

Mission Vista High School



Student Handbook 2020-2021

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www.mvhs.vistausd.org

Note: The Student Handbook is subject to change without notification.

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WELCOME TO MISSION VISTA HIGH SCHOOL

The Mission Vista High School staff welcomes you to the 2020-2021 school year. This handbook aims to provide you with information and answers for many frequently asked questions. This information will also help you fulfill your responsibilities as a student. Please feel free to ask questions and seek assistance when needed. Be sure to read all items carefully.

All students are responsible for knowing the contents of this handbook.

Vision Statement

Our vision is to be the model of educational excellence through discovery, innovation, and growth.

Mission Statement

Our purpose is to empower students to be self-directed, creative, and critical thinkers who persevere to positively impact the interconnected world.

Values

We value mutual respect, collaboration, integrity, originality, and intellectual curiosity that prepare our students to become integral members of society.

SCHOOL CONTACT LIST

Main Telephone Line: **(760) 758-6800**

Information	Contact	Phone Extension
Absence Reporting Line/Attendance	Attendance Office	x73983
Athletics	Athletic Director	x73005
Books/Library/Library Debt	Library	x73977
Change of Address/Phone/Guardian	Data Processing	x73940
Clubs & Organizations/Activities	Activities Director	x73205
College and Career Information	Career Center	x73939
Debts, Fees, and Fines	Finance Office	x73985
Discipline	Assistant Principals' Office	x73006
Honors/Advanced Placement Programs/Graduation Requirements/Credits	Counselors	dial extension from phone menu
Health Services	Health Office	x73949
Lunch	Cafeteria	x92473
Off-Campus Passes	Attendance Office	x73983
Parking Permits	Finance Office	x73985
Records and Transcripts	Registrar's Office	x73941
Schedule Changes	Counselors	dial extension from phone menu
Scholarships	Career Center	x73939
Special Education Services	Special Education Chair	x73306
Work Permits	Assistant Principals' Office	x73006

*For information regarding a student's grades, please access the Parent Portal or contact individual teachers.

**Please visit www.mvhs.vistausd.org for more contact information, including staff email addresses.

POLICIES, PROCEDURES AND REGULATIONS

Mission Vista High School students are expected to come to school on time, be prepared with the appropriate supplies and completed work, and be ready to learn.

ACADEMICS

4x4 SCHEDULE

Mission Vista provides a rigorous four-year program intended to challenge students academically, prepare them for a full range of college and career options, and support their personal/social growth. Our 4x4 schedule delivers curriculum at **twice the pace** of traditional schedules. Students have the opportunity to complete four ten-credit classes each term (fall and spring) for a total of eighty credits per school year.

ACADEMIC HONOR CODE

MVHS students are subject to an Academic Honor Code, which deals with cheating and plagiarism. All school-related tests, quizzes, reports, and assignments are subject to this policy. Academic dishonesty in any form is unacceptable behavior. Ignorance, grade pressure, time, tests inadequately proctored, unrealistic parental expectations, or other causes are not excuses. Cheating places the value of grades over learning and is counter to the district's graduation outcome. Types of academic dishonesty that are not tolerated include, but are not limited to, the following:

- **Cheating:** Sharing answers/information, looking on/copying another's work/test/essay
- **Fabrication:** Falsifying/inventing/misrepresenting source of cited information
- **Unauthorized Collaboration:** While working with others is often encouraged, unauthorized collaboration is not permitted
- **Plagiarism:** Any intentional representation of another's ideas/words/work as one's own, including the misuse of published/electronic material and/or work of other students. Includes direct quotations and paraphrasing without citation
- **Alteration of Materials/Forgery:** Any intentional unauthorized alteration of student/teacher material(s) or unauthorized signature to school related documents, including passes

The teacher's professional judgment determines if a violation has occurred. The teacher will place a phone call to parent/guardian regarding Honor Code violations.

VIOLATIONS

The following action will be taken when students are in violation of this policy:

FIRST OFFENSE

1. Student will receive a zero on the assignment or test.
2. Teacher will confer with student and notify parent/guardian.
3. Student may be given a “U” in citizenship for the current grading period.

SECOND OFFENSE

1. Teacher will confer with parent and student.
2. Student may be given a “U” in citizenship for the current grading period.
3. Student’s term mark may be lowered by one full letter grade.
4. Student will be placed on behavior contract for the remainder of the school year.
5. Student will be referred to administration for appropriate disciplinary action.
6. Student may be removed from all elected or appointed leadership positions for the remainder of the school year.

SUBSEQUENT INSTANCES

1. Student may be dropped from the course with an “F” grade.
2. Additional disciplinary action may be administered.

CLASS CHANGES

Schedule changes must be requested through the student’s assigned counselor.

Once classes have begun, students have a maximum of **five** school days (**ten** days if moving from an AP/Honors class to a College Preparatory class in the same subject, if space is available) to make class changes. From the eleventh school day of the term through the **fifteenth** day of the term, only exceptional changes, including Honors changes, will be considered, and such changes will require administrative approval.

