

VIKING STUDENT HANDBOOK

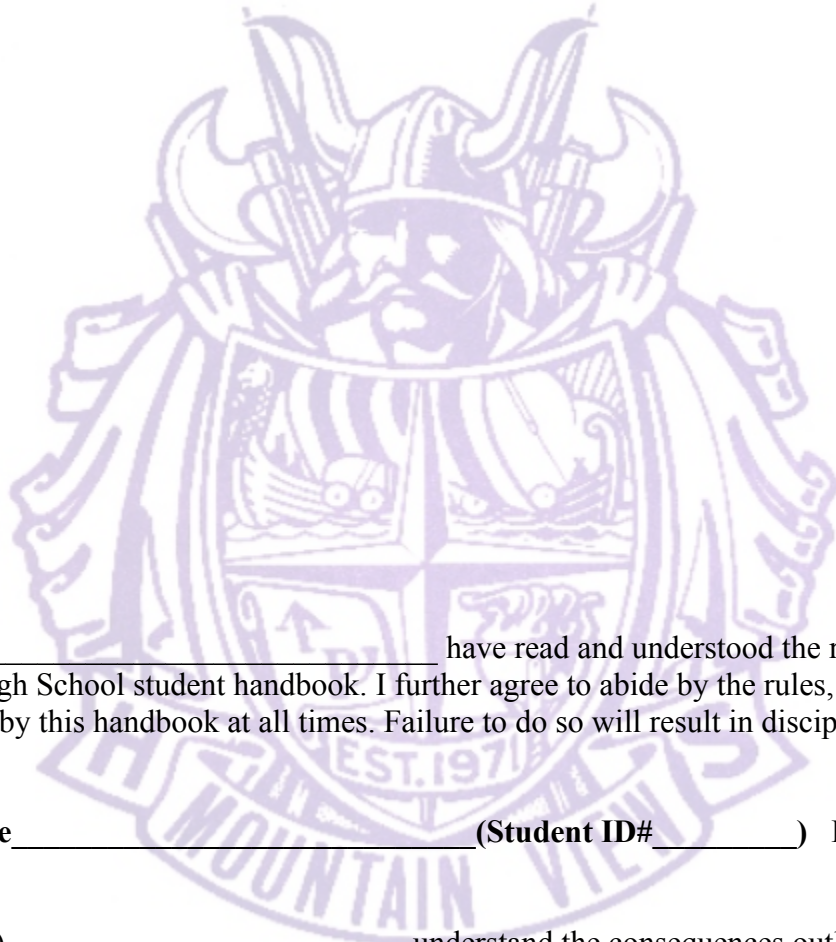
MOUNTAIN VIEW HS

A COLLEGE & CAREER -GOING CULTURE

2024-2025 SCHOOL YEAR



Mountain View High School Handbook Agreement



I, (student name)_____ have read and understood the rules in the Mountain View High School student handbook. I further agree to abide by the rules, laws, and regulations set out by this handbook at all times. Failure to do so will result in disciplinary actions.

Student Signature_____ **(Student ID#**_____ **) Date**_____

I, (parent/guardian) _____ understand the consequences outlined in the Mountain View High School student handbook.

Parent/Guardian Signature_____ **Date**_____



QR for Student Handbook

EL MONTE UNION HIGH SCHOOL DISTRICT 2024-2025 SCHOOL CALENDAR

July	4, 2024*	Thursday	Independence Day Holiday
August	1	Thursday	First Day for Counselors/CWAs/Instructional Coaches/ Psychologists/Student Affairs Directors/TOSAs
	5	Monday	First Day for 10-Month Classified Staff
	15	Thursday	First Day for Remaining EMUEA Professional Development Day (No Students)
	19	Monday	First Day for Students First Day for Continuing Classified Staff
September	2*	Monday	Labor Day Holiday
	27	Friday	First Grading Period Ends (6 weeks)
October	14	Monday	Professional Development Day (No Students-High School Only)
November	1	Friday	Second Grading Period Ends (5 weeks)
	11*	Monday	Veteran's Day Holiday
	25	Monday	Student/Teacher Free Day
	26	Tuesday	Student/Teacher Free Day
	27	Wednesday	Student/Teacher Free Day
	28*	Thursday	Thanksgiving Day
	29^	Friday	Thanksgiving Day Local Holiday
December	18	Wednesday	Final Exams for Students
	19	Thursday	Final Exams and Minimum Day for Students
	20	Friday	Final Exams and Minimum Day for Students
			First Semester Ends (6 weeks)
	24^	Tuesday	Christmas Eve Local Holiday
	25*	Wednesday	Christmas Day Holiday
	23-January 3		Winter Break
January	1*	Wednesday	New Year's Day Holiday
	6	Monday	School Reopens for Students
	20*	Monday	Martin Luther King, Jr. Birthday Holiday
	29	Wednesday	Professional Development Day (No Students-High Schools Only)
February	17*	Monday	President's Day Holiday
	21	Friday	First Grading Period Ends (7 weeks)
March	31^	Monday	Lincoln Day Local Holiday
April	11	Friday	Second Grading Period Ends (7 weeks)
	21-25	Monday-Friday	Spring Break
	25^	Friday	Classified Holiday
May	26*	Monday	Memorial Day Holiday
	30	Friday	Last Day of School for ADULT EDUCATION
June	3	Tuesday	Final Exams for Students
	4	Wednesday	Final Exams and Minimum Day for Students
	5	Thursday	Final Exams and Minimum Day for Students
			Last Day of School for Students
			Second Semester Ends (7 weeks)
			Commencement Ceremonies
	6	Friday	Last Day for EMUEA Staff
	11	Wednesday	Last Day for 10-Month Classified Staff
	19*	Thursday	Juneteenth Holiday
	30	Monday	Fiscal Year Ends

