Mission Bay Student & Parent

Distance Learning Handbook

2020-21

Mission Bay Distance Learning Plan
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I. Staff Contact Information

We understand that you may have many questions and the chart below will quickly identify the best individual to contact.

Mission Bay Staff Directory

Mission Bay Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ernie Remillard</td>
<td><a href="mailto:eremillard@sandi.net">eremillard@sandi.net</a></td>
<td>(858) 437-2955 (cell)</td>
</tr>
<tr>
<td>Erin Leszynski</td>
<td><a href="mailto:eleszynski@sandi.net">eleszynski@sandi.net</a></td>
<td>(619) 813-9877 (cell)</td>
</tr>
<tr>
<td>L - Z</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nella Landau</td>
<td><a href="mailto:mlandau@sandi.net">mlandau@sandi.net</a></td>
<td>(619) 990-5658 (cell)</td>
</tr>
<tr>
<td>A - K</td>
<td></td>
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</tr>
</tbody>
</table>
Do you need to see your school counselor? Examples include mood concerns, interpersonal/communication skills, disengagement, academic success strategies, post-secondary planning, etc. Please fill out this form

II. Getting Information

- All documents will be hosted here in the Mission Bay Student Parent Handbook
- Check your sandi.net email to begin and end your workday, at a minimum. All vital communication will be transmitted to you this way.
- Check your Learning Platform daily (Canvas)
- Read or watch the bulletin

Who do I see if I have a question about…….

| ASB Activities  | Mr. Palacios & Ms. Littlefield | jpalacios@sandi.net  
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Athletics</td>
<td>Mr. Palacios</td>
<td><a href="mailto:jpalacios@sandi.net">jpalacios@sandi.net</a></td>
</tr>
<tr>
<td>Attendance</td>
<td>Ms. Afenir</td>
<td><a href="mailto:mafenir@sandi.net">mafenir@sandi.net</a></td>
</tr>
<tr>
<td>Senior Class</td>
<td>Ms. Filamor</td>
<td><a href="mailto:fcastillo1@sandi.net">fcastillo1@sandi.net</a></td>
</tr>
<tr>
<td>Junior Class</td>
<td>Ms. Andrews</td>
<td><a href="mailto:jandrews@sandi.net">jandrews@sandi.net</a></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Name</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>Sophomore Class</td>
<td>Ms. Sutterley</td>
<td><a href="mailto:lsutterley@sandi.net">lsutterley@sandi.net</a></td>
</tr>
<tr>
<td>Freshmen Class</td>
<td>Mr. Auer &amp; Mr.</td>
<td><a href="mailto:kauer@sandi.net">kauer@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td>Sheehy</td>
<td><a href="mailto:nsheehy@sandi.net">nsheehy@sandi.net</a></td>
</tr>
<tr>
<td>Clearing Financial</td>
<td>Mr. Truong</td>
<td><a href="mailto:ltruong@sandi.net">ltruong@sandi.net</a></td>
</tr>
<tr>
<td>Debts/Buying dance or game</td>
<td></td>
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<tr>
<td>tickets</td>
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</tr>
<tr>
<td>Clubs</td>
<td>Mr. Palacios &amp; Ms.</td>
<td><a href="mailto:jpalacios@sandi.net">jpalacios@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td>Littlefield</td>
<td><a href="mailto:llittlefield@sandi.net">llittlefield@sandi.net</a></td>
</tr>
<tr>
<td>College Information</td>
<td>Your Counselor or</td>
<td><a href="mailto:ckaroczkai@sandi.net">ckaroczkai@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td>Cal Soap Intern</td>
<td><a href="mailto:jcannon@sandi.net">jcannon@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mpham2@sandi.net">mpham2@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:pholly@sandi.net">pholly@sandi.net</a></td>
</tr>
<tr>
<td>Counseling Appointment</td>
<td>Ms. Fernandez</td>
<td><a href="mailto:gfernandez1@sandi.net">gfernandez1@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td>(before/after school or lunch)</td>
<td></td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>Your Counselor</td>
<td><a href="mailto:ckaroczkai@sandi.net">ckaroczkai@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jcannon@sandi.net">jcannon@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mpham2@sandi.net">mpham2@sandi.net</a></td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:pholly@sandi.net">pholly@sandi.net</a></td>
</tr>
<tr>
<td>Health</td>
<td>Ms. Jones</td>
<td><a href="mailto:mjones6@sani.net">mjones6@sani.net</a></td>
</tr>
<tr>
<td>Transportation</td>
<td>Ms. Fernandez</td>
<td><a href="mailto:gfernandez@sandi.net">gfernandez@sandi.net</a></td>
</tr>
<tr>
<td>IB Program</td>
<td>Ms. Borg</td>
<td><a href="mailto:tborg@sandi.net">tborg@sandi.net</a></td>
</tr>
<tr>
<td>ID Cards</td>
<td>Ms. Griffin</td>
<td><a href="mailto:agriffin@sandi.net">agriffin@sandi.net</a></td>
</tr>
<tr>
<td>Library &amp; Textbooks</td>
<td>Ms. Reid</td>
<td><a href="mailto:wwedemeyer@sandi.net">wwedemeyer@sandi.net</a></td>
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<tr>
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<tr>
<td>Service</td>
<td>Contact</td>
<td>Email</td>
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<tr>
<td>Lockers</td>
<td>Ms. Christopher</td>
<td><a href="mailto:lchristopher@sandi.net">lchristopher@sandi.net</a></td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>Ms. Cota</td>
<td><a href="mailto:gcota@sandi.net">gcota@sandi.net</a></td>
</tr>
<tr>
<td>Lunch Program</td>
<td>Ms. Cota</td>
<td><a href="mailto:gcota@sandi.net">gcota@sandi.net</a></td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Officer Cooksey</td>
<td><a href="mailto:jcooksey@sandi.net">jcooksey@sandi.net</a></td>
</tr>
<tr>
<td>Transcripts</td>
<td>Ms. Fitzpatrick</td>
<td><a href="mailto:sfitzpatrick@sandi.net">sfitzpatrick@sandi.net</a></td>
</tr>
<tr>
<td>Work Permits</td>
<td>Ms. Fitzpatrick</td>
<td><a href="https://www.sandiegounified.org/work-permits">https://www.sandiegounified.org/work-permits</a></td>
</tr>
<tr>
<td>Yearbook</td>
<td>Mr. Lancia</td>
<td><a href="mailto:rlancia@sandi.net">rlancia@sandi.net</a></td>
</tr>
<tr>
<td>PowerSchool Access</td>
<td>Ms. Griffin</td>
<td><a href="mailto:agriffin@sandi.net">agriffin@sandi.net</a></td>
</tr>
</tbody>
</table>