Class changes will only be considered for the following reasons: inappropriate level (wrong grade level or did not meet prerequisite); failed class and must repeat; completed a class in summer school (must provide proof); completed off-campus course (must provide proof); or missing a class period in the student’s schedule. **Students must request schedule changes by completing a Schedule Change Request Form.** Students requiring a class change after the 10th day of the term or at the midterm, must fill out a Schedule Change Request Form (with all necessary signatures) and submit it to the Counseling Office. Requests for elective changes, teacher changes, and the swapping of periods are not considered.

If a schedule change can be accommodated, a revised schedule will be delivered to the student. Students are expected to continue to attend their scheduled classes until they receive a revised schedule.

If a student withdraws from a class with written parental permission on or after the **sixteenth** day of

the semester, he or she will receive a “W/F” as a final grade in that class. Please refer to the section “Withdrawing From Classes” on page 9 for more information.

CLASS CHANGE DEADLINE

Class change deadlines can be found on the Counseling webpage under the **Class Scheduling** tab.

COUNSELING CENTER

Students and parents should direct all academic and school-related questions to the appropriate assigned counselor. While the primary purpose of Mission Vista’s Counseling Center is academic, college, and career guidance, we also provide for the social and emotional needs of all students.

Students in need of personal counseling support may see any counselor. That information will remain confidential between the counselor and student except in situations where the counselor has reason to believe that the student or someone else is a victim of abuse, the student is in danger of harming himself or herself, or the student is planning to harm another person. The counselor is bound by law to report such situations but will continue to provide support to the student throughout the ensuing process.

Mission Vista’s Counseling Center strives to maintain an open-door policy to all students while still honoring the campus norm of having students miss as little instructional time as possible. To that end, students should have a pass from their classroom teacher in order to come to the Counseling Center. If a student is in a crisis situation that prevents him or her from obtaining a pass, the counseling staff will determine if the situation warrants extended time out of class or if the student can schedule an appointment with the Counseling Center at another time. Students may always access the Counseling Center before and after school, during lunch, and during passing periods.

In order to maintain the ability of counseling staff to serve drop-in students, we ask that parents schedule appointments in advance via the online counselor-specific [Contacting Your Counselor Webpage](#) or phone. If a crisis situation exists that prevents the scheduling of an appointment, counseling staff will meet with drop-in parents as time is available. Please keep in mind, however, that unscheduled visits do impact the counseling staff’s availability to serve students’ needs. At certain times of the year, school counselors will be unavailable for parent conferences due to various other student-centered activities. Parents are encouraged to email counselors regarding concerns.

COUNSELOR ASSIGNMENTS:

- Mrs. Chivon Parli - 10th, 11th and 12th grade students with last names A-E
- Mrs. Karen Kenney - 10th, 11th and 12th grade students with last names F-N
- Mr. Angel Chavarin - 10th, 11th and 12th grade students with last names O-Z
- Mr. Peter Kramer - All 9th grade students

Please refer to the MVHS website and the [Counseling Department's](#) webpage to receive information about upcoming events and activities.

COURSE SELECTION

Students will select courses for the 2020-2021 school year beginning in January 2020. Important dates for course selection can be found on the [Counseling Department's](#) webpage. Course selections each term are subject to change based on seat availability, and priority is placed on meeting the needs of individual students' graduation requirements.

RECOMMENDED SUMMER PREPARATION

Some of the honors and Advanced Placement (AP) courses offered at MVHS recommend that students complete preparation assignments and activities prior to the start of the term in which the class is taken. These assignments are designed to supplement the class curriculum and prepare students for the given course; teachers may choose to apply grades to these assignments. While students are encouraged to complete this work before the class begins, failure to do so will not preclude a student from taking a course, and students will be provided a short amount of time at the beginning of the term to complete the recommended preparation assignments.

TEXTBOOKS AND LIBRARY

TEXTBOOKS

Students receive their textbooks during registration days in August or on their first day of school. It is the student's responsibility to have the required books by the end of the second week of the term.

Textbooks are distributed from the Library Lab directly across from the cafeteria at the beginning of each term. After the second week of the term, all textbook services are provided at the Textbook walk-up window at the back of the library. The window is open during the first ten minutes of lunch and fifteen minutes after school. Textbook services are not available during class time. A current MVHS ID is required to check out textbooks and class novels.

It is the student's responsibility to keep materials in good condition and to return the books that were issued to them (The barcode on the book must match the barcode on the student's record.) by the end of the term. Students are strongly encouraged to write their name inside the front cover of all their textbooks. It is the student's responsibility to show the library staff any problems, which are not already noted, in their textbooks during the first two weeks of checkout, so they will not be held responsible for them. If students bring their textbooks, novels, etc. to and from school, they should never leave them in any teacher's classroom as it is the student's responsibility to pay to replace any damaged, stolen, or lost books.

LIBRARY

The library is open every day before school, during lunch, and after school. Students coming to the library during class time must have a signed pass from their teacher.

A current MVHS ID card is required to check out any library materials. Students are allowed to

check out three books for three weeks. Fines are charged for overdue materials (10 cents per item per school day). Students may not check out materials for other students.