Board Approved: December 6, 2023

* Legal Holiday

^Local Holiday

MVHS ADMINISTRATION AND STAFF

ADMINISTRATIVE TEAM	COUNSELORS
Jose Relson L. Banas, <i>Principal</i>	Claudia Autran, A - EQU
Oscar Gomez, <i>Assistant Principal</i>	Brenda Padron, ER-LOP
Allende Palma-Saracho, <i>Assistant Principal</i>	Maria Palmieri, LOQ-RAMN
Anh Ligutom, <i>Assistant Principal</i>	Janette Rodriguez, RAMO-Z
SUPPORT STAFF	SUPPORT STAFF
Jennifer Yoo-Brannon, <i>Instructional Coach</i>	Adriana Garnica, <i>Secretary to the Principal</i>
Dr. Christopher Lewis, <i>EL TOSA/TTL</i>	Lyubov Ledesma, <i>Cafeteria Manager</i>
Randy Hernandez, <i>Coordinator Child Welfare & Attendance</i>	Daniel Herrera, <i>Maintenance Plant Manager</i>
Angelica Gallegos, <i>School Psychologist</i>	Francisco Zamarripa, CSSC
Dr. Crystal Lin, <i>Psychologist (GOALS Program)</i>	Officer Alejandro Fernandez, SRO
Brenda Magana, <i>College and Career Coordinator</i>	Matiana Pimentel, <i>Parent & Community Liaison</i>
Nicki Stanley, <i>Librarian</i>	Mario Flores, <i>Categorical Program Specialist</i>
Deanna McTarsney, <i>District Nurse</i>	Frank Sanchez, <i>Technology Specialist</i>
Jannabelle Diaz, <i>Nurse</i>	Lori Gallego, <i>Clerk III Guidance Office</i>
Mary Benavides, <i>Licensed Vocational Nurse (LVN)</i>	Paula Ybarbo, <i>Receptionist</i>
Patricia Rodriguez, <i>Wellness Coordinator</i>	Monica Reyes, <i>Activities Clerk</i>
Belinda Mora, <i>Clerk III Instruction Office</i>	Deanne Corrales, <i>Student Store Clerk</i>
Diana Flores, <i>Clerk II Guidance Office</i>	Valerie Torres, <i>Attendance Clerk</i>
	Sergio Almendariz, <i>Attendance Clerk</i>

SCHOOL VISION

Mountain View High School students will be self-directed learners and powerful communicators who possess the knowledge and skills necessary for achieving college and career readiness

MISSION

Mountain View High School engages students in a relevant and rigorous curriculum to assure that all students have an equal opportunity to achieve post-secondary success.

MVHS LEARNING OUTCOMES

Communication Vikings communicate clearly and effectively for a variety of purposes and audiences

Collaboration Vikings collaborate to accomplish academic and extracurricular tasks

Critical Thinking Vikings think critically to learn and apply skills across disciplines

Creativity Vikings problem-solve creatively and innovate new ways to get things done

Citizenship Vikings positively and responsibly engage in their communities

INSTRUCTIONAL FOCUS

This year at MVHS, we focus on daily active engagement in meaningful learning. We do this by intentionally planning for structured academic talk, student inquiry, and checks for understanding.

Office of Student Services GRADUATION & A-G REQUIREMENTS

High school graduation requirements represent a combination of courses prescribed by the State of California and by the Board of Trustees of the **El Monte Union High School District**. Students must complete and earn at least **220 credits**, including all required coursework, to participate in the commencement ceremony and receive a diploma. Credits toward graduation are earned at the rate of five (5) per semester for each course completed with a passing grade.

EMUHSD Grad Requirements	Credits	A-G Requirements	Credits
Social Science (World, US, Econ, Gov)	30	(A) History - 2 years required	20
English	40	(B) English - 4 years required	40
Mathematics	20	(C) Mathematics - 3 years required, 4 years recommended	30
Science (Biology & Earth/Space)	20	(D) Science - 2 years required, 3 years recommended	20
Health (Sem) & Ethnic Studies (Sem)	10	(E) Foreign Lang. - 2 years required, 3 years recommended	20
Physical Education	20	(F) Visual and Performing Arts - 1 year required	10
Fine Arts, Foreign Lang., or CTE	10	(G) College Prep Elective - 1 year required	10
Elective Subjects	70		
Total Credits required for graduation	220		

SAMPLE FOUR-YEAR PLAN

(9th Grade) Freshman	(11th Grade) Junior
<ul style="list-style-type: none"> English 1 or Pre AP English 1 Mathematics- Integrated Math 1 or higher Science- Biology P Physical Education Fine Arts, Foreign Lang. or CTE Health/Ethnic Studies Elective 	<ul style="list-style-type: none"> English 3 or AP English Language U.S. History or AP U.S. History Mathematics (required for A-G, recommended for CAASPP) Integrated Math 3 or higher Science (recommended for A-G) AP Environmental Science or AP Physics Second year of the same Foreign Language, if needed (required for A-G) Elective
(10th Grade) Sophomore	(12th Grade) Senior
<ul style="list-style-type: none"> English 2 or Pre AP English 2 Mathematics- Integrate Math 2 or higher Science- Earth Science or Chemistry Physical Education World History or AP World History Second year of the same Foreign Language (required for A-G) Elective 	<ul style="list-style-type: none"> English 4 or AP English Literature U.S. Government/Economics or AP Government and AP Macroeconomics Mathematics (recommended for A-G) Pre Calculus, AP Calculus AB, AP Statistics or higher Elective Elective Elective

Note: English taken in another country where it is considered a foreign language will be counted as elective credit not as English graduation requirement credit

DESIGNATION FOR CLASS STANDING

The number of credits earned and the completion of core requirements at each grade level determine the class standing of a student. A student will not be promoted to the next grade level if the appropriate credits are not earned.

Are your Credit Current?

At the...	You should have
End of 1st semester – 9th Grade	30 credits
End of 2nd semester – 9th Grade	60 Credits
End of 1st semester – 10th Grade	90 Credits
End of 2nd semester – 10th Grade	120 Credits
End of 1st semester – 11th Grade	145 Credits
End of 2nd semester – 11th Grade	170 Credits
End of 1st semester – 12th Grade	195 Credits
End of 2nd semester – 12th Grade	220 Credits

Note: Must include core classes: English, Math, Science & Social Science

ATTENDANCE PROCEDURES

Absences, Excused - EC 48205:

A student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, one day in California or three days out of state (Education Code 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to (Education Code 48205)
 - a. Appearance in court
 - a. Attendance at a funeral service
 - a. Observation of a holiday or ceremony of his/her religion
 - a. Attendance at religious retreats for no more than four hours per semester
 - a. Attendance at an employment conference
 - a. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
 - a. Service as a member of a precinct board for an election according to Elections Code 12302 (Education Code 48205)
2. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
3. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)
4. Participation in religious exercises or to receive moral and religious instruction under district policy, subject to the following conditions: (Education Code 46014)
 - a. The student's parent/guardian shall provide written consent for the absence.
 - a. The student shall attend at least the minimum school day.
 - a. The student shall be excused from school for this purpose on up to four days per school month.

