width to cover all under garments.

Some examples of inappropriate attire are:

- Exposed stomachs or backs, clothes that are revealing
- Exposed undergarments such as bras, camisoles, slips and boxers, including see through garments
- Spaghetti straps, low-cut tops, strapless clothing, pajamas
- Pants sagging below hips

Dress Code continued

Consequences for violating our dress code:

- 1st Warning and clothing item is exchanged for school PE clothing*, parent contact
- 2nd Detention and clothing item is exchanged for school PE clothing*, parent contact
- 3rd Full Day Friday, counseling meeting and clothing is exchanged for school PE clothing*, parent contact
- 4th In school suspension or parent shadow and clothing item is exchanged for school PE clothing*, parent contact
- 5th Suspended from school, parent contact

*** PE clothing must be returned to avoid a fee.**

1.3.3 Keep non-educational devices (cell phones, iPods, smartwatches, electronic games, etc...) turned off and out of sight. **See Cell Phone/Electronics Policy**

1.3.4 Keep the campus and classrooms clean, safe and ready for use and suitable for learning.

1.3.5 Public Display of Affection (PDA) Refrain from standing around on campus kissing or hugging.

Students and parents are encouraged to notify the Malibu High School Administration of any suspicious activity, crimes or harassment. They may do so anonymously by calling 1-800-47(DRUGS) or 1-800-78(CRIME).

1.3.6 Student Code of Conduct Violations

Violations of the rules will be handled by appropriate disciplinary action including but not limited to: counseling, parent contact, loss of privileges, assignment of appropriate campus work, after school detention, full day Friday, class suspension by the teacher, school suspension by an administrator, transfer to another school in the district for repeated violation of the rules, and suspension with a recommendation for expulsion.

1.3.7 Bullying

MHS takes any act of harassment and /or bullying seriously. We understand there are many levels of bullying and we use progressive discipline when giving consequences for any such acts. Students violating the school's behavioral policy are subject to consequences.

OLWEUS says, "Bullying is when someone repeatedly and on purpose says or does mean things to another person who has a hard time defending himself or herself."

SCHOOLWIDE EXPECTATIONS

- We will not bully others.
- We will try to help students who are bullied.

- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

STUDENT RESPONSIBILITY

Students shall take responsibility for helping to create a safe school environment:

- Be safe
- Be respectful
- Be responsible

STAND UP TO BULLIES...

If you are bullied:

- Tell the person who is bullying to STOP!
- Get HELP Immediately. Tell your parents, teacher, counselor, or principal. Reporting is **not** tattling or snitching. It is taking good care of you.
- Do not fight back physically.
- Be proud of who you are.
- Be strong. Do not show anger or fear. Students that bully like to see that they can upset you.
- Keep safe.

SPEAK UP! IF YOU WITNESS BULLYING!

- **If safe, stand up.** Yes, be an upstander! It only takes one person to make a difference. You can say, "Stop, don't bother him." Or you could redirect the situation by saying, "Let's go, the teacher is coming."
- **Don't join in.** If you see someone being bullied, don't join in. If the bully tries to get you to help, say no and walk away. Go tell someone.
- **Stop the rumors.** Don't spread rumors. You don't want anyone talking about you, so don't do it to someone else! If someone gossips to you, let it end with you-don't pass it on to others. You can even tell that person you're not interested.
- **Tell an adult.** Don't be a bystander and watch while someone is being hurt. Tell an adult about the situation. It's not tattling or snitching.

SECTION 2: ATTENDANCE GUIDELINES

2.1. TARDY POLICY

Students are required to get to each class on time. A copy of the school schedule is located at the front of this book. The Tardy Policy is as follows:

1 st -4 th Tardy	Teacher decides consequence
5 th	60 minutes detention
6 th - 9 th	60 minutes/parent contact
10 th -12 th	Full Day Friday
13 th +	Parent Conference/ possible SARB

2.2. 15-DAY ABSENCE POLICY (High School Only)

Teachers have the right to use the following practice as a part of their grading policy. It should be stated in their course syllabus: If a student is absent 15 or more times from any class, excused or unexcused, during a semester he or she may not earn a grade higher than a C. One absence will be

counted for every 3 tardies. There will be **no** exceptions to this policy unless determined by the principal/ designee.

NOTE: **Seniors** who have 15 or more excused and unexcused absences to any class either semester will not be allowed to participate in end of year activities including Prom unless cleared by administration.

2.3 HOW TO VERIFY AN ABSENCE

Parents are to send a signed note when their child returns to school. The note should contain the following information:

1. Printed first and last name of the student with ID #.
2. The reason for the absence.
3. Date of the absence; period(s) absent if less than an entire day.
4. A phone number where the parent can be reached for verification.
5. Parent signature

If a student is absent due to illness, it is recommended the student turn in a medical note to the attendance office if available. The school will require a medical note if absences become excessive.

The student should bring the note to the Attendance Office immediately upon the student's return to campus and obtain a readmit.

ALL absences must be verified through the attendance office. Please note that state law only allows us to excuse absences due to illness, bereavement, judicial and a small number of other instances. All other absences including all personal reasons are considered unexcused.

If a student must arrive late to school or leave early from school due to a medical appointment, the student should provide a medical note to the attendance office.

2.4 STUDENTS WHO BECOME ILL AT SCHOOL

Students must have a teacher note in order to be admitted to the nurse's office except during lunch. Students are not to leave school without first going to the Health Office (or the Attendance Office if the nurse is not on campus). The nurse will contact a parent/guardian to release the student from school. Students may *not* call from any other phone or leave campus on their own. This includes during the lunch period. It is imperative that the nurse have an accurate emergency card on file for each student.

2.5 CLOSED CAMPUS POLICY

Malibu High School is a closed campus. With parent permission, eligible seniors are given a pass to leave campus for lunch. Students are not to leave the campus unless they have parent permission and have received an off-campus permit from the attendance office. Students who do not follow this procedure will be considered truant, and appropriate discipline consequences will result.

2.6 EARLY DEPARTURES

Parents are to write notes *in advance* of the student's early departure from school. The note should contain the following information:

1. Printed first and last name of student and ID#
2. Date and time the student will be leaving school
3. The reason for leaving early
4. A phone number for verification of the note
5. Parent signature

Students are to come to the Attendance Office with the note before school to obtain their readmit. This will facilitate a minimal distraction when the student leaves class.

2.7 TRUANCY

When a student is absent from school without the parent's knowledge or permission, the absence is considered to be a truancy. In addition, students who leave campus with parent's permission, but do not check out in the Attendance Office, will be considered truant. Students with more than 3 unexcused absences are also considered truant and any subsequent unexcused absence is considered truancy. Students who are truant or who exhibit a continual problem with attendance will be referred to the Student Attendance Review Board (SARB). Truancies for one or more periods will result in consequences ranging from detention to suspension depending on frequency.

- Leaving school without permission is treated as truancy.
- Missing part of class without an excuse is treated as a truancy.
- Notes from the parent after-the-fact are invalid and will not be honored.

SECTION 3: SCHOOL SERVICES

3.1 COUNSELING refer to sections 7.4, 8.3 and 8.4

3.2 LIBRARY

The **Edward B. Wells Library** at Malibu High School is committed to providing students and staff with the resources and skills needed to succeed in today's ever-changing world of information and is currently located near the pool. The Library is part of the SMMUSD library network, SMILENet. The network is made up of the 14 school libraries in SMMUSD. With the combined resources that rival many small colleges, each library focuses on the unique needs of each school's students and staff. The Malibu High School Library serves as a hub for information resources and information literacy skills at MHS.

The library houses an after-school drop-in tutoring program. The program is staffed by two teachers. Students can drop in any day Monday through Thursday to get help with their homework.

Malibu High School online resources include, Questia School. Questia School is a seventy-five thousand volume online high school research library. In addition to the online books there are also over a million journal and magazine

articles. MHS also subscribes to Gales Opposing View Points. This database gives a balanced and editor reviewed look into many of today's controversial issues. Both these resources are provided by a grant from the Malibu High PTSA. Also SMMUSD provides our students with access to a number of resources. The first is the World Book Encyclopedia online, including WB Discover, Early Peoples and Living Green. This expanded version of the print encyclopedia provides students with general information about a universe of topics. Second the District provides access to a number of Proquest products, including Culture Grams, eLibrary, History and Literature Learning Centers, Historical Newspaper s and Proquest Platinum, a college level research resource.