Access to the library catalog and online research databases is available at school and from home through the Destiny website (vistausd.follettdestiny.com). Additional library services include computers and iPads for academic use, print books, eBooks, audiobooks, magazines, printing, photocopying, textbooks, and board games for use during lunch.

WITHDRAWING FROM CLASSES

Student-initiated class changes may be done during the first **five school days** of the term (**ten** days if moving from an AP/honors class to a college prep class in the same subject, if space is available). From the eleventh school day of the term through the **fifteenth** day of the term, only exceptional changes, including Honors changes, will be considered, and such changes will require administrative approval.

If a student withdraws from a class with written parental permission, on or after the **sixteenth** day of the semester, he or she will receive a “W/F” as a final grade in that class (which is factored into his/her GPA), AND the students will not receive credits for the class.

WORK PERMITS

According to federal law, all students under the age of eighteen who are employed must have a work permit, which is available in the Career Center. **Students must have a 2.0 GPA or higher to obtain a work permit.** Grades are checked every grading period to determine continued eligibility. If a student’s GPA falls below 2.0, the work permit will be revoked, and the employer will be notified. It is illegal for employers to allow students to continue to work if a permit has been revoked. Grade changes submitted after each grading period with the intention of making a student eligible for a work permit will not be honored. All work permits expire during the first week of every school year. During the summer months, all students over the age of 16 are eligible for work permits regardless of GPA. During the summer after the Career Center is closed, work permits can be approved by the Student Services Department at the VUSD District Office.

ACTIVITIES AND ATHLETICS

The following rules apply to all student activities at MVHS.

- All attendees of school-sponsored activities will be subject to a random alcohol breathalyzer test and/or search at any time during the dance or event.
- All attendees must abide by all school rules, including those pertaining to the use of illegal substances while at a school event. The consequences for violating any of these policies will include suspension or expulsion from school and loss of eligibility from other co-curricular activities.
- Students must be in good academic standing (2.0 GPA or above for the previous report card period).
- Students must have an acceptable attendance and discipline record (as determined by administration).
- Unless otherwise announced, no tickets are sold at the door. Tickets must be purchased in advance through the ASB Finance Office by the stated deadline.
- Tickets are non-refundable and non-transferable.

ASB CARD

MVHS students may purchase an ASB card (\$50). ASB helps to fund activities with the revenues from the sale of ASB cards. ASB cards also grant students free admission into certain athletic events held at MVHS, as well as discounts on yearbooks and tickets for dances and events.

ATHLETICS

In order for a student to participate in athletics, he or she must first be cleared by the Athletic Director (AD). In order to be cleared, students must submit a COMPLETE athletics packet to the AD's office. A complete packet includes the following forms: athletic participation, CIF residence and eligibility, athletic handbook signature page, concussion information form, and the athletic screening and physical exam (This form must include the student's personal insurance carrier and policy number, as well as a doctor's signature and office stamp.). Once a completed athletic packet is received by the AD, the student may try out and participate in athletics. Fees will not be charged to students who participate in athletics.

Students in grades 10-12 who are new to MVHS and/or who came from a school outside of Vista Unified School District must see the AD to discuss their CIF eligibility status.

SEASONAL PARTICIPATION

An athlete may only participate in one sport per season unless otherwise granted permission by the Athletic Director. Athletes cannot change from one sport to another during the season unless they have approval from both coaches and the Athletic Director. When an athlete quits or is dropped for disciplinary reasons, he or she may not go out for another sport until the

beginning of the next season.

LETTERS AND AWARDS

Letters and awards are given according to team criteria. However, all athletes must end the season in good standing, both academically and behaviorally, to earn a varsity letter. CIF playoff and special award patches will be earned according to guidelines that can be obtained from the Athletic Department.

CO-CURRICULAR AND ATHLETIC ELIGIBILITY

Vista Unified School District policy states that in order to be eligible for any co-curricular activity, a student must have a 2.0 GPA for the preceding grading period. CIF rules state that an athlete must have passed two classes of new coursework in the preceding grading period, regardless of GPA. **There are no exceptions to the CIF or district eligibility rules. Further, a student athlete must be in attendance for at least 50% of the day (two classes out of four) to participate in sport practice or competition. This policy also applies to ensembles, drama, dance, choir and other performing groups.** Students are required to sign the VUSD athletic/co-curricular handbook. Fees will not be charged to students who participate in co-curricular activities.

All students who participate in co-curricular and athletic events must adhere to school and district policies. Grade changes submitted after each grading period with the intention of making a student eligible to attend co-curricular and athletic activities will not be honored.

DANCES

In order to be eligible to attend MVHS dances, students must be in good academic standing (2.0 GPA or above for the previous grading period) and must have an acceptable attendance and discipline record for the school year as determined by administration. Grade changes submitted after each grading period with the intention of making a student eligible to attend a dance will not be honored.

At MVHS dances, students must present their student ID card at the door. Students must arrive at the dance prior to the time the doors are stated to close; students arriving late will not be admitted. Dance tickets are non-refundable, and transfers of ticket purchases will not be honored.