Make Up Work- EC 48205:

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Contact Information

If you or your parents/guardians move or change your phone number, you must notify the attendance office immediately with the updated information. The school must keep your current contact information (Admin, Code 5, Se. 20).

Avoiding Absences, Written Excuses:

Mountain View High School urges parents to ensure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The school also asks that travel or other absences be avoided during school. The higher the school's daily attendance rate, the more a student will learn and the greater the amount of funding that the school will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods and thereby minimize student absences.

Following an absence, a student must bring a written excuse from home when returning to school. Illnesses and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

An absence must be cleared within three (3) days from the date of absence. If the absence is not cleared, it will be considered TRUANT, and a Saturday school can be assigned.

Truancy Definitions – EC 48260, 48262, and 48263.6:

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof, and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student absent from school without a valid excuse for 10% or more of the schooldays in one school year, from enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Chronic Absenteeism – EC 60901:

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year from the enrollment date to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is essential because excessive absences negatively impact academic achievement and student engagement.

Perfect Attendance

Perfect attendance is defined as without absences, tardies, or truancies in an entire school year. Please have your student check their attendance periodically on StudentVue or with the Attendance Office to correct any discrepancies that may appear.

Arriving Late/Tardiness

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year. **Teachers will be taking attendance within the first 20 minutes of class.**

Students arriving after 8:30 am are tardy. They will need to check in with the Attendance Office when entering on campus; however, the teacher will still need to mark students tardy on Synergy. Students arriving 30 minutes or later will be assigned a T-30 on Synergy. Only students who are not present in class during instructional time will be considered absent.

Students are not allowed to bring food or drink items after 8:30 AM. These items will be kept in the attendance office until nutrition. Students may retrieve the item during nutrition if they wish.

EMUHSD/MVHS Tardy/Truancy Policy

TIER I - Classroom Intervention

Tardies 1-3: Verbal Warnings

Tardy 4: Teacher & student conference

Tardy 5: Teacher message sent home

Tardy 6: Tardy Notice & Reflection: Students will complete a reflection assignment via a QR code that the teacher will provide. The assignment is to be completed outside of instructional time, and responses will be emailed to the teacher and parent.

Tardy 7: The teacher shall call the students home to discuss tardiness concerns.

Note: Teachers shall document any student conversation on synergy on the “Student Contact Log” to justify the transition to Tier 2 interventions.

TIER II - Counselor Intervention

Tardy 8: Counselor Check In

- The counselor will meet with the student and initiate a digital check-in and will provide the student with a QR code to complete a second reflection assignment. The assignment is to be completed outside of instructional time. Responses will be emailed to the counselor, teacher, and parent.

Tardy 9: Lunch Activity w/Assigned Completion Date

- The student shall be assigned to one of the following or similar activities:
- On-campus community service
- Tutoring
- An existing scheduled wellness center activity
- Or any other structured, on-campus activity held during lunch.
- A follow-up meeting will be prepared to ensure task completion

Tardy 10: Student/Counselor Conference

- Counselor meeting to inform the student of Activities Probation (potential loss of field trips, sports, clubs, dances, club activities, ASB activities)

Tardy 11: Activities Probation

- A parent conference will be held to place the student on activity probation.

TIER III - Attendance Office Intervention

Tardy 12: Saturday Academy w/Assigned Completion Date, Activities Probation

Tardy 13: Activities Restriction

- The student shall not be allowed to participate in field trips, sports, clubs, dances, club activities, ASB activities for the remainder of the current grading period.
- While on activities restriction, a student may regain access to activities if they have 2 or less tardies per week. Students with three (3) or more tardies per week shall remain in restriction.

Note: Students who are in the Tier III level of interventions will be subject to daily or weekly lunch detention. The number of detentions will be determined by continued truancy and tardies.

20/20 Rule

Students are not allowed to leave the classroom during the first and last 20 minutes of the instructional period, unless they have notified the Health office of a medical condition.

Hall Passes

Any student out of class during class time must have a *lanyard hall pass* approved by the teacher from whose class the student is excused. Students without a hall pass will be asked to return to class to get one. *One student at a time can use the restroom during an instructional period with teacher's permission and a hall pass. Once one student returns then the other student may leave to use the restroom with teacher's permission and hall pass. Students are to form a line outside of the restroom if all stalls are being occupied. Linger in the restroom is not allowed. No phones are allowed in the restroom to respect student's privacy. A campus supervisor will monitor the restrooms and facilitate the lines. (*2024-2025)*

CAMPUS VISITORS

School Visiting Procedures – EC 51101(a)(12); BP/AR 1250:

Parents and guardians of students enrolled in public schools have the right. They should have the opportunity, as mutually supportive and respectful partners in their children's education, to be informed in advance about school rules, including procedures for visiting the school.

Visitor Registration Procedure

All guests, parents, and visitors MUST register at the reception area. You will be given a badge indicating the location you are visiting. To register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering the school grounds
4. Proof of identity
5. Other information consistent with the provisions of the law

A staff member may accompany visitors/outside on school grounds.

To minimize disruption to instruction, classroom visits will require a 24-hour advanced notice. Meetings with teachers during instructional time are discouraged. When possible, the community is encouraged to meet with teachers during non-instructional time (i.e., conference periods or before or after school).

