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*Malibu High School and Malibu Middle School strive 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-**

Malibu High School and Malibu Middle School Bell Schedule						
<i>Monday/Tuesday</i>						
	High School			Middle School		
Per	Time	Min		Per	Time	Min
AM/PM	7:15-8:25	45		AM/PM	7:15-8:25	45
1	8:30 - 9:30	60		1	8:40 - 9:30	50
2	9:40 - 10:40	60		2	9:35 - 10:30	55
3	10:50 - 11:45	55		N	10:30 - 10:45	[15]
Lunch	11:45 - 12:15	[30]		3	10:50 - 11:35	45
4	12:25 - 1:20	55		Lunch	11:35 - 12:10	[35]
5	1:30 - 2:25	55		4	12:15 - 1:00	45
6	2:35 - 3:30	55		5	1:05 - 1:50	45
				6	1:55 - 2:45	50
				7	2:50 - 3:35	45
<i>Wednesday/Thursday (Block with Support)</i>						
	High School			Middle School		
Per	Time	Minutes		Per	Time	Minutes
AM/PM	7:15-8:25	45		AM/PM	7:15-8:25	45
1 / 2	8:30 - 10:15	105		1 / 2	8:40 - 10:10	90
3 / 4	10:25 - 12:10	105		Nutr.	10:10 - 10:25	[15]
Lunch	12:10 - 12:40	[30]		3 / 4	10:30 - 12:00	90
Support	12:50 - 1:35	45		Lunch	12:00 - 12:35	[35]
5/6	1:45 - 3:30	105		Support	12:40 - 1:10	30
				5/6	1:15 - 2:45	90
				7	2:50 - 3:35	45
<i>Friday (minimum day for students)</i>						
	High School			Middle School		
Per	Time	Minutes		Per	Time	Minutes
AM/PM	7:15-8:25	45		AM/PM	7:15-8:25	45
1	8:30 - 9:20	50		1	8:40 - 9:20	40
2	9:25 - 10:05	40		2	9:25 - 10:05	40
3	10:10 - 10:50	40		3	10:10 - 10:50	40
Lunch	10:50 - 11:20	[30]		Lunch	10:50 - 11:20	[30]
4	11:25 - 12:05	40		4	11:25 - 12:05	40
5	12:10 - 12:50	40		5	12:10 - 12:50	40
6	12:55 - 1:35	40		6	12:55 - 1:35	40
<i>Final Exam Minimum Day Schedule</i>						
	High School			Middle School		
Per	Time	Minutes		Per	Time	Minutes
W, TH, F				W, TH, F		
1, 2, 3	8:30 - 10:45	135		1, 2, 3	8:40 - 10:45	125
Break	10:45 - 11:15	30		Break	10:45 - 11:15	30
4, 5, 6	11:20 - 1:35	135		4, 5, 6	11:20 - 1:30	130

Suicide Hotline – 988 /Teen Line 310-855-4673 or Text “TEEN” to 839863/We TIP 1-800-47-DRUGS or 1800-78-CRIME  
 Crisis Hotline - Text “HOME” to 741741 or www.crisistextline.org

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## SECTION 1: FOR ALL STUDENTS

### 1.1 ADMINISTRATIVE STAFF

**High School Principal:**

Mr. Patrick Miller  
p.miller@smmusd.org

**High School Assistant Principal:**

Ms. Cindy Smith  
c.smith@smmusd.org

**Middle School Principal:**

Ms. Melisa Andino  
mandino@smmusd.org

### 1.2 SUPPORT STAFF

**Psychologist**

Dr. Juliette Boewe  
jboewe@smmusd.org

**Counselors:**

Mrs. Lorene Whitehouse (Middle School)  
lwhitehouse@smmusd.org  
Ms. Makenna Samsel (High School A-K)  
msamsel@smmusd.org

Mrs. Katie Dahm (High School L-Z)

kdahm@smmusd.org

**College and Career Counselor:**

Ms. Linh Snyder

lsnyder@smmusd.org

### 1.3 CODE OF CONDUCT FOR STUDENTS

**The Malibu High/Malibu Middle 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/Malibu Middle 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/Malibu Middle 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.