No loitering in the parking lot or school grounds during or after a dance is allowed. Students leaving a dance will not be readmitted. Students should pre-arrange for transportation immediately after a dance. Students are expected to vacate campus within fifteen minutes after the end of a dance or they will be considered loitering. Students are subject to search and sobriety/breathalyzer checks upon entering and/or during the dance. Students who violate school rules/laws may also be subject to arrest and possible suspension/expulsion at the discretion of administration.

On the dance floor, any form of dancing that simulates a sex act is prohibited. While dancing, students must remain in an upright position with only their feet on the floor. Dancing deemed

inappropriate by staff or administration will not be allowed. Students who violate the dance rules will be removed from the dance, may lose future dance privileges, and/or may receive further disciplinary consequences.

GUEST BIDS

Any MVHS student bringing a guest is responsible for the guest's behavior. **Guest bid forms must be completed and turned into administration by the stated deadline.** MVHS students and their guests must bring current ID to the dance/event. If, for any reason, the MVHS student or guest is removed from the dance/event, there will be no refunds. MVHS students must arrive and leave with their guest. If the MVHS student cannot attend the dance/event, the guest may not attend on his/her own. No guest over the age of twenty will be approved. In addition, middle school students will not be allowed at high school dances.

FIELD TRIPS

Participation in field trips is a privilege, and students may be prohibited from participation in field trips if they are not in good academic standing (GPA of 2.0 or above) and/or if they have an unsatisfactory discipline or attendance record. Students must obtain permission from all of their teachers in order to attend field trips, and they are responsible for completing all class work/tests, etc.

GRADUATION REQUIREMENTS

A student must earn a minimum of 220 credits in courses approved by VUSD for high school credit in order to graduate. See the MVHS website or Course Catalog for additional graduation requirement details.

GRADUATION CEREMONY

Mission Vista High School hosts a dignified and meaningful graduation ceremony for all seniors who meet the graduation requirements. Mission Vista High School agrees to provide a site and appropriate facilities for the ceremony and to provide the legal and traditional procedures required of such occasions. In addition, Mission Vista High School agrees to take those steps deemed necessary to maintain order and dignity at the proceedings up to and including exclusion of any student from participation in the activity before or during the event when the exclusion is necessary to maintain proper decorum. All graduation participants are subject to search and seizure prior to the ceremony.

Students shall refrain from disruptive behavior, shall dress in a manner which will not be disruptive or divert attention from the ceremony, and shall, if requested by an appropriate school official, open his/her gown for visual inspection to ensure appropriate dress and an absence of inappropriate items. Caps and gowns shall be without any personal or group adornment, including corsages, except for Mission Vista High School approved cords and tassels (see regulations for graduation regalia below).

In addition to exemplifying behavior appropriate to the activity, parents are expected to require their sons and daughters to adhere to the letter and spirit of the graduation ceremony rules and requirements.

RULES AND REGULATIONS FOR GRADUATION PARTICIPATION

- All school rules and regulations apply to graduates as long as they are on school premises or at school events. Students who fail to adhere to the rules and regulations may not be allowed to participate in the ceremony.
- Prior to graduation, students must return all textbooks, clear all debts, complete the senior survey, and serve any outstanding discipline.
- Students and parents/guardians must read and sign the graduation conduct agreement, and return it to the Assistant Principal or designee.
- Students must participate in all pre-graduation activities and rehearsals.
- All graduation participants are subject to search and seizure and/or sobriety check prior to the ceremony.
- Graduation participants who disrupt the ceremony in any way will be immediately removed from the ceremony.

REASONS FOR EXCLUSION OR REMOVAL FROM GRADUATION CEREMONY

- Failure to meet graduation requirements set forth by the Vista Unified School District
- Possessing or being under the influence of drugs, alcohol or other substance which appears to alter the student's behavior and/or inhibit the student's judgment
- Possessing beach balls, Frisbees, noisemakers, fireworks, glow sticks, or other items inappropriate to the occasion
- Failure to remain seated at the appropriate times
- Shouting or exhibiting rude behavior, making lewd or obscene gestures, or committing offensive acts
- Failure to return textbooks, clear debts, and serve outstanding discipline
- Failure to participate in mandatory graduation rehearsals and activities

GRADUATION REGALIA

- All graduation participants must wear school-approved caps and gowns.
- Students may not decorate or personalize their caps and/or gowns.
- Students shall wear formal and school-appropriate clothing underneath their gowns.
- Any additional cords or stoles must be approved by MVHS administration.
- Graduates may wear a single flower lei so long as the flowers are real, are of the same variety (i.e. plumerias), and are the same color.*

*Artificial leis, multi-colored leis, money leis, and candy leis will not be permitted.

ATTENDANCE

ATTENDANCE POLICY

Mission Vista High School's attendance policy is in accordance with California Education Code 48205. Regular attendance is vital to a student's success in school. A student who is frequently tardy or absent misses direct instruction, which diminishes the student's ability to succeed academically.

Parent/Guardian(s) must call the Attendance Office in the case of a student absence.