The principal or designee may refuse to register any outsider. (Penal Code 627.4)

Civility on School Grounds – CC 1708.9; EC 32210:

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

LEAVING CAMPUS

Upon arriving on campus, a student is subject to the rules and regulations of the school. Under the closed campus policy, students may not leave campus before the end of their school day without authorization from the

Attendance Office, Health Office, or an Administrator. **Only students who have their ID with a sticker indicating "No 5th" or "No 6th" or "No 7th", will be allowed off campus.**

OFF-CAMPUS LUNCH PERMITS

Open/Closed Campus (Lunch Passes) BP/AR 5112.5:

The El Monte Union High School District and its staff are not liable for the conduct and safety of students who leave school grounds during lunch. (Education Code 44808.50). To qualify for an off-campus lunch pass, students must be credit-current, have a 2.00 cumulative GPA, not have any suspensions within the last six months, and not be identified as chronic absentees. The principal may revoke the open campus privilege to all students at any time. Permits can be obtained from the Guidance Office during the first two weeks of each semester. Lunch permits are only available for 11th and 12th-grade students.

STUDENT LUNCH

- We have only one lunch period at Mountain View High School, which follows the second class daily.
- The lunch period is 37 minutes long and is free to all students pending completion of Online Registration for the school year (OLR)
- Respect others while standing in the lunch line.
- Clean up tables and pick up your trash immediately after eating.
- Infractions of cafeteria regulations may result in losing cafeteria privileges and/or other necessary actions.

Eating Areas:

- Students may eat their lunches in designated areas, in the quad in front of the gymnasium, or in the grass area between the Media Center and Bobby Salcedo Student Union.
- Unless an organized recreational activity is planned, the following areas are off-limits during nutrition, and lunch:
 - The athletic fields, the areas behind the "K" building, the hallways in the "K" and "B" building, and parking lots.
- Students must stay within the bounds or perimeter of the "yellow lane/lunch zone."
- On rainy days, students can eat their lunches on the bleachers in the gymnasium.
- It is everyone's responsibility to dispose of their trash correctly to keep the campus clean.

FOOD DELIVERIES

For the safety of all students, **food deliveries** (GrubHub, Uber Eats, Postmates, DoorDash, etc.) **are not allowed during the instructional day, including nutrition or lunch time.** All food deliveries will be confiscated and given back to students at the end of the day. Furthermore, the front office will not accept any food items/deliveries. For dietary restrictions, the parent must secure prior approval from the school administrator.

HEALTH OFFICE PROCEDURES

Emergency Contacts

Before a student is allowed to register for classes, a completed Emergency Contact updated on the Synergy ParentVue app by the parent or guardian, must be submitted during the OLR process.. Emergency contacts are used to contact the parent, guardian, or designated person. When illness or injury occurs at school, first aid is given, and the parent/guardian is contacted so that they may take their son or daughter to their family physician. ***The student will only be released to an authorized parent, guardian, or designated person on the Emergency Contact..*** Proof of Identification will be required. If the school cannot contact anyone on the emergency card and

emergency treatment for injury is necessary, the paramedics will be called. **The School District does not assume the financial responsibility for the care given by the paramedics or the hospital.**

Confidential Medical Release - EC 46010.1; BP/AR 5113:

School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1) The school may require the pupil to provide a copy of the medical professional's appointment verification form.

Medication - EC 49423; BP5141.21

Our school recognizes that students may need to take prescribed medication during the school day to be able to attend school.

To take any medication, including over-the-counter medicines, on campus, an EMUHSD medication administration form must be completed by the student's doctor, and the prescription must be checked into the health office in the original medicinal container with the prescription label attached.

The health office will store medication and supervise the administration of prescribed medications. Upon written medical request, school staff may assist the student in monitoring, testing, or treating an existing medical condition.

Student Accident Insurance

The Board of Education endorses an accident insurance policy for students. Application forms and additional information are available upon request at the Activities Office. The school is not responsible for medical costs resulting from injuries incurred by students while at school, en route to and from school, or while participating in school activities. As a service to parents, Mountain View High School is making low-cost accident insurance available voluntarily. The school is not engaged in the insurance business and has no financial or personal interest other than to see that adequate insurance is made available. We desire that all of our students will participate in some type of accident insurance. Spending a few dollars today may prove to be a savings of hundreds of dollars later.

Accommodation for Physical Education

Students needing accommodations for physical education due to a health condition must submit written instructions from a physician giving the diagnosis, the period for the accommodations, which activities the student can perform, and which are to be avoided. Forms are available in the Nurse's Office.

MEDICAL & OTHER TYPES OF APPOINTMENTS

Upon picking students up early, the Attendance Office must verify the identity of the adult by valid ID before releasing the student. A signature of the adult assuming the safety and responsibility of the minor will be required to validate any period of absences missed that day.

A note from the doctor or dentist's office confirming that the medical appointment was kept is required and will be submitted to the Attendance Office upon return to school.

Illness

- If a student becomes ill during the school day, the student must report to the Health Office for assistance. The nurse or LVN will decide whether or not the student may leave campus with the approval of the parent/legal guardian.

- Any students who take it upon themselves to call home and not be evaluated by the school nurse or clerk may be released to parent/guardian. However, they will be marked unexcused for the remainder of the day.
- If a student with a lunch permit goes home for lunch and then becomes ill or has a personal emergency, the parent must call the school that same day. Failure to do so may result in the loss of off-campus lunch privileges.

Emergencies

- If a student must leave school due to an emergency, the Coordinator of Child Welfare and Attendance must be contacted for administrative approval before leaving.

After the Regular School Day

- Students are expected to leave the school buildings and school grounds upon completion of the school day unless the student is involved in after-school sports or academic/extracurricular meetings. **Loitering is not permitted.**
- Students must leave campus immediately after their last class in their schedule or report to the Media Center or Prep. Students waiting for an afterschool program will need to wait in the Media Center or Prep. (*2024-2025 BP 6145.2 E)
- Students who are found loitering will be asked to leave the school grounds. Failure to do so will result in disciplinary action.

JURISDICTION – EC 44807:

School staff shall hold pupils strictly accountable for their conduct on the way to and from school, on the playgrounds, or during recess.

STUDENT PARKING

Parking at school is a PRIVILEGE that may be suspended or revoked. Students are to park in the designated lots. The parking lots will be off-limits during the school day. No students may access the parking lot during nutrition, lunch time or class time. Cars are not to be used as lockers. Cars parked on the streets and asking for permission to be moved during nutrition or lunch will not be granted. Parking on the streets is at your own risk and subject to ticketing or towing during street sweeping days. (*2024-2025)

STUDENT CONDUCT

Behavior (Alternatives to Suspension): BP/AR 5144

Mountain View High School strives to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. Our staff believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school under law, Board policy, and administrative regulation.