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 that cover the ears are not allowed in the classroom unless for religious beliefs. Any dress code violations will be referred to an administrator.

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

**1.3.4 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 WE TIP @ 1-800-47(DRUGS) or 1-800-78(CRIME).**

### 1.3.5 Student Code of Conduct Violations

Violations of the rules will be handled by appropriate progressive 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.

Other corrective measures may consist of restorative justice which is a process and philosophy that is centered on building and repairing healthy relationships/community. When conflict or worse occur, we seek healing through gathering the story as well as we can, and bringing those affected together, if possible, to figure out who all was harmed, what needs should be addressed to heal harms, and who is responsible or committed to meeting those needs.

### 1.3.6 Bullying

MHS/MMS 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 bell schedule is located at the front of this book. The Tardy Policy is as follows:

1 <sup>st</sup> - 4 <sup>th</sup> Tardy	Teacher consequence/Parent contact
5 <sup>th</sup>	Office referral/30-minute detention
6 <sup>th</sup> – 9 <sup>th</sup>	Office referral/60-minute detention
10 <sup>th</sup> -12 <sup>th</sup>	Office referral/Full Day Friday
13 <sup>th</sup> +	Parent Conference/SART/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 *jeopardize their ability 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. 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/Malibu Middle School is a closed campus. With parent permission, eligible seniors are given a pass to leave campus for lunch and during a free period. 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 LIBRARY**

The library at Malibu High/Malibu Middle 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 on the blacktop near the pool. The library is part of the SMMUSD library network and 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, information literacy skills, and for gathering with friends.

The library houses an after-school drop-in tutoring program Monday through Thursday from 3:45-4:45 staffed by teachers. Students can drop in any day Monday through Thursday to get help with their homework or just to have a place to be until they are ready to be picked up. The library is also open before school at 8:00. Students may check out as many books at a time as they wish, printing is free of charge, and the library never charges late fees. The library also houses, in collaboration with the Boys and Girls Club, a makerspace section.

The **library rules** are as follows:

- Have respect for yourself and others.
- Speak quietly.
- Eating is allowed, but students must clean up after themselves and put trash and recycling in appropriate bins.
- Follow Technology Use Policy (below)

### **3.2 TEXTBOOKS**

Textbooks issued to students should:

- 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

### **3.3 CHROMEBOOKS**

Students will receive a Chromebook and charger checked out to them from the library. Chromebooks are to be returned at the end of 8<sup>th</sup> grade, the end of 12<sup>th</sup> grade or if a student leaves Malibu HS or Malibu MS. Any lost or damaged Chromebooks may be fined up to \$270 for Chromebook and up to \$19 for a charger. Students are expected to bring their charged Chromebooks and chargers to school every day. Please see the *Use of Technology Policy* in the appendix of various policies for details and expectations for student's use of technology.

#### **3.3.1 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.

#### **3.3.2 Privacy**

Do not send any message that includes personal information such as the 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.

#### **3.3.3 Vandalism**

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

#### **3.3.4 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/Middle School Food Services Department looks forward to serving you during nutrition and lunch periods. Food & Nutrition Services encourages parents to use our online payment system to prepay for their child(ren)'s cafeteria meals. Please visit: [myschoolbucks.com](https://myschoolbucks.com) to make payments on your child(ren)'s account and to monitor their meals. To apply for Free and Reduced Lunch or for additional information, visit: <https://www.smmusd.org/domain/112> California announced that it will be serving healthy meals to students under the National School Lunch and School Breakfast Programs for the 2022-2023 school year. All students will be served a healthy lunch and breakfast at no charge under the California Universal Meals Program.

#### **3.4.1 Food Delivery**

MHS/MMS does NOT allow or accept food deliveries from paid delivery services such as DoorDash, GrubHub, Uber Eats or any

other vendor delivery services. All deliveries will be denied. MHS/MMS is not responsible for any loss of cost or food.