- Written notes and/or emails are not accepted for absences. Absence and tardy reporting must be phoned into the attendance office.
- Absences must be cleared within three school days. **Per VUSD Board Policy, absences not cleared within three school days will become truancies and can no longer be cleared. Discipline may be assigned for each unexcused absence.**
- If a tardy/absence has not been phoned in, the student must go directly to the attendance window. If the previous period or full day absence(s) are not excused, the student should go directly to class. The student will be marked as truant and may be assigned discipline.
- If the student is late (30 minutes or less), he or she must go directly to class, and the teacher will mark the student late.
- In the case of a truancy, the teacher reserves the right to give the student a zero for the day's class work and may not allow the student to make-up missed work.
- If a student needs to leave school for medical or personal appointments, the student must be released through the Attendance Office. Parent/legal guardian(s) must come to the Attendance Office with a government issued ID to sign students out of class; ***this cannot be done via telephone.*** Class time will not be interrupted to remind students of appointments. The student must pick up an off-campus pass from the Attendance Office prior to leaving campus. Failure to check out of school properly may result in disciplinary action, and the absence will not be excused.
- If it is necessary for a person on the student's emergency contact list to pick up a student during school hours, parents/guardians must contact the Attendance Office to authorize. ***This needs to be done each time a person on the contact list will be checking out the student.***

We strongly advise students and parents to avoid unnecessary absences and vacations during school time. ***Vacations are not considered excused absences;*** subsequently, it is at the teacher's discretion to provide make-up and/or alternative assignments. If vacations or out-of-town trips are unavoidable, it is recommended that teachers and the Attendance Office are notified as soon as possible. This also applies to missing finals. Finals missed due to unexcused absences may or may not be rescheduled at the sole discretion of the teacher.

ATTENDANCE DEFINITIONS

EXCUSED ABSENCE

An excused absence is any that is verified by a parent or legal guardian for illness, medical,

funeral (immediate family), court, jury duty or other pre-approved (by the Principal) justifiable absences. **The Attendance Office must be notified within three school days to verify the absence.**

Absences remaining unverified for three or more days after the student's return to school will be considered truant or unexcused.

- Less than three unverified absences are considered UNEXCUSED.
- Three or more unverified absences are considered TRUANT.

The teacher of any class from which a student has an excused absence shall determine what period of time the student has to complete missed assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in California Education Code 48205. It is the responsibility of the student to ask teachers for missed work.

TARDY

A tardy is an unexcused absence in which a student **arrives to class more than thirty minutes late** for any reason, including but not limited to oversleeping, traffic citations, car trouble, and "parent's fault." Excessive tardies may result in detention and/or suspension.

When a student arrives late to school, his/her parent must call the Attendance Office or bring a note from a state-recognized authority (e.g., medical doctor, dentist, optometrist, or court). Arriving more than thirty minutes late without a legal/official note or parent/legal guardian phone call constitutes a truancy. A written pass from a staff member, the Attendance Office, or an administrator may excuse a tardy within three school days.

During **FIRST PERIOD ONLY**, if a student arrives after class has begun, the student must report to the Attendance Office to check in. For all other periods, if a student is late, they are to report directly to class.

TRUANT

A student becomes truant if he or she is missing **more than thirty minutes** of instruction without a legal/official note or parent/legal guardian phone call to the attendance office. A student is considered habitually truant when he/she has three unexcused absences in one school year or is tardy to class in excess of thirty (30) minutes without a valid excuse on three occasions in one school year, or any combination thereof (California Education Code 48260).

Truancy notifications to both students and parents will be mailed after the third unexcused absence or tardy. Meeting with an administrator may be required. After the third notification, the student may be reported to the School Attendance Review Board (California Education Code 48262).

LATE

Any student who **misses thirty minutes or less of instruction** without proper excuse will be considered late. Any student who is excessively late to class may receive detention and/or other discipline.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

The purpose of the School Attendance Review Board (SARB) is to divert students with school attendance problems from the juvenile justice system by providing guidance and coordinated community services to meet their special needs. The Board is made up of representatives from the Department of Social Service, County Probation Department, Vista Sheriff's Department, Vista Unified School District Administration, and a community representative. The Board attempts to help the student and the parent/guardian solve problems by using community resources. If the Board is unable to solve the problems at this level, the student and parent/guardian may be issued a citation and may be required to appear in court. The SARB process is further defined under Tardy/Truancy Policy on page 18.

ASSIGNMENTS MISSED DUE TO ABSENCE

If a student is ill more than three consecutive days, a parent may request homework by contacting the student's teachers directly. Parents should allow a minimum of two school days for work to be obtained. If a student will be absent from a class to participate in a school-sponsored activity, the student must obtain prior approval from the teacher. The student must make up all work missed. The teacher is the final authority and may prohibit the student from missing class, especially if the student is in danger of failing.

COMMUNICATION FOR EXCUSED ABSENCES (760) 758-6800 x73983

MUST INCLUDE THE FOLLOWING INFORMATION:

- First and last name of the student
- Date of the absence
- Reason for the absence
- First and last name of the parent/guardian

EARLY RELEASE REQUEST POLICY

The following procedure must be followed in order for a student to be released early from school:

- Due to campus supervision needs and traffic patrol associated with the end of the school day, ***the Attendance Office will not call students out of class after 2:20 p.m.***
- Parent/legal guardian must come to the attendance window with a government issued ID.
- Parent/legal guardian must sign the Student Release Log at the Attendance Office.