### III. Calendars and A/B Bell Schedule

- Here’s a direct link to the Mission Bay High School [Calendar](#).
- Here’s a direct link to the Mission Bay High School [A/B Bell Schedule](#).

### IV. Expectations for Students

- Be well- take care of yourself and family first
- Contact us (counseling, wellness) if you need help, Mission Bay [Cares!](#)
- Check for new assignments for each class according to the your schedule
- Submit assignments when you are done
- Attend Teacher Office Hours for support!
- Send messages to teachers about assignments, extra help, and questions about grading
V. Attendance
Tracking Participation Weekly (enter in PowerSchool daily)

Daily Requirements
Attendance plays a major role in the overall success of each student. Daily attendance is the most essential requirement for every student. Success in school and in future academic goals can be achieved only by daily participation in class.

Parents’ Responsibilities
● All absences must be cleared with a telephone call or email from the parent/guardian within 5 days of the absence; otherwise the absence will be considered “unexcused.”
● Educators shall document daily participation for each student on each school day, in whole or in part, for which online or on-site learning is provided. A pupil who does not participate in online learning on a school day shall be marked absent. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between school staff and students or parents/guardians.
● Students must make up work missed due to absences, within a reasonable amount of time. The student must make arrangements with his/her teachers. Students may make up work for unexcused absences at the teacher’s discretion.
● California Ed. Code sections 46010 and 48205 identify acceptable reasons for absences as follows:
  ○ Excused Absences: personal illness (may require a doctor’s note), personal medical appointments, funeral services of parent, sibling, grandparent, or any relative living in the child’s household, personal court appearances (requires verification), and district recognized religious holidays.
  ○ Unexcused Absences: transportation issues (car/traffic problems), personal/family problems, trips out of

ALL teachers will take daily attendance for all classes they are assigned to teach each day. Students will be considered “present” if they participate in any of the following activities for that day:
● Participation in online activities OR
● Completion of regular assignments for that particular day OR
● Contact, electronic or via telephone, between staff and students or parents/guardians
● Students will NOT be marked tardy during Online Learning

Additional Attendance Parameters for 2020-21, as allowed by California Department of Education:
● Students who complete assignments later in the day, over the weekend, or after the indicated due date should be recorded as PRESENT on the day when the assignment was assigned plus subsequent days leading up to the date the assignment was due.
● Adjustments should be made to the attendance mark by the teacher to accurately reflect student participation.