#### **3.4.2 Forgotten Item Drop Off**

If a parent needs to drop off a lunch or any other forgotten items, there are no deliveries to classrooms. There is a student pick-up table in the attendance office for these items.

#### **3.4.3 Lunch**

Malibu High/Middle School is a closed campus. All students are to be conscientious about throwing away their trash and must sit in the permitted areas only.

### **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 is available on campus on Tuesdays and Wednesdays. 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/Malibu Middle 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 8<sup>th</sup> & 10<sup>th</sup> 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 initiated the appropriate box on the back of the student's emergency card. There is a 'Medication at School Form' that should be filled out and this form does allow a student to carry certain medications if the medical provider gives the ok.

#### ***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.

**3.6.6 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 is in the cafeteria area. 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' keepers."***

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. 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/Malibu Middle School. P.E. clothes and spirit wear 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: CONTROLLED SUBSTANCE POLICY**

### **4.1 CONTROLLED SUBSTANCE POLICY**

***Students and parents are encouraged to notify the Malibu High/Malibu Middle 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).***

Please see the *Controlled Substance Policy* in the Appendix of Various Policies for detailed information on procedures and consequences surrounding controlled substances on campus.

## **SECTION 5: VARIOUS SCHOOL POLICIES**

### **5.1 DANCES: RULES FOR STUDENTS**

- In order to purchase a dance ticket, students and parents must sign and submit a dance contract for any dance that is held off campus. (High School only)
- 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.
- 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 two days before the dance. No exceptions will be made.

### **5.2 ELECTRONIC DEVICES**

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 nutrition/lunch
- On campus after school
- When a state of emergency has been declared (verbally or in writing) by the school principal or designed 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, iPads, iPods, etc.** The policy below is used for ALL electronic devices. ***MHS/MMS does not assume any responsibility for lost or stolen items.***

1<sup>st</sup> offense: Electronics taken away and released to students at the end of the day.

2<sup>nd</sup> offense: Electronics taken away. Electronics will be returned at the end of the day. 30-minute detention assigned.

3<sup>rd</sup> offense: Electronics returned at the end of the day. 1-hour detention assigned.

4<sup>th</sup> offense: Electronics returned at the end of the day. Full day Friday assigned.

Further offenses: Parents will be required to come in and pick up the item. A Full day Friday will be assigned.

- All students should assume that no electronics/phones are used in class except when the teacher gives explicit permission.
- Malibu High/Malibu Middle 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 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/Malibu Middle School policy is:

- The student speaks with the teacher(s)/counselor.
- Parent contacts teacher(s) using methods: e-mail, voice mail, or notes in teachers' mailboxes. 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:

- Aeries 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 Aeries account, please contact your counselor.
- Teachers maintain class information and calendars on Google Classroom. All students will join their teachers Google Classroom. Parents can have access as well.
- Teachers' email addresses and voice mailboxes are available in the School Directory published on our website.
- Copies of class syllabi and policy sheets are available on each teachers Google Classroom.

### **5.5 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 security before any 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 faculty/staff. Please do not drop in without prior arrangements.

### **5.7 PARKING**

#### **5.7.1 Guests**

Guest parking is available in the lower Morning View lot. Guests may also park in the bus lane as overflow parking outside of the posted no parking hours.

#### **5.7.2 Students**

We encourage all students who drive a car to campus to utilize the student parking lot. Due to limited street parking and continuing construction, this is the best and safest place for our students to park. The use of the student parking lot is a privilege and is limited to the following conditions

The student:

- Must register his/her vehicle with the Security Officer. He/she must show proof of a driver's license and automobile insurance.
- Must purchase a decal that is to be displayed at all times while on campus.
- Must maintain an excellent driving record and, at all times, demonstrate safe driving habits while on campus or near school grounds.
- 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 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:

- has excessive tardiness or absences or
- is brought to school excessively early and/or left excessively late or
- has serious scholastic **or** disciplinary problems such as a suspension.