- Parent/legal guardian must call the Attendance Office for authorization EACH TIME in order for the student to be released to any person listed on the Emergency Contact List.
- Persons listed on the Emergency Contact List must provide a government issued picture ID and must sign the Student Release Log at the Attendance Office.
- Students who are 18 must still have authorization from a parent/guardian to leave campus. Parents who wish to surrender their educational rights for their 18 year-old students may contact the District Office for the appropriate paperwork.
- To release a student who drives himself or herself from school, parents/legal guardian must call the Attendance Office two hours prior to the release time. The student must come to the Attendance Office to check out and must show his/her driver's license.
- Attendance Office staff will call students out of class; passes will not be given in advance. Please allow up to 20 minutes for a student to be released.

EXCESSIVE ABSENCES

Excused absences in excess of ten (10) will be subject to VUSD Board Policy 5005 E. 2: *Any student with ten (10) excused absences, verified by phone calls, will be required to provide a written explanation for any/all future absences. This verification must be written by the appropriate professional on his/her letterhead, addressing the medical, and legal or bereavement reason.*

In addition, students with ten or more excused absences may receive an attendance letter and be placed on an attendance/behavior contract.

Unexcused absences from class exceeding ten days in a school semester may be sufficient reason for a teacher to assign the student a failing grade for the class. The teacher may assign a failing grade in such cases.

LATE POLICY – Per term per class

Students are expected to arrive to every class on time and prepared to learn. Students who arrive late to class miss valuable instructional time and in some cases, disrupt the learning environment. Below is a list of consequences for students who are late. Lates are cumulative (combined for all classes) and are tracked each term.

- **Lates #1-3:** Teacher marks student late, confers with student, and may contact parent
- **Late #4:** Teacher marks student late; student issued formal warning via letter sent home from administration. Additional lates may result in disciplinary consequences, loss of extra-curricular activity privileges (dances, events, ceremonies), and revocation/denial of work permit
- **Late # 8:** Teacher marks student late; second letter is sent home from administration. Extra-curricular activity privileges may be suspended and work permit may be revoked or denied.

- **Late #12:** Teacher marks student late; student meets with assistant principal and is assigned detention. Extra-curricular activity privileges may be suspended and work permit may be revoked or denied.
- **Late #13+ (after meeting with Assistant Principal for Late #12):** Teacher marks student late; student meets with assistant principal and may be assigned additional detention hours. Extra-curricular activity privileges are suspended, work permit is revoked/denied, and student may be referred for a School Attendance Review Team (SART) meeting with parent, administrator, and counselor.

Continued patterns of tardiness may result in a referral to the School Attendance Review Board (SARB). SARB may refer continued attendance issues to the District Attorney's Office.

OFF-CAMPUS PASSES

MVHS is a closed campus at all times during the day, including lunch. This means that students may not leave the campus from the time they arrive in the morning until they are finished with their last class of the day. Exceptions to this rule are the following:

1. An off-campus pass from the attendance office.
2. A student ID card and schedule verifying an unscheduled period

***Any student leaving campus without permission may face disciplinary action.**

TARDY/TRUANCY POLICY

- **Tardy/Truancy #3** - Attendance letter #1 mailed home by VUSD; possible parent/student meeting with assistant principal and/or counselor for behavior/attendance contract, academic progress check, and intervention supports; Friday School assigned.
- **Tardy/Truancy #6** - Attendance letter #2 mailed home by VUSD; mandatory parent/student meeting with assistant principal and/or counselor for additional interventions, and SARB/SART process is discussed; Friday School assigned.
- **Tardy/Truancy #9** - Attendance letter #3 is mailed home by VUSD; mandatory parent/student meeting with assistant principal and/or counselor for SARB/SART referral; Friday School assigned.

*Friday School may only be served after the conclusion of the regular school day, which is after fourth period.

CODE OF CONDUCT

Mission Vista High School works in cooperation with law enforcement, juvenile probation, social services, and the fire marshal.

DEFINITION OF TERMS

SUSPENSIONS — EXPLANATION

A suspension is a temporary removal from school. Students are NOT allowed on campus at any time during the suspension. *A student may be arrested for trespassing during the term of suspension or expulsion.* Suspension is normally from one to five days in duration; however, in the case of a recommendation for expulsion, it may be extended. Any student reaching twenty (20) days of at-home suspension per year (regardless of the reason) will be recommended for expulsion. Upon returning from suspension, students will meet with their counselor to discuss ways to prevent further disciplinary issues.

EXPULSIONS — EXPLANATION

An expulsion is the complete removal of a student from schools within the district. It is normally for the remainder of a school term or for a total of a full school or calendar year.

1. DUE PROCESS – STUDENT’S RIGHT TO A HEARING

The Principal or designee shall meet with the student for the purpose of:

- Presenting oral or written notice of the charges
- Explaining the evidence
- Giving the student an opportunity to present his/her side of the story. If it is determined that the student is responsible for a violation of school rules, the student may be suspended for no more than five consecutive school days unless a referral for expulsion is made to the Superintendent or the Vista Unified School District (VUSD) Governing Board for further action.