At all times, the safety of students and staff and maintaining an orderly school environment shall be priorities in determining appropriate discipline.

Duties of Pupils – 5 CCR 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from using profane and vulgar language.

Property Damage – EC 48904:

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may withhold the pupil's grades, diploma, and transcript until restitution is paid.

Search and Seizure - BP/AR 5144.12:

To support a healthy and safe environment for all, searches of students may be conducted as a result of a specific incident. Contraband will be confiscated and provided to law enforcement. Progressive discipline may apply.

Random canine contraband searches may also be conducted on campus. Parents/guardians will be notified if a canine alerts a student's property. Progressive discipline may apply and law enforcement will be notified as needed.

A search of School Lockers - BP/AR 5144.12:

School lockers remain the property of EMUHSD, even when assigned to students. The lockers are subject to search whenever the school needs to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers may result in progressive discipline, including loss of locker privileges and notification of law enforcement, when appropriate.

Sunscreen and Sun-protective Clothing – EC 35183.5:

Pupils may use sunscreen during school without a physician's note or prescription. Students may also use sun-protective clothing, including but not limited to hats that pupils may wear for outdoor use during the school day.

Headwear may not include content that may be perceived by a reasonable person as vulgar or obscene, as eliciting or promoting illegal activity, or may not contain content that can be interpreted as gang-related.

Arrest of Truants/School Attendance Review Boards: EC 48263 and 48264:

The school attendance supervisor, administrator or designee, peace officer, or probation officer may arrest or assume temporary custody during school hours of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city, or school district. A habitual truant student may be referred to a School Attendance and Review Board (SARB).

Dangerous Objects - EC48900:

Often, students bring objects, such as collector's items, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury on others. Possession of such items on school property may result in disciplinary action and the notification of law enforcement.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES) – PC 308:

EMUHSD prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes,

cigars, and pipes but can also be made to look like everyday items such as pens, asthma inhalers, and beverage containers. These devices are not limited to vaporizing nicotine; they can vaporize other drugs, such as marijuana, cocaine, and heroin.

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

Gun-Free School Zone Act – PC 626.9, 30310:

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in performing or acting in the scope of their duties. A person may also have a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

DRESS CODE: EMUHSD: 5132 AR

DRESS AND GROOMING

In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

In addition, the following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, tattoos, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia that are crude, lewd, obscene, vulgar, profane, or sexually suggestive, or which promotes discrimination, violence, gangs, and the use of drugs, alcohol, electronic smoking devices, or tobacco company advertising, promotions, and likenesses or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school

environment if it were worn or displayed on a school campus. (Education Code 32282, 35183)

Because gang-related symbols constantly change, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

1ST OFFENSE: Parent Contact

SUBSEQUENT OFFENSES: Any item taken away will be returned on Fridays between 2:00 pm - 3:30 pm with a parent present upon the second offense

EDUCATIONAL AND PENAL CODES**Suspension – EC 48900:**

A suspended student may not be on campus nor attend or participate in school activities during the term of the suspension.

A student may be suspended for the following:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance and provided an imitation
- (e) Committed or attempted to commit robbery or extortion
- (f) Caused or attempted to cause damage to school property or private property
- (g) Stole or attempted to steal school property or private property
- (h) Possessed or used tobacco or products containing tobacco or nicotine products
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia
- (k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel
- (l) Knowingly received stolen school property or private property
- (m) Possessed an imitation firearm
- (n) Committed or attempted to commit a sexual assault
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma
- (q) Engaged in, or attempted to engage in hazing
- (r) Engaged in an act of bullying

Suspension Makeup Work- EC 48913.5:

(a) Upon the request of a parent, a legal guardian or other person holding the right to make educational decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two or more schooldays the homework that the pupil would otherwise have been assigned. (b) If a homework assignment that is requested pursuant to subdivision (a) and turned into the teacher by the pupil either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in the class.

Mandatory Expulsion Violations – EC 48915:

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive. The school board shall order the student to be expelled upon finding that the student committed the act.

Requirement of Parent/Guardian School Attendance – EC 48900.1:

Teachers may require the parent or guardian of a student suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding the implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

Camera Surveillance on School Property – PC 647(j):

For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas without "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, surveillance cameras can't cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless the office owner gives consent), or classrooms.

SEXUAL HARASSMENT POLICY

The **El Monte Union High School District** is committed to providing a work and educational environment free of harassment, including sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age or any other basis protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful. The District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the operations of the District and prohibits unlawful harassment by any District student or any employee of the District, including administrators, supervisors, certificated employees, and classified employees.

Unlawful harassment, including verbal, physical, and visual conduct, threats, demands, and retaliation, is prohibited. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Violating this policy by an employee may result in discipline, including discharge, depending on the seriousness of the breach. (Education Code 48900 and 48900.2)

If you are the victim of sexual harassment

Notify a school official who will guide you through the “Uniform Complaint Procedure.” The District’s Title IX Coordinator for students is the Assistant Superintendent for Educational Services who may be reached at (626) 444-9005.

We Care Hotline

AN ANONYMOUS 24-HOUR TIP LINE (626) 452-1738

“Students taking pride in their campus and caring for their friends”

EMUHSD BULLYING / CYBERBULLYING POLICY

Bullying - EC 48900; BP/AR 5131.2:

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves the repetition or potential of a deliberate act to students or staff.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the school include but are not limited to

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking, or breaking someone's possessions or making cruel or rude hand gestures
2. Verbal bullying includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm.
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, websites, or fake profiles
5. Bullying situations can be reported to counselors, teachers, administrators, or anonymously at www.emuhsd.org/tips

The El Monte Union High School District is committed to creating a safe, caring, and respectful environment for all students. Bullying on school grounds is strictly prohibited and will not be tolerated. For this policy, “school” includes school buildings, grounds, school-sponsored social events, trips, sporting events, and buses.

FOSTER YOUTH

Students in foster care must have access to the same academic resources, services, and extracurricular and enrichment activities available to all students. All educational and school placement decisions, made by the Educational Rights Holder in collaboration with additional parties, must be based on the child’s best interests and consider educational stability and the least restrictive educational setting necessary to achieve academic progress.