The **library rules** are as follows:

- 1) Have respect for others.
- 2) Speak quietly.
- 3) No food or beverages in the library. (Water is permitted).
- 4) Only two people at a time can have access to a computer.
- 5) Follow Computer Use Policy (below)

Failure to follow any rule will result in the loss of library privileges.

3.3 COMPUTER LAB

A computer lab is available to students for academic work. It is located in the bottom floor of the library.

3.3.1 COMPUTER ACCEPTABLE USE POLICY

It is the Santa Monica-Malibu Unified School District's policy that all computers used through district networks be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines below could result in the revocation of access privileges and other disciplinary measures up to and including suspension or expulsion from school. Students are not permitted to access the school's network or internet with computers that have not been approved by a Malibu High School technical representative.

3.3.2 Appropriate, Respectful Language

Students are a representative of the school and the district when on-line. Always use language that you know is appropriate and be respectful in your messages. Never send or encourage others to send messages that are impolite, contain abusive or profane language.

3.3.3 Privacy

Do not send any message that includes personal information such as student's home address or phone number or an address or phone number of any other person. Report to your teacher any person who asks for personal information. Never share your password with anyone.

3.3.4 Vandalism

Never move, delete, or trash any applications or files that are not yours. Do not damage or misuse the equipment.

3.3.5 Legality

Do not use the internet for illegal purposes or engage in any illegal activities through the use of the computer or networks.

This includes sending or receiving copyrighted materials without permission.

Since access to the Internet provides connections to other computer systems located all over the world, users and parents of users who are students, must understand that neither the Santa Monica-Malibu Unified School District nor District staff members control the content of the information available on these other systems. Some of the information available is inaccurate, controversial, and may be offensive. The SMMUSD does not condone the use of such materials

3.4 CAFETERIA/FOOD SERVICE

Malibu High School Food Services Department looks forward to serving you during nutrition and lunch periods. When purchases are made with lunch tickets, card holders must select at least three, but no more than five items. This is according to guidelines set by "Offer vs. Serve" (National School Lunch Program). Menu selection includes: milk, fruit/juice, vegetable, bread, and one main course including: Pizza Slice, Salads, Sandwiches, Special of the Day. The grill serves burgers and hot dogs on Wednesdays.

Students can purchase the above with cash. Other a la carte items are available for purchase. Snacks and iced beverages can be purchased at the vending machines in the patio area.

3.5 BILINGUAL COMMUNITY LIAISON

The Bilingual Community Liaison provides a bridge between the parents and the school. She helps parents to stay informed about school activities and events, arranges conferences for teachers and administrative staff with parents who speak Spanish as their primary language, and translates during these conferences to ensure that both the parents and staff are able to communicate effectively. She can be reached by calling (310) 457-6801 x 74272.

3.6 HEALTH SERVICES

Please reference the District booklet "A Message from our Superintendent" for a more detailed description of health services. A credentialed registered nurse is assigned to Malibu High School. Students must have a written referral from their teacher when they visit the health office.

3.6.1 Screenings: Vision and hearing are screened for all 8th & 10th graders. In addition, all students new to SMMUSD receive these screenings. If a referral is sent home, please make sure the nurse receives information from the physician regarding the evaluation.

3.6.2 Medication: Efforts should be made to have medication given at home. If school doses are required, all medications must have written physician orders as well as written authorization by the parents. Medications are to be brought to school in the prescription container and kept in the Health Office unless the nurse approves other arrangements. A new form for each medicine is required each school year. The only exception to this policy is for acetaminophen or ibuprofen to be given at the nurse's discretion only if the parent/guardian has initialed the appropriate box on the back of the student's emergency card.

Medications on Campus

No student is to carry in his/her possession at any time either prescription medication or over-the-counter medication. All medication must be checked in with the school nurse and administered by a school official following the written guidelines of a physician (see page 8 for more details.)

3.6.3 Orthopedic Devices: The use of crutches or any other mobility devices at school requires a written order from the physician that includes the diagnosis & length of time the device is needed. We can provide access.

3.6.4 Physical Education Excuses: Students may be excused from participating in physical education or have a modified program for up to 5 consecutive days with a written request from a parent. Regardless of the reason, excuses lasting over 5 days require a physician's note indicating diagnosis & length of time the excuse is needed.

3.6.5 Emergency Preparedness: Some students take medication daily at home without a school dose being needed. In case a student must stay at school due to some disaster, we request a 3 day supply of all medication a student normally takes during the day. The requirements noted under medication above pertain to these medications as well.

3.6.7 Additional Services: All student records are reviewed to make sure immunization are in compliance with CA requirements. Any student needing short or long term care for any health reason will be evaluated & receive appropriate services. Students referred for Special Education will have an initial health assessment plus reviews every 3 years. The nurse also assists with health education programs at various grade levels. Parents are encouraged to discuss with the nurse any health related concerns they have about their child.

3.7 LOST AND FOUND

The Lost and Found location during construction is TBD. Students are encouraged to put their names on all jackets, PE clothes, and personal items. The lost and found area will be cleaned out and removed every six week grading period. Any item found on campus should be turned in to the attendance office. *There is no such thing as finders keeper.*

In addition, students must remember that the school campus is to be considered a "public place." Students must not leave wallets, purses, and jewelry unattended in any area of the campus. Students are encouraged not to bring valuable personal items to school. Any item brought to school should be kept secure or locked in a locker. The school is not responsible for lost, damaged, or stolen personal items.

3.8 STUDENT STORE

The Student Store is located near the cafeteria. It is operated by the Associated Student Body and provides a service to the students of Malibu High School. P.E. clothes, spirit wear, folders, pens, pencils and other school supplies are some of the items available for sale. The Student Store

is open at nutrition and both lunches. Many items are also available online at our website.

SECTION 4: ILLEGAL SUBSTANCE POLICY

4.1 CONTROLLED SUBSTANCE POLICY

Students and parents are encouraged to notify the Malibu High School Administration of any suspicious activity, crimes or harassment. They may do so anonymously by calling 1-800-47(DRUGS) or 1-800-78(CRIME).

CONTROLLED SUBSTANCE

Possessing, using, selling, being under the influence of or otherwise furnishing to others a controlled substance, alcohol, intoxicant or related paraphernalia, at school, at any school event, activity, field trip or on any school district property or adjacent public property, is considered to be a threat to the educational process.

For the offenses indicated, the student, under guidelines indicated below, may be subject to academic probation or a behavior contract, an obligation to complete the district counseling requirement, community service, prohibition from participation in co-curricular and extracurricular school activities, suspension, transfer to another school, and expulsion.

Students possessing, using or selling a controlled substance, alcohol, intoxicant or related paraphernalia at school, at any school activity or on any school district or adjacent property shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations.

The principal or designee shall notify law enforcement of any student violating this policy. This notification shall be made within one school day after suspension or expulsion (Education Code 48902).

Middle School – First Offense:

If the Superintendent or designee determines, in the presence of hard evidence, that the student possessed, used, was under the influence of a controlled substance, alcohol, intoxicant or related paraphernalia, the following steps shall be taken:

a. A student in possession of a controlled substance, alcohol, intoxicant or related paraphernalia, shall be suspended for three days.

b. The student shall be placed on a behavior contract.

1) The student shall complete 24 hours of a drug prevention education program or substance abuse counseling program offered by the district. If a parent/guardian would like his/her child to participate in an alternate program, the program must be preapproved by the administrator or designee. If a parent would like his/her child to attend private counseling or a private drug prevention education, he/she must get the administrator or designee's preapproval. Private programs will not be funded by the District. Parent/guardian shall attend 12 hours of substance abuse counseling designed for parents.

(2) The student shall complete 15 hours of school or community service. If community service is determined the community agency must be preapproved by the school.

(3) To be eligible to participate in the Culmination /promotion ceremony, a student on a behavior contract shall provide documentation showing that he/she has satisfactorily complied with all requirements of the contract.

If a student has been on a behavior contract for a period of time not long enough to have complied with all requirements of the behavior contract, then he/she shall provide documentation showing that he/she has made satisfactory progress towards compliance with all requirements that could have been completed prior to the ceremony.

(4) If the student does not complete and provide documentation for all of the above measures, he/she will remain on the behavior contract with loss of privileges until all requirements are completed.