2. PARENT CONFERENCE

When a student is suspended, the Principal or designee will make a reasonable effort to contact and inform the parent or guardian. In addition, within one school day, the Principal or designee will send a notice to the parent or guardian containing the following information:

- A statement of the facts leading to the decision to suspend
- The date and time when the student will be allowed to return to school.
- A statement of the parent’s or student’s right to have access to student’s records
- A request that the parent or guardian attend a conference to discuss the student’s behavior. The parent or guardian is required by law to respond without

delay to any request from school officials to attend a conference regarding their student's behavior

3. PARENT'S RIGHT OF APPEAL

If the parent or guardian desires a further review of the case, the school shall arrange for a review by the Principal. A final review may be requested of the Superintendent or designee and the VUSD Governing Board.

4. EXPULSION HEARING

Expulsion requires a formal hearing before members of an expulsion panel. Parents or guardians must receive written notice that the VUSD Governing Board is considering expulsion. The student and his/her parents or guardians or a legal representative have the right to call witnesses, question school officials, and present information on behalf of the student. If the VUSD Governing Board decides to expel the student, the decision may be appealed to the County Board Of Education Education Code 4890718.

EGREGIOUS VIOLATIONS OF THE CODE OF CONDUCT

POSSESSION, USE, OR BEING UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE, DRUGS OR ALCOHOL - California Education Code 48900(c)

When any student is under the influence of, uses, or possesses a controlled substance, drugs, or alcohol at school or while under school jurisdiction, the following shall result:

- Law enforcement contact
- Parent/guardian contact
- Suspension and/or recommendation for expulsion
- Restriction from all school activities during suspension
- A search for a controlled substance, drugs or alcohol in accordance with the provisions of law, board policy and administrative regulations

SALE OF A CONTROLLED SUBSTANCE, DRUGS, OR ALCOHOL - California Education Code 48900-48928

Staff shall notify administration immediately upon suspecting a student is selling or providing a controlled substance, drugs, or alcohol. When there is good evidence that a student has actually sold or provided a controlled substance, drugs, or alcohol on or about the school premises or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities may decide that they will notify the parent/guardian.

When any student sells or furnishes a controlled substance, drugs, or alcohol to another student on or about the school premises or at school-sponsored functions, the following shall result:

- Parent/guardian contact
- Suspension with recommendation for expulsion for the maximum time allowed by California Education Code 48900-48928. The recommendation may include the suspension of the expulsion if there are extenuating circumstances

- Law enforcement contact within one school day of suspension.
- Restriction from school activities

SEXUAL HARASSMENT - California Education Codes 200-240, 212.5, 231.5, and 48900.2

The VUSD Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and assure students they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The VUSD Governing Board expects students or staff to immediately report incidents of sexual harassment to the principal, designee, or another district administrator.

Any student who feels that he/she is being harassed should immediately contact the Principal or designee at his/her school. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions, or references to sexual orientation or gender identity.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- Distribution by any means including e-mail or text messaging of sexual provocative photos or videos.

ATTENDANCE/BEHAVIOR CONTRACTS

Students experiencing habitual tardiness, truancy and/or numerous behavioral problems may be placed on a probationary behavior contract. Failure to abide by the terms of the conduct agreement may result in disciplinary action and/or assignment to an alternative school setting.

BICYCLE/SKATEBOARD/SCOOTER POLICY

- Students are not permitted to ride their bicycles, skateboards or scooters on school property at any time.
- All students who ride to school are to lock their item in the assigned gated area near the PE black top before first period. Skateboards must be locked in the skateboard rack. Skateboards and scooters may not be carried on campus during the school day.
- All bicycles and skateboards are to be removed by the end of the school day.
- All students should bring their own lock.
- Bicycle racks and skateboard lockers will not be assigned. Students are to make sure that they remove their locking equipment at the end of each day.
- If locking equipment is left on overnight, it may be removed by school officials.
- Stolen bicycles and or skateboards are not the responsibility of MVHS.
- Any student seen riding bicycles, walking around, or standing on skateboards during school hours will have them confiscated and taken to the Assistant Principal's office.
- Bicycles, skateboards, or scooters that are confiscated will be returned to the student or parent after school.
- It is strongly encouraged that all students who ride their bicycles/skateboards to school wear a helmet.

BULLYING OR INTIMIDATION

Bullying or intimidation, including threats of harm or pressure, are not tolerated. Examples of this behavior include, but are not limited to, domineering, exhibiting hand signs, stare downs, or otherwise attempting to influence someone with the use of frightening action(s) and/or words. This includes racial slander (written or verbal), references to sexual orientation or gender identity, or sexual harassment. Severe cases of intimidation are classified as assaults. In an assault, no physical contact need occur; just the fact that the threatened act could occur will constitute a criminal act. Appropriate disciplinary action will be taken.