### **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. See suspension and/or expulsion (EC 48900) in the Appendix of Various Policies.

### **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/FULL DAY FRIDAY**

After-school detention is from 3:35 to 4:35 p.m. and will serve as a disciplinary aid in improving student behavior. Full Day Friday is from 1:45-3:30 p.m. Students will be notified in advance regarding the date and time for the detention. It is the responsibility of the parent to plan 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 5:15 pm. 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 violated one of the grounds stated in the Appendix of various policies.

### **5.13 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/Malibu Middle 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.

### **5.14 CIVILITY POLICY**

Members of the Malibu High/Malibu Middle 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/Malibu Middle 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 California 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)**

### **6.1 TESTING INFORMATION**

Malibu High School students take the following tests:

#### **6.1.1 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.

**6.1.2 The Preliminary SAT (PSAT)** is administered to 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade MHS students in October of each year, free of



charge. This test provides students an opportunity to practice for the SAT. The PSAT 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.

**6.1.3 The SAT** is given nationally throughout the school year. Visit Collegeboard.org for national dates and test centers. This test, for students completing grade eleven and starting grade twelve, may be part of the admission requirements for some four-year colleges and universities. Check directly with colleges on their Standardized Testing Policy. This national test requires that you record our **High School Code** on registration materials. The Malibu High School CEEB code is 051896. Malibu High School administers the school-day SAT for 11<sup>th</sup> grade only in the spring semester, free of charge.

**6.1.4 The ACT** is accepted by most colleges as an alternative to the SAT. Check directly with colleges on their Standardized Testing Policy. The ACT is offered nationally throughout the school year. Check online at ACT.ORG for dates and locations. This national test requires that you record our **High School Code** on registration materials. The Malibu High School CEEB code is 051896.

**6.1.5 The Advanced Placement (AP) Examinations**, expected for all students enrolled in Advanced Placement classes, award college credit for work done in those classes if the student passes with acceptable proficiency. These tests are administered at Malibu High School during the first two weeks of May. The AP exam dates are scheduled by the College Board. Students must register and pay for AP exams by the deadline set by the College Board/AP Coordinator. Fee waivers may be available for those who qualify.

In extenuating circumstances when a student does not take an AP exam, the student must turn in an AP exam opt out form to the AP Coordinator with student, parent, and AP teacher's signatures. If a student does not take the AP exam, the student will take a comparable exam at the teacher's discretion. Unused exam fees from the College Board may apply.

**6.1.6 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.***

## **6.2 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.

## **SECTION 7: MIDDLE SCHOOL STUDENTS**

The next section is especially for middle school students (grades 6-8). Information specifically 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.

### **7.2 COUNSELING AND SUPPORT SERVICES**

#### **7.2.1 Counseling**

The counseling program at Malibu Middle School is committed to caring for each student as an individual. The counseling staff serves the academic, social-emotional, and career needs of the student body. A student may request to see their counselor, and the counselor will also initiate contacts with students 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 topics such as course selection procedures, bullying prevention, preparation for high school, and career planning.

#### **7.2.2 Personal Counseling**

In addition to school counselors, Malibu Middle School has a 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 community-based therapists.

In addition to the school-based counseling, Malibu Middle 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.

### **7.2.3 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) student does not have prerequisite for the class Requests for a schedule change MUST be turned in during the first six weeks of each semester. COURSE PROGRAMS ARE NEVER CHANGED FOR PERIOD OR TEACHER PREFERENCE.

### **7.2.4 CALIFORNIA JUNIOR SCHOLARSHIP FOUNDATION (CJSF)**

CJSF is a state-wide honor society that was founded in 1967. CJSF membership is open to all 7<sup>th</sup> – 8<sup>th</sup> 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 (8<sup>th</sup> grade specific). CJSF semester points are calculate as follows: "A" 3 CJSF points, "B" 1 CJSF point. Questions? See your counselor.