Middle School – Second or Subsequent Offense:

If the Superintendent or designee determines, in the presence of hard evidence, that for a second time the student possessed, used, or was under the influence of a controlled substance, alcohol, intoxicant or related paraphernalia, the following steps shall be taken:

a. The student shall be suspended for five days.

b. The principal may recommend that the student be expelled from the district unless it is determined that expulsion is inappropriate under the particular circumstances of the case. During the period when the student is awaiting the expulsion hearing, make-up work or an alternate school placement will be provided.

c. If a student is attending school in the district on an interdistrict permit, the principal will meet with the parents at the end of the five day suspension, the permit shall be revoked and the student directed to enroll in his/her neighborhood school.

High School – First Offense:

If the Superintendent or designee determines, in the presence of hard evidence, that the student possessed, used, or was under the influence of a controlled substance, alcohol, intoxicant or related paraphernalia, the following steps shall be taken.

a. A student in possession of a controlled substance, alcohol, intoxicant or related paraphernalia, shall be suspended for five days. (Enrollment at Saturday School cannot be used in lieu of suspension.)

b. The student shall be placed on academic probation for a period of four weeks. The terms of academic probation include participation in a drug prevention or substance abuse counseling program, community service and the loss of the privilege to participate in co-curricular activities, extracurricular school activities, and graduation and senior activities. Students in co-curricular activities shall be considered excused from their co-curricular activities for the duration of academic probation. Teachers may assign an alternate assignment in lieu of participation, but students shall not be penalized or lose academic credits for non-participation related to academic probation requirements.

(1) The student shall complete 24 hours of a drug prevention education program or substance abuse counseling in a program offered by the district. If a parent/guardian would like his/her child to participate in an alternate program, the program must be preapproved by the administrator or designee. If a parent/guardian would like his/her child to attend private counseling or a private drug prevention education, he/she must get the administrator or designee's preapproval. Private programs will not be funded by the District. Parent/guardian shall attend 12 hours of substance abuse counseling designed for parents.

(2) The student shall complete 40 hours of community service from a community agency preapproved by the school.

(3) At the end of the four week academic probation period the student must submit documentation to demonstrate satisfactory effort to comply with the requirements of academic probation. Upon providing documentation demonstrating satisfactory effort to comply with the requirements of academic probation, the student may resume participation in co-curricular and extracurricular school activities. The student shall have an additional six weeks to complete the remaining academic probation requirements. If the student is unable to provide documentation of appropriate effort toward fulfillment of

academic probation requirements, the student shall remain on academic probation with loss of privileges until the academic probation contract is complete.

To be eligible to participate in the graduation ceremony, the student on academic probation shall provide documentation showing that he/she has satisfactorily complied with all requirements of the probation contract.

If a student has been on academic probation for a period of time not long enough to have complied with all requirements of academic probation, then he/she shall provide documentation showing that he/she has made satisfactory progress towards compliance with all requirements of academic probation that could have been completed prior to the graduation ceremony.

(4) If the student fails to complete all of the above by the last day of the semester in which the probation was scheduled to end, student will be transferred to another school in the district for the entire next semester. At the end of that semester, the student will be returned to his/her home school if the student has completed the terms of probation requirements.

If a student has been on academic probation for a period of time not long enough to have complied with all requirements of academic probation by the last day of the semester, then he/she shall provide documentation showing that he/she has made satisfactory progress towards compliance with all requirements of academic probation that could have been complied with prior to the semester end.

High School – Second or Subsequent Offense:

If the Superintendent or designee determines, in the presence of hard evidence, that for a second time, the student possessed, used, or was under the influence of a controlled substance, alcohol, intoxicant or related paraphernalia, the following steps shall be taken:

a. The student shall be suspended for five days. The rights and responsibilities section of the district suspension form shall be observed by the principal or designee. Parent will be notified of the allegation and evidence. This includes the parent's right to have access to student records and the parent's or student's right to appeal following the district's appeal procedures. When make-up work can be reasonably provided, the student may be allowed to complete all assignments and tests missed during the suspension.

b. The principal may recommend that the student be expelled from the district unless it is determined that expulsion is inappropriate under the particular circumstances of the case. During the period when the student is awaiting the expulsion hearing, make-up work or an alternate school placement will be provided.

c. If a student is attending school in the district on an interdistrict permit, the principal will meet with the parents at the end of the five day suspension, the permit shall be revoked and the student directed to enroll in his/her neighborhood school.

Discipline and Procedures for Governing Sales of a Controlled Substance Alcohol, or Intoxicant (Grades 1-12)

In cases where the principal or Superintendent determines, in the presence of hard evidence, that the student sold or provided a controlled substance, alcohol, or intoxicant to others, the following steps shall be taken:

Illegal Substance Policy continued

1. The student shall be suspended for five days. (Enrollment at Saturday School cannot be used in lieu of suspension.)

2. The Santa Monica Police Department or the Los Angeles County Sheriff shall be notified.

3. The principal shall inform the Superintendent or designee of the incident and actions taken.

4. The Superintendent or designee shall recommend that the student be expelled from school, unless the principal finds, and so reports to the Superintendent or designee in writing, that expulsion is deemed inappropriate under the terms of a Special Education student's Manifestation Determination meeting. During the period when the student is awaiting the expulsion hearing, make-up work or an alternate school placement will be provided.

Definitions of Evidence

1. Hard Evidence:
 - a. An admission by the student of possessing, using, selling, being under the influence of, or otherwise furnishing to others a controlled substance, alcohol, intoxicant or related paraphernalia.
 - b. Discovery of the controlled substance, alcohol, intoxicant or related paraphernalia in the student's person or in possessions such as lockers or backpacks under the student's control.
 - c. Eyewitness testimony of any school personnel of the actual possession, sale, use or furnishing to others.
 - d. Eyewitness testimony of two or more students of the actual possession, sale, use or furnishing to others.
2. Soft Evidence:

Soft evidence is more subjective; it involves all other forms of evidence and is usually based on observation of student behavior.

Soft Evidence Procedures

Soft evidence cases will usually involve situations in which the student is suspected of being under the influence of a controlled substance, alcoholic beverage or intoxicant of any kind. In such a case, the administrator shall consult with the school nurse and may require the completion of the Behavioral Observation Form shown in the Discipline Handbook to determine safety needs of the student.

SECTION 5: VARIOUS SCHOOL POLICIES

5.1 DANCES: RULES FOR STUDENTS

- Clothing should be similar to school attire and be appropriate for a dance.
- Dancing must be appropriate.
- School rules will be enforced; any conduct that is inappropriate or disruptive will result in parent/guardian notification and removal from the dance. Discipline action may also result.
- Students must be on time; admittance will be for the first 30 minutes only. Students who are not picked up within 15 minutes after the dance ends may be excluded from the next dance.
- Personal belongings and purses should be left at home. For security reasons, students cannot bring anything into the dance.
- Students will not be allowed to leave the dance and re-enter.
- Middle School dances do not allow any guests. In HS, when allowed, guests must be under 21 years of age. A GUEST PERMISSION SLIP must be obtained from the assistant principal at least one week prior to the dance. The permission slip must be completed and returned to the assistant principal NO LATER THAN 2 DAYS BEFORE THE DANCE. NO EXCEPTIONS WILL BE MADE.

5.2 ELECTRONIC DEVICES

Malibu High School will permit students to possess but not use cell phones and other electronic devices. Students who possess these devices are to keep them out of view.

All students are required to adhere to the following guidelines regarding cell phones and other electronic signaling devices:

1. Cell phones may be used:
 - On campus before school.
 - On campus during lunch.
 - On campus after school.
 - When a state of emergency has been declared (verbally or in writing) by the school principal or designee and permission is granted.

2. Cell phones may not be used during: instructional classroom time, including assemblies, pep rallies and any other activity which takes place during the regularly scheduled classroom periods. Nor may they be used on field trips or excursions which are conducted during the normal school day and during regular classroom instructional hours.

Any inappropriate use of electronic devices will be addressed through student code of conduct policies.

It is suggested that non-educational electronic devices are NOT to be brought to school. **These devices include radios, CD/MP3 players, iPads, iPods, PSII, etc.** The policy below is used for ALL electronic devices. **MHS does not assume any responsibility for lost or stolen items.**

1st offense: Electronics taken away and released to student at end of the day, detention assigned.

2nd offense: Electronics taken away. Electronics will be returned to only parent or guardian at end of the day, detention assigned.