Attendance Settings in PowerTeacher — Teachers will now be able to change attendance for up to 5 days after the original attendance entry (with the exception of some atypical schools which have alternative attendance taking procedures).
● Attendance records can only be cleared within 5 days.
● Students can still make up work after the 5 day window for grading purposes.
town, babysitting of siblings, accompanying parents to work, translating for family members, oversleeping or any other reason not listed above as excused.

Extensive absences from school seriously jeopardize a student’s opportunities to successfully pass his or her classes. For the academic success of your students, please plan family vacations during district scheduled breaks from school.

VI. Distance Learning Platforms
Here are the links for both teachers and students to login to Canvas and Google Classroom:

https://sandiegounified.instructure.com/

https://classroom.google.com

VII. Expectations for Student Behavior

Inappropriate Behavior
Students may be subject to disciplinary action as well as criminal investigation by the school police officer for any form of inappropriate behavior in the process of going to and from school.

Public Display of Affection
Excessive display of affection such as kissing and body touching are inappropriate on campus or at school-related activities. Students engaged in excessive displays of affection will be referred to administration for appropriate action
**Activity Disruption**

Anyone involved in disruption or refusal to follow the directions of staff in all areas of school facilities, during outside events, or on transportation vehicles which are sponsored and supervised by school personnel, will be suspended from future events for the season/term. This includes athletic events, special events on or off campus, all school transportation, assemblies, halls and school ground, cafeteria, lunch areas, etc. Depending on the situation, referral to school police may be necessary.

**Defiance**

Students who defy the authority of any staff member, or refuse to follow his/her directions, will be referred to administration for disciplinary action.

**Disruption**

Any student who deliberately disrupts or hampers instruction can be removed from the class immediately and referred to administration for disciplinary action. Any item deemed destructive or unsafe may be confiscated by school personnel.

**Use of Illegal Substances**

Possession or use of narcotics, dangerous drugs, or alcohol is a violation of the law. Students will be suspended and may be arrested for involvement with, or possession of narcotics, dangerous drugs, or alcohol. Sellers of drugs will be recommended for expulsion from San Diego Unified School District. Cases will be referred to the school police. An appropriate intervention based problem will be provided for offending students.

In an ongoing effort to eliminate drugs from all Middle and High School campuses, the San Diego Unified School District will utilize a Certified Narcotics Detection Dog and Certified Police Dog Handler from the San Diego Unified School District Police Department. Use of the Drug Detection Dog with SDUSD Schools is in compliance with Federal, State and City codes. Use of the Narcotics Detection Dog will begin immediately and there is no foreseen end date. All Narcotics, Weapons, Contraband and other illegal items recovered will be dealt with in accordance with Federal, State, City and SDUSD Law(s) Person(s) are not sniffed by the Canine.
Smoking or the use of Tobacco Products including Vaping
Possession or the use of tobacco products by any student on any part of the school grounds is against the law. Schools grounds include parking lots and adjacent sidewalks. Students found to be in possession of tobacco products (including vaping pens) will be suspended on the first offense. All school sites, school events, and district offices are designated as non-smoking facilities.

Extortion or Threats
Any student involved in obtaining money or other possessions of value through the use of intimidation or violence will be suspended and a school police contact will be required.

Fighting
Fighting is strictly forbidden. Students who fight will be referred to the administrator and police officer for disciplinary action. The School Police Officer will assist and arrest if necessary. The Board of Education has declared a Zero Tolerance Policy for acts of violence in San Diego City Schools. The third offense of fighting within one year shall require attendance in the Zero Tolerance Program for a minimum of one semester.