The rights of Foster youth include immediate enrollment in their local comprehensive public school even if they do not have the required documents, enrollment in the same or equivalent classes as those at their previous school, the ability to receive full or partial credits, and equal participation in school-based extracurricular activities. Foster youth who transfer high schools after their second year may qualify for the AB216 Graduation exemption,

allowing students to graduate in four years by completing minimum state graduation requirements. Eligibility for this exemption will be determined within 30 days of enrollment.

HOMELESS YOUTH

The McKinney-Vento Homeless Assistance Act ensures educational rights and protection for children/youth who lack a fixed, regular or permanent, and adequate nighttime residence. This might include living with a relative, friend, or someone else due to economic hardship and living in a temporary shelter, hotel/motel, car, or converted garage.

Homeless youth are allowed educational rights, such as immediate enrollment, remaining in the school of origin, enrollment in local comprehensive school, partial credits, graduation with CA state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services, and extracurricular activities.

Please contact Edith Echeverria, Director of Assessment, Accountability, and Family Engagement at 626-444-9005, ext. 9915 for assistance and inquiries.

EMUHSD CORRECTIVE ACTION & INTERVENTION PLAN

Office of Educational Services

ACADEMIC HONESTY & INTEGRITY - BP/AR 5131.9:

Mountain View High School believes that academic honesty and personal integrity are fundamental components of a student's education and character development. At MVHS, Vikings value creativity, critical thinking, communication, collaboration, and upholding good citizenship. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate for which these values can flourish. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules. We collectively expect students not to cheat, lie, plagiarize, use Artificial Intelligence (AI) inappropriately or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be addressed via the school site's progressive intervention and discipline plan, which can include the loss of credit on the assignment, completion of an alternative assignment, parent conference, and issuance of a behavioral agreement. Continued offenses during a student's enrollment will escalate progressive discipline, including detention, suspension and withdrawal from a course. ([BP/AR 5131.9](#))

Having academic honesty and integrity means:

- To live your most authentic life by being truthful in your thoughts, words, and actions
- Valuing and demonstrating enlightenment for learning
- Respecting the creations and opinions of others (i.e., intellectual property)

All school community members have responsibilities relating to Academic Success, Honesty, and Integrity.

Student Responsibilities	Parental Responsibilities	Teacher Responsibilities	Counselor Responsibilities	Administrator Responsibilities
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<ul style="list-style-type: none"> • Attend school regularly and be punctual to each period • Take good notes to assist with meeting homework and projects deadlines • Set aside sufficient time to study • Actively participate in class by asking questions • Seek help from your teachers, peers, paraeducators, or trusted adults • Learn how to attribute work properly by citation or footnote • Attend tutoring in the Media Center, Prep, or Tutor.com • Practice good time management by balancing school work with extra-curricular activities • All forms of plagiarism are not allowed including inappropriate use of Artificial Intelligence (AI) 	<ul style="list-style-type: none"> • Communicate to their child the values of moral and ethical behavior • Support their child's efforts by asking questions, modeling, or communicating resource • Encourage efficient usage of time and resources • Encourage the importance of high standards for academic behavior • Certify agreement and knowledge of the Academic Honesty and Integrity policy • Apply a at-home consequence 	<ul style="list-style-type: none"> • Clearly state the academic expectations for students verbally and post on the classroom rules and expectations. • Review the Academic Integrity Policy with students and communicate the consequences • Address the use of study aids (e.g., SparkNotes, tutors, ChatGPT, etc.) in course work. • Clearly specify when collaboration with other students is needed on assignments. • Review student work regularly for violations of the Academic Honesty and Integrity Policy. • Protect passwords and gradebook access by not allowing anyone to access your Synergy, Google Classroom, or other confidential material. • Communicate to parents when their child is engaging in dishonesty. 	<ul style="list-style-type: none"> • Provide “other means of correction,” which can include counseling, assistance with time management, parent conferences, schedule adjustment, and/or a written reflection. • Provide follow-up meetings with each student as necessary. • Refer students to the Wellness Center, Psychologist, or other programs as needed 	<ul style="list-style-type: none"> • Review the policy when going over the Student Handbook • Ensure that the Academic Integrity Policy is on the school's website • Provide teachers with support and training • Counsel students in each case of academic dishonesty and document it in Synergy • Support students in following the policies by adhering to a progressive discipline policy • Collaborate with teachers to maintain a secure digital and physical environment
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Violations of the Academic Honesty and Integrity Policies include, but are not limited to:
(*2024-2025)

Minor Offenses are homework and informal assessments. (*2024-2025)	Major Offenses are Final Exams, tests, quizzes, benchmarks, projects, and presentations.
<ul style="list-style-type: none"> • Copying any assignments that should have been done independently • Claiming credit for work in a group project when work was done by others • Sharing work with another student for them to copy or plagiarize • Falsification of submission of work • Submitting plagiarized work 	<ul style="list-style-type: none"> • Talking, looking, or communicating with another student's screen or paper during an exam, test, or quiz. • Using any unauthorized material or device (i.e. phone, air pods, tablet) during an exam, test, or quiz. • Giving or receiving quiz or test information, in any form, to or from students in other periods of the same course or from previous school years.

<ul style="list-style-type: none"> • Inappropriate use of Artificial Intelligence (AI) to complete your work, such as Chat GPT 	<ul style="list-style-type: none"> • Altering a returned quiz, test, or major assignment with the purpose of deceiving the teacher • Sharing, stealing, forwarding, or photographing major assignments, essays, projects, or exams. • Altering grades on a computer database or in a gradebook.
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Offense Type		Restorative Intervention
1st Minor		Tier 1 <ul style="list-style-type: none"> • Redoing a similar assignment/task • Counsel Student/ Student written reflection • Parent notification
2nd Minor	1st Major	Tier 2 <ul style="list-style-type: none"> • Zero on the assignment • Notification to Counselor via referral • Parent/Teacher Conference
3rd Minor	2nd Major	Tier 2 (Other Means of Correction) <ul style="list-style-type: none"> • Zero on the assignment • Unsatisfactory citizenship grade • Notification to Counselor via referral • Parent/Teacher/Counselor Conference
4th Minor	3rd Major	Tier 3 <ul style="list-style-type: none"> • Zero on the assignment • Unsatisfactory citizenship grade • Parent/Teacher/Administrator Conference • Saturday School detention • Possible course failure

Incidents related to academic dishonesty are documented in the student information system and may result in staff denial of a letter of recommendation.