3rd offense: Electronics taken away for a week. Electronics will be returned to only parent or guardian at end of the week. Student will serve a Full Day Friday.

4th offense: Suspension from school for each additional offense for defiance.

Further offenses: Will result in us keeping the item until the end of that semester.

- All students should assume that no electronics/phones are used in class except when the teacher gives explicit permission.
- Malibu High School reserves the right to take away electronics at any time for inappropriate use.
- We are not responsible for lost or stolen phones.

NO PICTURES OR VIDEOS ARE TO BE TAKEN DURING SCHOOL HOURS ON CAMPUS WITHOUT PRIOR PERMISSION OF SCHOOL STAFF.

5.3 EMERGENCY ALARM SYSTEM

Students are reminded that setting off the emergency alarm system on campus may be considered a felony if someone is injured as a result of a falsified emergency. A minimum of a \$50 fine will be imposed for re-setting the alarm. If an emergency vehicle is directed to the school site as a result of a falsified emergency, the student will be additionally fined \$500.

5.4 LUNCH

Malibu High School is a closed campus. There is a separate lunch for middle school and high school. All students are to be conscientious about throwing away their trash and must sit in permitted areas only.

5.5 PARENT/TEACHER/STUDENT INVOLVEMENT

The goal of the Parent/Teacher/Student Involvement Policy is to promote positive and effective communication among parents, teachers, and students. Therefore, if there are questions or concerns, the Malibu High School policy is:

1. The student speaks with the teacher(s)/counselor.
2. Parent contacts teacher(s) using methods: e-mail, voice mail, or notes in teachers' mail boxes. If teachers have not responded within 48 hours, please leave a second message for the teacher.
3. After that, contact the school counselor and/or administration for assistance.

If an on-campus visit is desired, please schedule an appointment prior to your visit. Be advised that a visitor's pass must be obtained from the attendance office.

The following options are available to assist parents and students:

- Illuminate is an online portal that allows parents and students to monitor their students' academic progress. If you need to obtain an access code to set up your Illuminate account, please contact your counselor.
- Many teachers maintain teacher webpages with class information and calendars. Visit www.malibuhigh.org.
- Students who consistently miss homework can have their "homework assignment book" initialed daily by the teacher. Parents must also initial the assignment book daily once they have seen the completed assignment..
- Teachers' e-mail addresses and voice mailboxes are available in the School Directory published by the PTSA or on our website.
- Copies of some class syllabi and policy sheets are on the Malibu High School teacher's web pages. Teachers distribute these at the start of the year and many are available at Back to School Night.

5.6 VISITORS ON CAMPUS

Visitors are not allowed on the school premises unless they are parents or guardians of the students attending classes. Proper identification clearance and a visitor's pass should be obtained from the main office or the attendance office before a person visits any part of the school. Other than parents or guardians, students may not bring visitors to campus. Parents are requested to make appointments before meeting with teachers. Please do not drop in without prior arrangements.

5.7 PARKING

5.7.1 Guests

Guest parking is available in front of the school. During construction parking will be limited.

5.7.2 Students

The use of the student parking lot is a privilege and is limited to the following conditions:

The student:

- 1) Must register his/her vehicle with the Security Officer. He/she must show proof of a driver's license and automobile insurance.
- 2) Must purchase a decal that is to be displayed from the rearview mirror or dashboard at all times while on campus.
- 3) Must maintain an excellent driving record and, at all times, demonstrate safe driving habits while on campus or near school grounds.
- 4) Must NOT have a record of using his/her vehicle to leave campus without authorization.

To retain parking privileges, students must also obey all parking restrictions that are posted. Parking passes must be displayed on rear view mirror or dash at all times while on campus.

5.8 PERMITS AND TRANSFERS FOR STUDENTS

All transfers and permits are subject to review at any time and may be revoked at any time, if a student:

- a) has excessive tardiness or absences or
- b) is brought to school excessively early and/or left excessively late or
- c) has serious scholastic or disciplinary problems.

5.9 SEXUAL HARASSMENT

Any student who engages in sexual harassment may be subject to disciplinary action up to and including expulsion. Students are expected to report incidents of sexual harassment as soon as possible to the principal, assistant principals, counselors, teachers or staff member. Retaliatory behavior against any person who reports sexual harassment or any participant in the complaint process is prohibited.

5.10 SIGNS AND POSTERS ON CAMPUS

The appropriate associated student body (ASB) government advisor, principal, or assistant principal must approve all signs, posters, and flyers prior to posting on campus. Any outside organization must get approval from the Superintendent's office.

5.11 AFTER-SCHOOL DETENTION

After-school detention is from 3:05 to 3:45 p.m. and will serve as a disciplinary aid in improving student behavior. Full Day Friday is from 12:35-3:00p.m. Students will be notified in advance regarding the date and time for the detention. It is the responsibility of the parent to make arrangements for the

student's transportation needs at the end of the detention period. A late bus is available Monday through Thursday and leaves Malibu High School at approximately 4:30. At the first failure to attend detention, the student will be assigned to two detentions. Failure to comply will be deemed defiance of authority resulting in progressive discipline including suspension.

5.12 SUSPENSION AND/OR EXPULSION:

Education Code Section 48900 sets forth the grounds for suspension and/or expulsion. A pupil shall not be suspended from school or be recommended for expulsion unless the superintendent or the principal/or designee of the school in which the pupil is enrolled determines the pupil has:*

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (this includes items such as pepper spray).
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic 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.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of school officials or other school personnel.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - While on school grounds.
 - While going to or coming from school.

- During the lunch period whether on or off the campus.
 - During, or while going to or coming from, a school sponsored activity.
- q. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aide and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - r. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
 - s. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (Amended Stats 2001, Ch. 484, Sec. 1)

*In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in Section 212.5, or the student has engaged in threats or intimidation against another as described in Section 48900.4.

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- 1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5) Possession of an explosive.

Students who habitually violate classroom, school, district, or state policies may be placed on a Loss of Privileges List. These students may be excluded from co- and extra-curricular activities. Participation from additional activities may also be restricted.

5.13 WEAPONS: POSSESSION AND/OR USE

The possession or use of **weapons, look-a-like weapons and other dangerous objects** is forbidden on campus and at all school activities. **There are no exceptions.** School district personnel reserve the right to judge an article as a dangerous object or weapon according to its use or its avowed use. Local law enforcement agencies will be notified; the student will be suspended for a maximum of 5 days. **Expulsion procedures will be initiated unless the principal determines that special circumstances apply.**

5.13.1 Forbidden Weapons

The possession or use of the following class of weapons is absolutely forbidden on school campuses or at school activities:

- 1) Knives, including locking blade knives, pocket knives, and switch blade knives
- 2) Firearms
- 3) Brass knuckles
- 4) Blackjacks, billy clubs, nunchakas or similar type articles

In the interest of protecting students and school personnel in the conduct of their duties, the school district reserves the right to judge an article to be such a weapon according to its use or its avowed use.

5.13.2 Disciplinary Procedures

The following actions will be taken for POSSESSION OR USE of weapons:

- a. The Santa Monica Police Department or the Los Angeles County Sheriff shall be notified.
- b. (EC Section 48902: Penal Code 245)
- c. The student shall be suspended for up to five (5) days.
- d. The parent shall be advised of the police notification, suspension, and subsequent actions being taken.
- e. The principal shall inform the Superintendent/designee of the incident and actions taken.
- f. Expulsion procedures shall be initiated unless the principal determines that special circumstances apply.

5.14 Graffiti Policy

AB1714 authorizes the principal or his/her designee, at his or her discretion to require a pupil to perform community service on the school grounds during non-school hours instead of the prescribed disciplinary action. As per district policy, Malibu High School will utilize the provision of this legislation as a disciplinary measure with students who are guilty of graffiti vandalism. In addition, as per district policy, a minimum fine of \$35 will be imposed for graffiti vandalism.

5.15 Civility Policy

Members of the Malibu High School staff will treat parents and other members of the public with respect and expect the same in return. The school is committed to maintaining orderly educational and administrative processes in keeping the school free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among school employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting school employees as positive role models to the children of this school, as well as the community, Malibu High School encourages positive communication and discourages volatile, hostile or aggressive actions. The school seeks public cooperation with this endeavor.

Disruptions

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; harasses staff with frequent and abusive emails; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the Principal or designee. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under the above circumstances, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Californian Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any school facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee may notify law enforcement officials. *(BP. 3515.2 Business and Non-Instructional Operations)*

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.

Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the attached form.

SECTION 6: TESTING (CEEB CODE 051896)

Malibu High School students take the following tests:

6.1 California Assessment of Student Performance and Progress (CAASPP): The State requires students in grades six through eight, ten, and eleven to take the CAASPP. This battery of tests is generally administered in April/May of each year. Students in grades six through eight and eleven are tested in English and Math. Additionally, students in grades eight and ten are tested in Science. Scores for families and schools are disseminated.

6.2 The Preliminary SAT (PSAT) is given to sophomores and juniors in October of each year. This test is a shortened form of the SAT. It predicts the SAT score and can qualify a student for the National Merit Scholarship Program, the National Achievement Program for Outstanding Black Students, and the National Hispanic Scholarship Program. This national test requires that you record our **HIGH SCHOOL CODE** on registration materials. The Malibu High School code is 051896.

6.3 The SAT is given nationally throughout the school year. Malibu High School is a national testing center for the SAT and SAT Subject tests. This test, for students completing grade eleven and starting grade twelve, is part of the admission requirements for most four-year colleges and universities. This national test requires that you record our **HIGH SCHOOL CODE** on registration materials. The Malibu High School code is 051896. This is a CEEB code.

6.4 The SAT Subject Tests are given nationally throughout the school year. Malibu High School currently administers these tests. Although not required for admission to most four-year universities, the Subject Tests are required by some schools and may be recommended for certain majors. This national test requires that you record our **HIGH SCHOOL CODE** on registration materials. The Malibu High School code is 051896.

6.5 The ACT is accepted by most colleges as an alternative to the SAT. It is offered nationally throughout the school year. Check with your counselor for dates and locations. This national test requires that you record our **HIGH SCHOOL CODE** on registration materials. The Malibu High School code is 051896.

6.6 The Advanced Placement (AP) Examinations, required for all students enrolled in Advanced Placement classes, award college credit for work done in those classes and in the fifth year of foreign language study if the student passes with acceptable proficiency. These tests are typically given in May at Malibu High School.

6.7 Standardized Testing Accommodation Requests: A student with a documented disability may be eligible to take the PSAT/SAT/ACT/AP with testing accommodations. To be eligible, the student must:

- Have a disability that necessitates testing accommodations.

- Have documentation that supports the need for requested accommodations on file at school (IEP or 504 Plan **MUST** state clearly the need for an accommodation, e.g. extended time).
- Receive requested accommodations for school-based tests.

Parents or students who request testing accommodations should call the school's Testing Coordinator well in advance of paperwork/testing deadlines. **It is not possible to handle last minute requests.** It is helpful for the requesting party to supply the Testing Coordinator copies of a current IEP, 504 Plan, or professional evaluation that clearly states the following:

- Specific diagnosed disability
- Date of diagnosis (must be within the last three years)
- Complete educational, developmental, and relevant medical history (professional evaluations only)
- Description of comprehensive testing techniques used to arrive at diagnosis (subtext scores)
- Description of functional limitations
- Description of specific accommodations requested, and state why the disability qualifies the student for such accommodations
- Establish the professional credentials of the evaluator, including information about license or certification and area of specialization

NOTE: The presence of an IEP, 504 Plan, or professional evaluation does not necessarily mean that a student is eligible for testing accommodations. The Services for Students with Disabilities Office of the Educational Testing Service makes all final determinations. Late submission of paperwork and incomplete documentation will hinder approval.

SECTION 7: MIDDLE SCHOOL STUDENTS

The next two pages are especially for middle school students (grades 6-8). Information especially for high school students follows this section.

7.1 ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) government consists of a group of students who make decisions regarding student activities. ASB works under the guidance of an advisor. ASB organizes events and raises money for activities such as dances, assemblies, and a variety of other social opportunities.

7.4 COUNSELING AND SUPPORT SERVICES

7.4.1 Counseling

The counseling program at Malibu High School is committed to caring for each student as an individual. The counseling staff serves the academic, career, college, and personal needs of the student body. A student may request to see his/her counselor, and the counselor will also initiate contacts with the student throughout the school year. A student's counselor may want to meet with the student individually or

as part of a group; sometimes the counselor will do in-class guidance presentations on important concerns such as college admission and financial aid, high school graduation requirements, pre-registration and course selection procedures, preparation for national tests, bullying prevention, cyber bullying and interpretation of test scores.

7.4.2 Personal Counseling

In addition to school counselors, Malibu High School has a bilingual therapist and school psychologist on staff to meet with students who are in need of more support. In addition, other services may be provided for short-term counseling. Referrals are made through the school counselors. If necessary, some students may be referred to private therapists in the community.

In addition to the school based counseling, Malibu High School, SMMUSD, and the Malibu Boys and Girls Club have partnered to offer the Wellness Program. These services at the Boys & Girls Club include individual and group counseling promoting well-being, healthy social and emotional development and academic achievement. Through a collaboration of local mental health professional volunteers, MSW and MFT Interns and the Director of Social and Emotional Wellness, we are able to provide these services at no cost to the student or the family.

DROP/ADD POLICY

Course programs are created for the year. Students are expected to remain in the courses selected. Changes to course programs will be done only in the following cases: 1) computer/ school error; 2) course work completed in the summer (with counselor approval); 3) student does not have prerequisite for the class. **COURSE PROGRAMS ARE NEVER CHANGED FOR PERIOD OR TEACHER PREFERENCE.**

Requests for a schedule change **MUST** be turned in during the first six weeks of each semester. No changes will be made after this period; courses dropped after the sixth week of each semester will appear on the students' official transcript as a WF (withdraw/fail).

FINAL EXAM POLICY

THERE ARE NO EARLY FINALS! Students must attend the schedule for final exams each semester. Parents should make sure that there are no scheduling conflicts with final exams. Family vacations should be scheduled during school vacation times.

7.4.3 CALIFORNIA JUNIOR SCHOLARSHIP FOUNDATION (CJSF)

CJSF is a state-wide honor society that was founded in 1967. CJSF membership is open to all 7th and 8th graders. Students must qualify for membership by earning excellent semester grades. Membership drives are at the beginning of each semester for a fee.

A student may establish membership by earning academic points. For membership, the number of points earned must be twice the number of academic subjects in which the student is enrolled. Only academic classes may be counted: math, science, language arts, social studies, and foreign language (8th grade specific). CJSF semester points are calculate as follows: "A" 3 CJSF points, "B" 1 CJSF point. Questions? See your counselor.

7.5 8TH GRADE DIALOGUE

8th Grade Dialogues are held at the beginning of the school year to support a strong, positive school culture, improve communication between students and staff, and develop student leadership skills. Student Leadership and the Boys and Girls Club sponsor the 8th Grade Dialogues.

7.6 Extracurricular Activities

Malibu High School has a broad range of extracurricular activities that are available to all students through the boys and girls club. WWW.MALIBUYOUTH.ORG/

In addition, we have a partnership with the City and many sport activities are available to our youth through them. [WWW.MALIBUCITY.ORG.](http://WWW.MALIBUCITY.ORG/)

7.7 Homework

Homework is assigned on a regular basis to help students become more self-reliant, learn to work independently, improve skills taught, master concepts and complete assigned projects. The daily amount of time required for homework will vary depending on the maturity, abilities, and individual needs of students as well as the requirements of the course.

Use the Homework Links on our website where many teachers post of assignments. These hints will assist you with your homework.

- Find a quiet, well-lighted place at home to do your homework
- Schedule a regular time for homework each day; it helps if the entire family has a "quiet time" for reading and studying
- Review your class notes to help study for tests
- Read and follow all directions carefully.
- Find a Study Buddy who is committed to supporting you in doing well academically. Contact your Study Buddy when you have a question about the homework or are unsure on how to complete an assignment.
- Have a parent or adult review your work and giving you feedback.
- Check your work

Give yourself breaks when you study. This allows you time to gain a new perspective to review your work when you return.

Time Expectations: these allocations exclude class reading and honor classes which may require more time.

6th Grade: 70 minutes total

7th Grade: 80 minutes total

8th Grade: 90 minutes total

If your child is exceeding these minutes on a regular basis, please let the teachers know.