### **7.3 8<sup>TH</sup> GRADE DIALOGUE**

8<sup>th</sup> 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 8<sup>th</sup> Grade Dialogues.

### **7.4 Extracurricular Activities**

Malibu Middle School has a broad range of extracurricular activities that are available to all students through the Boys and Girls club.

<https://bgcmalibu.org/>

In addition, we have a partnership with the City of Malibu through which many sport activities are available.

<https://www.malibucity.org/>

### **7.5 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 give 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.

- 6<sup>th</sup> Grade: 70 minutes total
- 7<sup>th</sup> Grade: 80 minutes total
- 8<sup>th</sup> Grade: 90 minutes total

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

District Board Policy 6154

### **7.6 SUGGESTED ITEMS TO BRING TO SCHOOL ON A DAILY BASIS**

- Charged Chromebook (charger)
- Independent reading book (for silent, sustained reading and other times)
- This student planner
- Pens
- Pencils
- Paper
- Class suggested items

## **SECTION 8: HIGH SCHOOL STUDENTS**

## **8.1 ACADEMIC INFORMATION**

### **8.1.1 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.

### **8.1.2 Appeal/Waiver Policy**

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

### **8.1.3 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 pre-approved for acceleration will be posted as PASS/ FAIL. Courses pre-approved 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 coursework 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 pre-approved.

### **8.1.4 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).

### **8.1.5 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 is recommended. 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.

### **8.1.6 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.

### **8.1.7 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.

### 8.1.8 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.

### 8.1.9 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.

### 8.1.10 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.

### 8.1.11 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.

### 8.1.12 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. Language other than English - 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 11 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 10<sup>th</sup> and 11<sup>th</sup> grade Honors/AP courses designated on the UC Approved Course List.

Examination Requirement:

UC no longer considers SAT or ACT test scores as a factor in admissions decisions. In light of this change and the College Board's discontinuation of SAT Subject Tests, Admission by Examination has been suspended.

**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:

The California State University (CSU) system no longer uses SAT or ACT examinations in determining admission eligibility for all CSU campuses. If accepted to a CSU campus, SAT or ACT test scores can be used as one of the measures to place students in the proper mathematics and written communication courses.

**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:

Many schools have a test optional, test free, or test required policy. All schools accept the SAT or ACT equally. Each school is different. 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, a web-based service designed especially for MHS students and parents. Naviance is a comprehensive website that students can use to help navigate different 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 ensure that they will meet specific requirements of the colleges they are interested in. The college admissions program begins in the freshman year with 9<sup>th</sup> Grade College Guidance Night where students and parents learn about the resources through the MHS College and Career Center as well as what 9<sup>th</sup> 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, individual college advising, 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 students complete a career interest inventory using Naviance. Students of all high school grade levels can take career assessments, as well as explore career clusters, Road Trip Nation (career videos), which are all available in Naviance.

### **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 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 hours per year benchmark, 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 Citrus Coast 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 five-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, Girls' Golf

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

Spring: Baseball, Softball, Swimming, Boys' Volleyball, Boys' Tennis, Boys' Golf, Track & Field

**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.

**8.12 GRADUATION REQUIREMENTS**

<b>Subject Area</b>	<b>Semesters Required</b>	<b>Credits Earned</b>
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
	<b>Total</b>	<b>220</b>

## **SECTION 9: SERVICE-LEARNING PROGRAM**

The Service Learning (SL) program champions the concept of learning through service to others. At Malibu High/Malibu Middle Schools, 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/Malibu Middle School Websites at <https://csl.smmusd.org/>.** Students can also find the icon on the home page of their school website. This all-in-one platform developed by a Malibu High School student provides a simple, one place platform to choose and verify opportunities and to log their hours. This platform will continue to grow and become an integrated tool where students will also have the option to share their experiences.

If you have any questions, please contact the service-learning coordinator in the program office in the main office.

## **SECTION 10: APPENDIX OF VARIOUS POLICIES**

### **STUDENT USE OF TECHNOLOGY**

**BP 6163.4**

The Santa Monica-Malibu Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

### **Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")

3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

## **Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

## **Personally Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

## **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

## **Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

## **Instruction**

The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.