Homework/Makeup Work- BP 6154:

Students who miss school work because of an **excused absence** shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (*2024-2025)

Students who miss school work because of **unexcused absences** shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. (*2024-2025)

ACADEMIC RECOGNITION

Principal's Honor Roll and Honor Roll

The Principal's Honor Roll students with a 3.5 Grade Point Average (GPA) and above with no D and F grades at each semester are eligible for the certificate. Honor roll 3.0 Grade Point Average (GPA) and above with no D or F grades are eligible for the certificate at each grading period.

Valedictorian(s)

The selection process for the Valedictorian is as follows:

- **Criterion 1:** Any student who has a GPA of 4.2 or higher and has earned a *Blue Trustee Seal Diploma will be recognized as Valedictorian of the graduating class.
- **Criterion 2:** If no student meets the first criterion, then any student who has earned a GPA of 4.1 and has achieved a Blue Trustee Seal Diploma will be recognized as Valedictorian of the graduating class.
- **Criterion 3:** If no students meet the first or second criterion, then the student with the highest GPA who has earned a Blue Trustee Seal Diploma will be recognized as the Valedictorian of the graduating class.

*Blue Trustee Seal Diploma – A certificate the Board of Trustee grants to the graduate based on completing the University of California “a-g” requirement as described in the EMUHSD Board Policies 4.2.1.5 (b).

Salutatorian

The Salutatorian(s) is the student who has completed four years of college preparatory work with the highest scholastic record following the last Valedictorian's scholastic record of their class.

Gold Seal Bearers

Life membership in the California Scholarship Federation is an honor earned by maintaining high scholastic standing for six of the eight semesters. Those who qualify receive life certificates and a pin. A gold seal is placed on the school records and diplomas. The graduate is honored by wearing a gold cord and tassel at the Graduation ceremony.

OTHER RECOGNITION

Other Recommended Programs in the MVHS Career Center

CAL Soap Program. Provides services that promote learning and achievement and provide youth with college awareness activities.

Rio Hondo College. Provides recruitment, financial aid workshops, assessments, college fairs, workshops, and career exploration.

UBMS Program. Upward Bound Math/Science Program that helps students to develop the skills and motivation necessary for success in college and beyond.

BOOKS

All textbooks are loaned to students at no charge. Students must assume full responsibility for all books loaned. The students must pay for lost books and any unreasonable damage immediately. Registration may be delayed, and grades, report cards, transcripts, and/or diplomas may be held until such payment is made.

ACCESS FOR ALL

As part of the Access for All program, all comprehensive high school students are eligible to receive a Chromebook, charger, carrying case, and the optional wireless internet hotspot (MiFi) device for take-home use. The only two requirements of this program are as follows:

- 1) The student and the parent or guardian must sign the online [Student Technology Usage Agreement form](#).
- 2) All students must watch the [Access for All 1:1 Orientation video](#), which is also embedded within the online form.

Once these two small requirements are met, the student's account will be updated within our system, and the student will become eligible to have the 1:1 equipment checked out to the student during the school's registration week (early August annually) or as the student enrolls in the district.

ELECTRONICS DEVICE POLICY

Inappropriate use of electronic devices during school hours continues to **negatively** affect instruction and student engagement in the classroom.

Usage Policy:

- All students must have cell phones kept off during class/instruction time.
- Security, safety, and support of the device remain the student's responsibility.
- MVHS will not be held liable for the theft, data loss, or device damage.
- MVHS will not become involved in recovering these types of items should they be stolen or lost on school grounds or at school-sponsored events.
- Confiscated items will be returned by the end of the student's school day.
- Cell Phones usage is prohibited in the locker rooms and restrooms to maintain students' right to privacy while using such facilities.

Electronic Listening or Recording Device – EC 51512:

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the teacher's and the principal's prior consent **is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.**

Electronic Signaling Devices – EC 48901.5:

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use it for the health and safety of the pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a school site and under the supervision and control of staff. Health and special education limits or usage may differ from

the general student population, but must be in writing and kept on file in student records for confidential record keeping and reasons.

ALTERNATIVE EDUCATION

EMUHSD offers a variety of voluntary instructional services, which include an Opportunity Program (9th-10th), a Continuation Program (11th-12th), Independent Studies, Home Teaching, and an Online and Personalized Learning Program (OPL). Please speak to your counselor for further details regarding each service.

LIBRARY / MEDIA CENTER

- Regular hours are from 7:30 a.m. to 4:00 p.m., Monday - Friday.
- Books may be checked out for two weeks.
- Computers may be used during Media Center hours.
- The Media Center is a relatively quiet place on campus where you can come to work on your homework.

Office of Student Affairs

PARTICIPATION IN ACTIVITIES (ATHLETICS, BAND, CHEER, ETC.)

To participate in athletics or any extracurricular activity, a student must be in school all day on the day of the activity or the Friday of a weekend activity. The student must pass four subjects (no two of which are PE) with an overall grade point average of C (2.0) or above and have no 4's in citizenship. Each student participant must have a current physical, medical insurance, and concussion information sheet.

Required Attendance for Student-Athletes and Other Extracurricular Student Activities

All students participating in school-sponsored activities after the school day (practice or participation in a game, rehearsal, performance or activity) MUST attend at least three classes on the day of the activity or event. This policy applies to athletes, Band, Choir, and Colorguard. If a student violates this policy, she/he will be removed from and not allowed to participate in the game/event. If a violation is discovered after the game/event, the student will not be permitted to participate in the following game/event and receive disciplinary consequences. Requests for exceptions must be made in advance to the administrator overseeing athletics. (*2024-2025)

Identification Cards (ID)

- Each student is provided with an identification card with his or her picture, which is used for identification purposes at school and at events away from school.
- **Students must wear ID cards with a lanyard at all times. (2023-24)**
- **All students must present their identification card to the cafeteria representative when receiving breakfast, nutrition, and/or lunch.** No ID card may result in a delay in receiving a meal.
- **Students who have lost their ID Cards will need to purchase a replacement for \$5.00 at the student store.**

- Students without a 5th, 6th, or 7th period **MUST** show their ID when leaving the campus. Electronic screenshots of class schedules are no longer allowed (2024-25).