District Board Policy 6154

7.8 SUGGESTED ITEMS TO BRING TO SCHOOL ON A DAILY BASIS

- 3-ring binder (with dividers for each class)
- White lined hole punched notebook paper (8-1/2"X11", NOT TEAR-OUT TYPE)
- Graph paper
- 2 pencils (#2 black lead, mechanical type is OK)
- 1 red pen (for correcting)
- 2 black pens or 2 blue pens
- 1 ruler with metric AND English markings, protractor
- Basic calculator
- Small post-its
- Index Cards 3x5
- 1 package colored pencils (at least eight)
- Spiral-bound notebook (8-1/2" X 11", at least 70 pages for journals)
- Small pencil sharpener
- Independent reading book (for silent sustained reading and other times)
- AND this Assignment Book

7.9 LOCKERS AND BACKPACKS

We urge students to use their lockers. Carry only the items needed for period 1 and 2, switch them for items needed for period 3 and 4 during break time, and switch them again at lunch time with items needed for classes periods 5 and 6. Students are encouraged to use backpacks with wheels.

7.9.1 LOCKER PRIVILEGE

Lockers are the property of the school even when assigned to students. They are subject to search whenever the school finds a need to do so. The use of the locker for other than school-related purposes is prohibited.

The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner or custodian thereof; in addition, any item found subsequently to be the possession of any other student not authorized to use the locker in question may be the basis of additional proceedings, disciplinary or criminal, against such other student.

Possession of a locker is a privilege. Because students have classes in different rooms, there is a need to store books and personal belongings in a locker. The locker is for the protection of possessions and the following conditions should be remembered:

1. Your locker combinations must not be given out to other students.
2. Lockers are a privilege and this privilege may be taken away in the event of misuse or as a behavior consequence.

3. The school district or school is not responsible for items damaged, lost, or stolen.
4. Before leaving your locker, check to see that it is tightly closed and locked. Turn the dial to make sure it will not open.
5. Careful planning of trips to your locker will help you save time between classes. Convenient times to go to your locker are before school, during nutrition, before or after lunch, and after school.
6. Opening another student's locker will result in disciplinary action.
7. No special locks are permitted.
8. Do not store food or valuables in lockers overnight.

7.10 NOTEBOOKS:

Your notebook represents an official daily record of what you have learned in the class. You will be required to keep one throughout your school career. It is important that your notebook represent the best that you can do. Your notebook will be carried home each day.

7.10.1 Your notebook should meet these requirements:

- Notebook is large size (8-1/2" X 11"), 3-ring loose-leaf binder.
- Subject sections are arranged according to your daily schedule.
- Includes this Assignment Book with your name clearly printed on it. This book is used to record assignments, grades, and projects.
- Includes a pencil pouch for pens, pencils, erasers, etc.
- Has a supply of clean paper.
- Contains only school work.
- All pages are securely fastened.
- All work is sorted into the correct sections.
- Notebook is checked each night to ensure neatness and organization.

7.10.2 All pages in your notebook should meet these requirements:

- Pages contain your identification in the upper right-hand margin as demonstrated below:
Last name, First name
Subject
Date
- Pages are neat and legible.
- Pages have a margin on the left side.
- Pages are checked for correct spelling, capitalization, and punctuation.

7.11 TEXTBOOKS

Textbooks issued to students should:

- be covered with a proper book cover; no sticky plastic covers allowed
- have student's name, teacher's name and condition of the book on the inside cover of the textbook
- be brought to class daily or as the teacher directs
- be kept in good condition
- be returned or paid for at the end of the school year

7.12 ELIGIBILITY FOR 8TH GRADE

PROMOTION CEREMONY:

- Passing grades in both first and second semesters with no more than 2 semester Fs total for first and second semesters
- Clearing any text books and monies owed to the library
-

Exceptions to this list are subject to approval by administration.

7.13 MIDDLE SCHOOL EXPECTATIONS

- Follow directions.
- Be prepared for class.
- Bring materials, class work and homework.
- Be on time, in your seat and ready to work at the start of class.
- Use appropriate language.
No teasing, bullying or putdowns.
- No food, gum or drinks in class.

MIDDLE SCHOOL CONSEQUENCES

- 1st: Warning
- 2nd: Move seat
- 3rd: Temporarily removed from class/call home
- 4th: Referral to office

Extreme Behaviors will result in a direct referral without progressive consequences.

SECTION 8: HIGH SCHOOL STUDENTS

The following sections are especially for high school students (grades 9-12):

8.1 ACADEMIC INFORMATION

8.1.1 Advanced Placement

Students who are enrolled in advanced placement (AP) classes are required to take the AP exam. If a student does not take the AP exam, the student will take a comparable exam.

8.1.2 Algebra Requirement

All students are required to take and pass algebra in order to graduate from high school. They may get credit for it in MS with a grade of "C" or above.

8.1.3 Appeal/Waiver Policy

Students must apply for an honors OR ap course according to the criteria set through each academic department by may 1st. Students not recommended for the honors course may submit an appeal/waiver form by June 1st of each year.

8.1.5 California High School Proficiency Exam

The CHSPE is an alternative to receiving a high school diploma. Students who are 16 or are enrolled in the second semester of 10th grade may consider taking this exam. A

passing score entitles the student to a certificate of proficiency. No high school diploma is issued and the student would not be allowed to participate in graduation ceremonies.

NOTE: A passing score on the CHSPE does not allow a student to leave high school unless they are 16 and have a parental permission note on file with the registrar.

8.1.6 Concurrent Enrollment Policy

In order for courses to be approved for a Malibu High School (MHS) transcript, students must obtain pre-approval to concurrently enroll in a course outside of MHS. Concurrent enrollment means enrollment in any non-SMMUSD course during the school year or during the summer by a regularly enrolled SMMUSD student. Concurrent enrollment is an alternative means by which students may obtain credit toward graduation while being simultaneously enrolled at MHS and another approved educational program. Concurrent enrollment options are to complement, *and not supplant*, program options at MHS. Concurrent enrollment may be approved for "make-up," "acceleration," and/or "enrichment" purposes. At MHS we believe that students benefit most from classroom experiences that allow for opportunities to immerse themselves in their subject with peers. Options that do not provide students such experiences will be strongly discouraged.

Guidelines:

- Students are to take core/required original credit courses at MHS. Core courses are English, mathematics, science, and history.
- Students are required to take courses offered by MHS at MHS. Exceptions may be made for the following reasons:
 - A course offered at MHS cannot be accommodated within a student's schedule.
 - A course is not offered at MHS.
 - A student remains enrolled in a MHS required course for at least one semester but does not successfully meet the accepted college admission standard of grade C or higher.
 - SMMUSD does not offer the needed course as part of its summer school program.
- Students must obtain signed **pre-approval** from their school counselor before concurrently enrolling in any course.
- Courses that are **pre-approved and completed** will be added to the student's MHS transcript once we have a transcript. It is the student's responsibility to ensure that MHS receives an *official* transcript from the school in which the student took the course(s). **Note:** Courses preapproved for acceleration will be posted as PASS/FAIL. Courses preapproved for remediation will be posted with a letter grade.
- MHS will only accept courses from accredited institutions. Questions regarding an institution's accreditation status are to be referred to the principal.
- The following options need to be considered as most appropriate first:
 - SMMUSD Programs including summer school, continuation, and/or adult school
 - Community College
 - 4-year Colleges/Universities

On-line course work should be considered as an option of last resort. All other options will be considered before allowing students to enroll in online courses. Be advised that the University of California (UC) has established that it will not accept any online courses in the areas of laboratory science or visual and performing arts (VPA.) We adhere to the UC guidelines to determine the acceptability of courses offered by online providers in order to meet the A-G requirements. The NCAA distinguishes between online providers, and as a result does not approve all online course work for meeting their requirements for Division 1 and 2 athletics.

MHS will determine which off campus courses to accept because we are certifying that the course is comparable to the college preparatory curriculum offered here at MHS. All courses must be preapproved.

8.1.7 DROP/ADD POLICY

Course programs are created for the year. Students are expected to remain in the courses selected. Changes to course programs will be done only in the following cases: 1) computer/ school error; 2) course work completed in the summer (with counselor approval); 3) student does not have prerequisite for the class. **COURSE PROGRAMS ARE NEVER CHANGED FOR PERIOD OR TEACHER PREFERENCE.**

Requests for a schedule change **MUST** be turned in during the first six weeks of each semester. No changes will be made after this period; courses dropped after the sixth week of each semester will appear on the students' official transcript as a WF (withdraw/fail).