Possession or Use of Weapons
The Board of Education has declared a Zero Tolerance Policy in San Diego Schools. All students who possess a firearm, knife, Tasers, pepper spray, explosives or any other dangerous object in school shall be immediately suspended and recommended for expulsion. When students violate appropriate Education Code and Penal codes referenced by this policy, they will be charged, arrested, and taken to a juvenile detention facility or county jail. (Penal Code 626.9 and 626.10)

Theft
Any student involved in the theft or attempted theft of school or personal property will be referred to an administrator for disciplinary action. The police officer will also conduct an investigation and make an arrest if appropriate.

Vandalism
Anyone who maliciously damages school property is required by law to pay for these damages, up to $5,000. Immediate suspension and possible police contact may be required. (Penal Code 594)
Gambling
Gambling in any form is prohibited by state law. Gambling is defined as wagering or betting money on the outcome of any activity. The possession by students of gambling devices such as dice, cards, and dominoes is prohibited.

Harassment
Students are prohibited from engaging in any verbal, visual, physical conduct or online/social media behaviors directed toward any individual that has a negative impact upon the individual’s emotional, social or academic performance. Students will be held to the district Discrimination and Harassment Policy.

Profanity and Offensive Language
Students will use acceptable and appropriate language and must refrain from obscene, vulgar language, gestures, or racial, ethnic, and sexist slurs. Inappropriate language and gestures will not be tolerated. Students who use inappropriate language and gestures will be referred to the counselor or administrator for disciplinary action.

Sexual Harassment
The San Diego Unified School District prohibits sexual harassment as defined in the Education Code to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. Any student wishing to make a complaint should immediately report the incident to a teacher, counselor, or administration.

Honesty Policy
The staff and students agree that honesty and integrity is the core of the educational process. Therefore, the following policy has been drafted to address and define these issues:
1. Cheating on Tests: A student guilty of dishonesty such as requesting, giving, or receiving information on an exam or quiz will receive a zero grade on that work with no make-up allowed. Additionally, the student will receive a citizenship grade of “Unsatisfactory” (U). The teacher will make a parent contact and advise administration with a referral. If a second offense occurs during the same semester in the same class, the teacher may assign a semester academic grade of “F” for the course.
2. Plagiarism: Working together on assigned cooperative activities is encouraged for the mutual benefit of those participating students. However, a student guilty of plagiarism, i.e. copying any part of another's notebook, homework, or assignment, or copying textbooks, computer accessed documents, or any other published material, will receive a zero grade on the assignment with no make-up allowed. Additionally, the student will receive a citizenship grade of “Unsatisfactory” (U). The teacher will make a parent contact and advise the administration with a referral. If a second offense occurs during the same semester in the same class, the teacher may assign a semester academic grade of “F” for the course.

3. Forgery: Students signing the name of a parent or teacher will be subject to disciplinary action.

4. Theft of Materials: A student guilty of stealing or using stolen test materials or altering a grade will be referred to an administrator. The student may face suspension, a failing grade for the semester, and removal from the class. A citizenship grade of “Unsatisfactory” (U) will be given for the semester.

Technology Ethics
MBHS provides technology for instruction and access to the internet. Students are expected to access the internet only for instructional purposes. Class time and classroom equipment are not to be used for unethical or unauthorized searches for information. Students not meeting ethical standards will lose their privilege of using computers on campus.

VII. Using Zoom and Zoom Etiquette

Appropriate classroom behavior is expected in the virtual setting:

1. Log into your meeting from a distraction free, quiet environment.
2. It is recommended that you log in five minutes before class begins.
3. Please keep your audio on mute until you want to speak. This will help to limit background noise.
4. Dress appropriately. Clothing should be free of profanity, provocative images or suggestive statements, obscenities, advertising for drugs, alcohol, tobacco products, illegal activities, gambling, guns, or violence.
5. Use your name to identify yourself and for attendance taking. Do not use nicknames or pseudonyms unless agreed upon with the teacher prior to use.
6. If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on.
7. If you would like to use the chat box, remember that it is public and a record of the chat is kept and archived.
8. Have paper and a pen or pencil handy to take notes.
9. It is preferred that students keep their video on so the teacher and classmates can see them during online learning time to build community and connection.

VIII. Leadership Meeting Opportunities

<table>
<thead>
<tr>
<th>SSC/BLT Meeting</th>
<th>Last Thursday of the month 2:00-3:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Team Meetings</td>
<td>Second Tuesday of the month 2:30-3:30</td>
</tr>
</tbody>
</table>

Thanks for reading!

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