ASB Insignia

An Associated Student Body insignia may be purchased in the Activities Office for \$35.00. Membership entitles students to free admission to all regularly scheduled athletic events, excluding CIF events, reduced rates for dances, and many other activities.

STUDENT CLUBS AND ORGANIZATIONS

Service / Leadership Clubs	Adviser
<ul style="list-style-type: none"> • Advancement Via Individual Determination (AVID) • Associated Student Body (ASB) • California Scholarship Federation (CSF) • Teacher Preparatory Academy (TPA) • Viking Kafe • Viking Scroll • VISTA 	<ul style="list-style-type: none"> • Ms. Pineda • Mr. Sepulveda • Dr. Lewis • Mrs. Boutte • Ms. McCoy • Mr. Bier • Mr. Mann
Class Organizations	Advisers
<ul style="list-style-type: none"> • Senior - Class of 2025 • Junior - Class of 2026 • Sophomore - Class of 2027 • Freshmen - Class of 2028 	<ul style="list-style-type: none"> • Mrs. Sauer • Ms. Mares/Mrs. Rodriguez • Mr. Mendoza • TBD
Fun/Leisure Clubs	Advisers
<ul style="list-style-type: none"> • Anime • Foreign Language/Habitat French • GSA • Key Club • K-Pop • MCAB • Mecha • Pacific Horizon • Solar Creations • Zoo Crew • Video Game Club • Xochipilli • Drone Club 	<ul style="list-style-type: none"> • TBD • Mrs. Bazile • Mr. Weller • Mrs. Stanley • Ms. Pineda • Mrs. Stanley • Mr. Torres • Mrs. Yoo-Brannon • Ms. Porter • Ms. Porter • Mrs. Bazile • Mr. Mendoza • Mr. Mann

AROUND CAMPUS

Morning Announcements

The Morning announcements will be live presented through the MVHS website during the first 5 minutes of 3rd or 4th-period class. The ASB president will lead the entire school in the Pledge of Allegiance at the beginning of the announcements.

Viking Weekly News

The Vikings Weekly News will be aired/watched school-wide after lunch every Tuesday. Teachers are expected to play the recorded video during SSR time. If a student wants to watch the news more than once, he/she can play it at his own convenient time.

Student Store

IDs, yearbooks, PE clothes, supplies, DANCE tickets, and snacks are available for purchase at the Students Store. For the student's convenience, the student store is open from 7:30 a.m. to 3:00 p.m. Monday through Friday. No sales will be made after the warning bell for any period and during instructional time to any student. Lost and Found is also located in the student store.

BICYCLES / SKATEBOARDS / SKATES

A "fenced-in" bicycle area is provided adjacent to the Administration Building. All bicycles, skateboards, razors, etc must be securely locked with a heavy-duty chain and locked within the area. **The school is not responsible for lost items.** For the safety of all students and others, students are not allowed to ride bicycles or skateboard/razors on the sidewalk or in the halls. Students must register their bikes with the police department and know the serial number. Lost bikes are often recovered if they have been registered. **Using skateboards, razors, skates, e-bikes, etc is not allowed on any part of the school grounds. Bikes & skateboards/razors may be confiscated if used on campus at any time. For MVHS students, MVHS students can request a loaner lock from the Guidance office before school starts.**

RULES FOR DANCES & PROM

All School policies and rules are in full effect and enforced for dances. Please note the following standards regarding dance activities:

- MVHS students may bring only one guest with an approved guest pass.
- **Students may have up to 1 Sat School (4 hours) or 4 hours of regular detention, and all fines must be paid for the student to purchase a prom ticket.**
- Any student or guest found in possession or under the influence of a controlled substance will be removed from the dance, and parents will be contacted for pick-up. Law enforcement may also be contacted. If the parent is unavailable, the student will be referred to the police department.
- Any student removed from a dance for using or possessing alcohol, drugs, fighting, and/or willful disobedience will be subject to school disciplinary action.
- Dress Code will be strictly enforced. If a student dresses inappropriately, he/she will not be admitted to the dance.

Dance Court Participation - Students must have a 2.0 grade point average in the preceding grading period and a positive disciplinary record.

STUDENT WORK PERMITS

Students seeking work permits may pick up an application at the Career Center. All completed applications must be submitted to the switchboard operator at the district office.

VIKING PRIDE ON OUR CAMPUS

MVHS students have done an outstanding job keeping the campus clean during the past years. Graffiti will not be tolerated on campus. A student who marks any buildings, restrooms, desks, or other school equipment must pay for the damage immediately. Appropriate disciplinary actions will be taken. All fines must be paid to the Student Store before a student's record is cleared.

We take pride in our entire campus. Trash Cans are provided on the whole campus. Students are expected to pick up after themselves and throw all trash in the cans. Remember, our goal is to keep the CAMPUS CLEAN.

SOCIAL MEDIA ACCOUNTS

Social Media – BP 1114 and AR 1114: The Board expects users to conduct themselves in a respectful, courteous, and professional manner. Users of official district/school social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the **Public Records Act**. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts. **Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.**

Definition of Social Media

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs. Sites that have not been authorized by school administrators but that contain content related to the district/school or comments on district/school operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district/school social media platforms.

Authorization for Official Social Media Platforms

The school administrators shall authorize the development of any official school social media platform. Teachers and coaches shall **obtain approval from the principals before creating** an official classroom or team social media platform.

Guidelines for Content

Our social media platforms shall contain content that is appropriate for all audiences and ensure that all copyright laws are not violated in the usage of the material. Official district/school social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation. Social media platforms are regularly monitored.

Each official social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.

2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
 - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment
4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms. (*2024-2025)

MVHS Alma Mater Song

Mountain View, our alma mater

We pledge our heart to thee,

Loyalty to truth and honor

Through defeat and victory,

*You stand as a fountain of
our knowledge,*

A beacon in our lives

All hail Vikings sons and daughters

To the purple, gold, and white