8.1.8 FINAL EXAM POLICY

THERE ARE NO EARLY FINALS! Students must attend the schedule for final exams each semester. Parents should make sure that there are no scheduling conflicts with final exams. Family vacations should be scheduled during school vacation times.

8.1.9 GRADUATION FOR HIGH SCHOOL STUDENTS

Students must complete 220 credits of required/elective course work, in addition to successful completion of 80 community service hours. Students who fall short will not be allowed to participate in graduation ceremonies. The diploma is withheld pending completion of all requirements.

NOTE: At the completion of the first semester of junior year, students who do not have 120 credits will be required to enroll at Olympic High School in Santa Monica to catch up on course work/credit. Upon verification of work completed, students may return to Malibu High School to graduate.

8.1.10 INCOMPLETE GRADE POLICY

Students that receive a grade of "incomplete" at the end of a semester will have six weeks to clear or complete the required coursework in order to receive an academic grade. Incompletes that are not cleared will result in a fail grade recorded on the official transcript.

8.1.11 INDEPENDENT PE POLICY

Independent PE guidelines will be set by the Santa Monica-Malibu Board of Education and will be available in the spring of each year. Paperwork is to be done and turned in by the announced deadlines.

8.1.12 INDEPENDENT STUDY (DUE TO EXTENDED ABSENCE)

If your child will be out for more than 5 days, they may qualify for short term independent study for the following reasons:

- Out of state or out of country emergency
- Catastrophic family situation
- Legal or government situation
- Severe health issue
- Special circumstances.

Short term independent study will be denied for the following reasons: vacation or trips, visiting friends or relatives, absences near school holidays.

You must request a Short Term Independent Study form from the attendance clerk a week before departure. You will get a form signed by your teachers, collect assignments if approved and all completed work is due upon return. There is a 5 day minimum and generally a 2-week limit on all short term independent study programs.

8.1.13 MINIMUM COURSE LOAD

All ninth, tenth, eleventh, and twelfth graders are required to sign up for SIX courses (30 credits). Only twelfth graders in good academic standing may request a shortened day. MHS does not award work experience credit.

8.1.14 PHYSICAL EDUCATION

Students may be exempt from pe if a note from a medical doctor is on file with the counselor and school nurse. When a student is exempt, no credit is issued.

8.1.15 SUMMER SCHOOL

Students are encouraged to attend summer school whenever they receive a semester grade of "D." Four year colleges do not accept courses for admission where "Ds" were achieved. All "F" grades must be made up. Required courses for graduation should be taken at MHS during the regular school year. Counselor approval is required for all summer school course work. High school students who need to make up course credit will be advised to attend our summer program.

8.1.16 TEACHING ASSISTANTS

Students may take an elective course as a teaching assistant with counselor approval. Each teacher is allowed one "TA" per period.

8.2 ADMISSION STANDARDS TO COLLEGES AND UNIVERSITIES

8.2.1 University of California (Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, Santa Cruz)

Subject Requirement

- a. History - 2 years: One year of United States History and one year of World History or European History.
- b. English - 4 years.
- c. Mathematics - 3 years: Algebra I, Geometry, and Algebra 2. A fourth year is strongly recommended.
- d. Laboratory Science - 2 years: Biology and Chemistry. A third year is strongly recommended.
- e. Foreign Language - 2 years of the same language other than English required; three recommended.
- f. Visual and Performing Arts – 1 year required. Courses must be year-long and on our approved UC course list. Areas include dance, drama/theater, music and visual arts.
- g. College Preparatory Electives - 1 year: One year in addition to those required in 'a' through 'f' above, to be chosen from at least one of the following subject areas: history, English, advanced math, foreign language, social studies, fine arts, and laboratory science. Refer to the UC Approved Course List available on the school website for list of qualifying courses.

Scholarship Requirement: 3.0 minimum GPA

- An applicant must have earned semester grades of 'C' or better in all high school courses used to satisfy the 'a-g' subject requirements. Although 9th grade courses can be used to meet subject requirements, the grades earned are NOT used in computing the grade point average for the scholarship requirement. ONLY grades earned in 'a-g' subject courses taken in grades 10 through 12 will be used to compute the grade point average for admission.
- Grades earned in up to EIGHT SEMESTERS of courses designated Honors and/or Advanced Placement will be weighted so that A=5, B=4, and C=3. This applies only to 11th and 12th grade Honors/AP courses designated on the UC Approved Course List.

Examination Requirement:

- Applicants must submit scores from either the SAT or the ACT with writing.
- Although SAT Subject tests are no longer required, some competitive majors like Engineering may highly recommend Subject tests in appropriate areas.

8.2.2 California State University (Channel Islands, Chico, Fullerton, Humboldt, Fresno, Long Beach, Los Angeles, Northridge, Pomona, San Diego, SLO, Sonoma...)

Subject Requirements:

Same as subject requirements for University of California described in section 8.2.1.

Scholarship Requirement: 2.0 minimum GPA

Same as scholarship requirements for University of California described in section 8.2.1.

Examination Requirement:

Freshman applicants must submit scores from either the SAT or ACT. The SAT Subject tests are not required.

8.2.3 Private Colleges and Out-of-State Universities (Stanford, Pepperdine, USC, Yale, Smith, Harvard, NYU, Boston...)

Subject Requirement:

Requirements will vary from school to school. Generally, students are best advised to complete the same pattern of course work required of the UC or CSU systems. Consult the school website for specific requirements.

Scholarship Requirements:

Requirements will vary from school to school. Grade point average in college preparatory courses and strength of curriculum are factors considered.

Examination Requirements:

Applicants must submit scores from either the SAT or ACT with writing. All schools accept either the SAT or ACT equally. SAT Subject tests may or may not be required. Check specific college websites for testing requirements.

8.2.4 California Community Colleges (Santa Monica College, Santa Barbara City College, Pierce College, Moorpark College, Oxnard College...)

- Other than a high school diploma, there are no specific course, grade point, or examination requirements for admission.
- Students can pursue a Associate Degree program (2 years) or complete a specific sequence of coursework in order to transfer after 2 years to a university.

8.2.5 United States Service Academies (West Point, Naval Academy, Air Force Academy, Merchant Marine Academy, Coast Guard Academy).

These are some of the most selective academic institutions in the country. Only students who have taken the most rigorous academic programs are considered. Application procedures begin in the Spring of the junior year. Consult the College Counselor for more admission information.

8.2.6 College and Career Center

The College and Career Center is a comprehensive resource center that assists students and parents in making well-informed decisions about their post-high school years. The goal is to help students find the best college or university that fits their academic, professional, social and personal needs. To that end, students meet individually with the college counselor throughout their junior and senior years. The college counselor supports them in the research and application process, while also helping them learn to be their own best advocate. All MHS high school students have access to Naviance Family Connection, a web-based service designed especially for MHS students and parents. Family Connection is a comprehensive website that students can use to help in making decisions about colleges and careers.

8.3 COLLEGE COUNSELING

Students planning on attending a four-year college or university need to have a four-year educational plan for high school course work to insure that they will meet specific requirements of the colleges they are interested in. The college admissions program begins in the freshman year with 9th Grade College Guidance Night where students and parents learn about the resources through the MHS College and Career Center as well as what 9th graders should be doing to enjoy high school and be successful throughout their college admissions journey. College counseling intensifies in the junior and senior year. Various in-class presentations

and evening parent programs are planned to help guide parents and students through the college admissions process.

8.4 CAREER COUNSELING

As a tool to help narrow career interests, all sophomores complete a career interest inventory using Naviance Family Connection. Students of all high school grade levels can also take a personality inventory called Do What You Are as well as explore career clusters, all available in Naviance Family Connection.

8.5 COLLEGE RECOMMENDATIONS AND LETTERS

Seniors requesting teacher and/or counselor recommendation letters must follow the guidelines set forth by the college counselor. These guidelines are available in Naviance Family Connection at the beginning of each school year and are shared with students through a classroom guidance lesson with the students as well as parents during Senior Parent College Night. Most recommendation letters and transcripts are sent electronically to colleges.

8.6 ASSOCIATED STUDENT BODY AND CLUBS

In addition to the Leadership ASB class, clubs are available to all high school students, frequently meeting during high school lunch. Clubs meet a variety of student interests and provide students with numerous opportunities to develop a sense of pride. High School clubs include: Operation Iraqi Children, High School Asian Student Union, Key Club, Heal the Bay, RPS Society, and Gay/Straight Alliance.