District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use the district's technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the District's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy,

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technology and to help ensure that the district adapts to changing technologies and circumstances.

### **Internet Safety**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matters on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

## CONTROLLED SUBSTANCE POLICY

AR 5131.61

According to Santa Monica-Malibu USD Administrative Regulation 5131.61 specific procedures govern actions if the Superintendent or designee determines 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:

### First Offense

- a. A student shall be suspended for 3 school days
- b. The student shall be placed on academic probation until the Action Plan is complete. The terms of academic probation include completion of the Action Plan, and community or school service. During the period of probation, the student will lose the privilege to participate in co-curricular activities, extracurricular school activities, and graduation /promotion 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.
- c. If the student committing the violation is on an inter-district permit, the permit may be revoked.
- d. During the period of suspension, the Student/Parent/Guardian must have a mandatory meeting with a mental health counselor trained in identifying drug or alcohol dependency, from either the CLARE foundation in Santa Monica or The Wellness Center of the Boys and Girls Club of Malibu. The counselor will recommend to the Principal or designee requirements for further counseling.
- e. While suspended, completion of an online education program that addresses the effects of alcohol, tobacco and drug use, and how usage affects a person's life is mandated.
- f. A post-suspension conference with the Parent/Guardian and Student and the Principal/Designee and Counselor/Advisor is mandatory. During this meeting an action plan is developed that will include requirements for further counseling, service, and any other recommendations designed to prevent a second offense.
- g. Middle School Students must complete 5 hours of community or school service.
- h. High School Students must complete 10 hours of community or school service.
- i. Failing to meet the requirements of the Action Plan may result in loss of participation in promotion/graduation activities and ceremonies.

### Second or Subsequent Offense

- a. The student shall be suspended for 5 days.
- b. The Student/Parent/ Guardian must meet with the Substance Use Counselor during the period of suspension and the Principal or designee after the suspension to revise/update the previous Action Plan, which may include involuntary transfer to another school in the district.
- c. A recommendation for expulsion shall be made for the student unless the Principal or designee determines that expulsion should not be recommended under the circumstances.
- d. Middle School Students must complete 10 hours of community or school service
- e. High School Students must complete 20 hours of community or school service
- f. Failing to meet the requirements of the Action Plan may result in loss of participation in promotion/graduation activities and ceremonies.
- g. If the student committing the violation is on an inter-district permit, the permit shall be revoked.

## 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.

**SUSPENSION AND/OR EXPULSION**

**EC 48900**

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 violated one of the following:

Caused, attempted to cause, or threatened to cause physical injury to another person.

- a. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (this includes items such as pepper spray).
- b. 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.
- c. 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.
- d. Committed or attempted to commit robbery or extortion.
- e. Caused or attempted to cause damage to school property or private property.
- f. Stole or attempted to steal school property or private property.
- g. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- j. Disrupted school activities or otherwise willfully defied the valid authority of school officials or other school personnel.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm.
- m. Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- n. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- o. 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.
- p. 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).
- q. 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.
- r. 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 extracurricular 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 switchblade knives
- 2) Firearms
- 3) Brass knuckles
- 4) Blackjacks, billy clubs, nunchakus 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.

## **SECTION 11: REFERENCE**

### **CREATING A WORKS CITED PAGE** **MLA 8 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. If any of the information is missing, SKIP MISSING INFORMATION AND MOVE TO THE NEXT ITEM. Follow the format below:

**Note: In 2017, MLA 8 format was changed to standardize it. No matter what type of source you are using, you use these core elements in the following order. If an item does not exist or is not relevant to the source, skip it.**

**Core Elements:**

**Author.**

**Titles of source.**

**Title of container,**

**Other contributors,**

**Version,**

**Number,**

**Publisher,**

**Publication date,**

**Location.**

**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 Heresies: British Literary History*. Columbus: Ohio State UP, 2008

## **Notes**

## **Notes**