8.7 CALIFORNIA SCHOLARSHIP FOUNDATION

High school students (grades 10-12) who qualify may become a member of the CSF by earning a grade point average of 3.5. Grades are calculated at the end of the semester. Physical education is not counted in the GPA. All students who are eligible are strongly encouraged to become members; this type of scholastic achievement is recognized by colleges and universities.

8.8 COMMUNITY SERVICE

Students are asked to complete a minimum of 80 hours during their enrollment at Malibu High School to fulfill their graduation requirement. A 20-hour per year benchmark is recommended. Service Learning hours exceeding 20 hour per year bench-mark, will be carried over to the following year. Juniors and seniors are required to be up-to-date or on track to complete the minimum service before attending the Junior-Senior Prom. See Section 9.

8.9 EXTRA-CURRICULAR ACTIVITIES

Malibu High School has a broad range of extracurricular activities that are available to all students.

8.10 HIGH SCHOOL ATHLETICS

Our athletic programs compete primarily in the Tri Valley/Frontier League. Playing in a league means that our teams and athletes have the opportunity to qualify for the CIF playoffs, based on their finish in the league.

To maintain athletic eligibility, grades are checked at the end of each 6 week grading period. A 2.0 GPA must be maintained. If not, the student would not be eligible to participate in games until grades are reviewed at the next grading period. Seniors who opt for a four period day must maintain a 2.0 and have no fails.

The sports program consists of the following:

Fall: Girls' Volleyball, Boys' Water Polo, Girls' Tennis, Football

Winter: Boys' Basketball, Girls' Basketball, Boys' Soccer, Girls' Soccer, Girls' Water Polo

Spring: Baseball, Softball, Swimming, Boys' Volleyball, Boys' Tennis, Boys' Golf, Lacrosse

8.11 TRANSCRIPT REQUESTS

Students or parents requesting transcripts must fill out a TRANSCRIPT REQUEST FORM available from the registrar in the counseling office. For seniors applying to colleges, most transcripts are sent to colleges electronically through Naviance. Specific instructions will be shared with seniors in the Fall regarding electronic transcripts. All others must request transcripts from the registrar. Seniors who need their final transcript sent to a college should request this specifically before graduation. This is done as part of the senior clearance process with our college counselor. Please note that official transcripts are sent directly from the registrar/counselor to the school/college. A self-addressed stamped envelope may be required. There is a \$2.00 processing fee for each transcript requested.

8.12 GRADUATION REQUIREMENTS

Subject Area	Semesters Required	Credits Earned
English	8	40
World History	2	10
United States	2	10
U.S. Gov.	1	5
Economics	1	5
Mathematics	6	30
Biological Sci.	2	10
Physical Sci.	2	10
Fine Arts	2	10
Freshman Seminar	1	5
Physical Education	4	20
Electives	-	65
Total		220

SECTION 9: SERVICE LEARNING PROGRAM

The Service Learning (SL) program champions the concept of learning through service to others. At Malibu High, we want to equip students for life beyond our doors by integrating a sense of citizen responsibility. The Service Learning Program introduces students to meaningful and engaging civic and social activities outside of campus life.

Middle school students complete service-learning projects in each grade level as part of their curriculum and high school students are asked to contribute 80 hours of service learning before graduating. We set benchmarks to complete 20 hours per year; however, hours can be completed at any time. Students who earn 160 or more hours during their high school years graduate with Service Learning Honors and are recognized at the graduation and Senior Awards Night.

Extensive research on CSL affirms its value. Academically, service learning students exhibit higher GPAs and enhanced writing and critical thinking skills. Adults who experienced CSL as teens are more political and engaged in community. They serve as role models for others as they attain higher levels of education.

A Service Learning Activity or project will: a) Meet a real community need b) Integrate into and enhance the curriculum c) Coordinate with a Community Agency, school or the Community at large d) Help foster civic responsibility e) Provide structured time for reflection

For the most updated information on the Service Learning Program, visit the Service Learning section of the Malibu High Website at <http://malibuhigh.org/communityservicelearning>. Utilize links to log and track service learning hours through Naviance. Also, a calendar of upcoming service opportunities and a list of recommended organizations are listed.

If you have any questions, please contact the service learning coordinator in the program office in the back of the library.

SECTION 10: REFERENCE

CREATING A WORKS CITED PAGE: MLA FORMAT

1. List of works used and cited appears at the end of the paper. The title – Works Cited – is centered. Do not bold, change font, or underline it – simply type it and center it.
2. Double space between the title and the first entry.
3. BEGIN EACH ENTRY flush with the left margin. If an entry runs more than one line, INDENT THE SUBSEQUENT LINE OR LINES 5 spaces from the left margin. (You can set your word program to “hanging indentation” – see format, paragraph, select hanging – and this will happen automatically.) When you hit return, the program will read that as a new entry and bring the next line flush out to the left.
4. DOUBLE SPACE THE ENTIRE LIST, both between and within entries. (AGAIN, select double space when setting up your document and the computer will do this for you.)
5. ENTRIES ARE ARRANGED IN ALPHABETICAL ORDER. Whatever comes first in the entry is what is used to alphabetize it. (Usually author’s last name, but if there is no author, then the title of the article or website is what comes next.) Ignore words like A, An, The and go to the next word to determine the order. If the title begins with a number, then alphabetize as if the number were written out (e.g., “9 Causes of Death” would be ordered with the word “nine”).
6. Entries must have specific information in specific order. Depending on whether you use PRINT media (actual newspapers, books, or magazines) or whether you use these sources ONLINE will determine what information you need to include. If any of the information is missing, SKIP MISSING INFORMATION AND MOVE TO THE NEXT ITEM. Follow the formats below:

PRINT MEDIA: actual article from a magazine or newspaper

1. Author’s name
2. Title of the article (in quotation marks)

3. Name of the periodical (*italicized*)
4. Series name or number (if available)
5. Volume number (for a scholarly journal)
6. Issue number (if available, for a scholarly journal)
7. Date of publication (year; or day, month, year if available)
8. Inclusive page numbers.
9. Medium of publication consulted. (Print).

EXAMPLE: Jermack, Paul. "This Once, a David of the Art World Does Goliath a Favor." *New York Times*. 10 Dec. 2006, late ed., sec. 11: 1+. Print.

ARTICLES FROM NEWSPAPERS, MAGAZINES, JOURNALS THAT ARE ONLINE IN A DATABASE (Proquest and others) use the PRINT MEDIA order above, BUT drop #9 (Print) and add 1-3 below.

1. Title of the database (*italicized*)
2. Medium of publication consulted (*Web*)
3. Date of access (day, month, year) (Example: 20 Feb. 2010) EXAMPLE: Jermack, Paul. "This Once, a David of the Art World Does Goliath a Favor." *New York Times*. 10 Dec. 2006, late ed., sec. 11: 1+. *Sirs Knowledge Source*. Web. 20 May 2010

INTERNET SOURCES: An entry for a non-periodical publication on the Web usually contains most of the following components, in sequence. (If information is missing, skip it and go to the next entry.)

1. Name of the author, compiler, director, editor, narrator, performer, or translator of the work.
2. Title of the work (*italicized* if the work is independent; in quotation marks—with first letter of words capitalized—if the work is part of a larger work)
3. Title of the overall Web site (*italicized*), if distinct from item 2.
4. Version or edition used.
5. Publisher or sponsor of the site; if not available, use N.p.
6. Date of publication (day, month, and year, as available); if nothing is available, use n.d.
7. Medium of publication (*Web*)
8. Date of access (day, month, and year), EXAMPLE: "Fight Animal Cruelty." A.S.P.C.A.: *We Are Their Voice*. A.S.P.C.A. n.d. Web. 16 Feb. 2010

BOOKS: One of the most common items in a student's works cited list is the entry for a book by a single author.

1. Author's name. Reverse the author's name for alphabetizing, adding a comma after the last name. For example: Porter, Katherine Ann.
2. Title of the book, *italicized*.
3. City that the book is published in, followed by a colon. For example: New York City:
4. Publisher's Name.
5. Year the book was published (choose the most recent date listed).
6. Medium of Publication (Print) EXAMPLE: Franke, Damon. *Modernist Heresises: British Literary History*. Columbus: Ohio State UP, 2008