Students who engage in discrimination or harassment of other students or district employees will be subject to disciplinary action. Mission Vista High School is committed to providing an educational environment free of hate crimes and harassment based on sex, race, color, religion, sexual orientation, national origin, and physical or mental disability.

Neither the school's network nor the broader internet when accessed on campus or during school hours may be used for the purpose of harassment. All forms of harassment in cyberspace, often referred to as bullying via an electronic act or "cyber bullying," are unacceptable.

An “electronic act” is defined as the transmission of a communication, including, but not limited to: a message, text, sound, or image by means of an electronic device such as a phone, computer, tablet, iPod, or any form of social media.

Cyberbullying includes but is not limited to the following transmission of communications that intend to harass, harm, hurt, tease, intimidate, or terrorize another person:

- Posting of messages or website postings (including blogs)
- E-mail messages or texts, words, sounds, or instant messaging
- Use of digital pictures or images on the Internet
- Social networking sites or other digital technologies
- Use of a telephone, computer, or any wireless communication device

Cyberbullying also includes direct threats or social cruelty and breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation or relationships. Such conduct by any student is strictly prohibited when it is related to school activity or attendance which occurs at any time, including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the campus
- During, or while going to or coming from, a school sponsored activity

Students may also be subject to discipline for off-campus conduct during non-school hours if such conduct poses a threat or danger to the safety of the students, staff, or district property, or substantially disrupts the educational program of the district in accordance with law, VUSD Board Policy, or VUSD Administrative Regulation.

Pursuant to state and federal law, the district prohibits harassing conduct, which has the purpose or effect of creating an intimidating, hostile, or offensive educational environment. Harassment is defined as intentional conduct motivated because of the student-victim’s actual or perceived sex, race, color, religion, sexual orientation, national origin, or physical or mental disability, which is so severe, pervasive, and objectively offensive, and that so undermines and detracts from the victims’ educational experience, that the victim-students are effectively denied equal access to the district’s resources and opportunities.

Harassment based upon one of the above categories may include, but is not limited to:

- Verbal harassment, such as epithets, derogatory comments or slurs
- Visual harassment, such as derogatory posters, cartoons, or drawings
- Cyber bullying
- Physical harassment, such as assault or interference with normal movement.
- Harassment that endangers students, staff, or others

CELL PHONES, IPODS, AND ELECTRONIC DEVICES

Cell phones, iPods, MP3 players, and/or other electronic devices are permitted but must be **TURNED OFF and put away** (not visible) unless they are used for instructional purposes with the teacher’s permission. Earbuds may not be in the ears or around the neck during class time. If a student is

found using any of the above items, the item may be confiscated and turned into the front office.

The use of cell phones is not permitted during academic time. This includes classroom instruction and in the halls/restrooms during class time. If cell phones are disruptive or are seen in use during instructional time, they may be confiscated. Use of a cell phone for text messaging during class will be considered a cell phone violation as well as a violation of academic honesty. No camera-phones, cameras or video cameras are to be used on campus unless part of a school sanctioned, teacher approved activity--any unauthorized filming and/or photography in a classroom setting is prohibited. The use of cell phones in a locker room or restroom is strictly prohibited.

No students will be allowed out of class to make phone calls. Students may not use their cell phones to call parents if they are ill. They must request a pass from their teacher to the Health Office. The nurse will then contact the parent if appropriate.

- **1st time** a phone is confiscated and submitted to the Assistant Principals' Office, it will be returned to the student after school has ended.
- **2nd time** a phone is confiscated and submitted to the Assistant Principals' Office, it will be held until the student's parent can pick it up from school.
- **3rd time** a phone is confiscated and submitted to the Assistant Principals' Office, the phone will need to be picked up by a parent, and disciplinary consequences may be assigned to the student.

THE SCHOOL ASSUMES NO LIABILITY FOR LOST OR STOLEN CELL PHONES OR OTHER ELECTRONIC DEVICES OR ACCESSORIES.

CITIZENSHIP

MVHS students will demonstrate positive language, appropriate behavior, and respect at all times. Students using inappropriate language will be warned. If inappropriate language continues, the student may receive a discipline referral.

DETENTION ASSIGNED BY ADMINISTRATION

Administration may assign a lunch detention. Notice will be given as needed. Failure to serve detention may result in further disciplinary action.

DETENTION ASSIGNED BY TEACHERS

Any time a student receives a detention assignment from a teacher, the student must serve the detention with that teacher. The detention could be at lunch, after school or before school. Notice will be given as needed. Failure to serve detention may result in further disciplinary action.

FRIDAY SCHOOL

School administration may assign Friday School to students for behavior and rules violations.

Administrative detentions are held on Fridays after the conclusion of the regular school day (after fourth period) and range from one hour to three hours, based on the behavior violation. Students assigned Friday School will be expected to serve the detention on the day and times assigned. Failure to attend assigned Friday School may result in further disciplinary action.

DISCIPLINE POLICY

Mission Vista High School's goal is to provide a safe, secure, and motivating learning environment. We believe that every student has the right to a quality education. Consequently, we expect our students to conduct themselves in an orderly and respectful manner. If a student chooses to behave in a manner that interrupts the learning process or shows disrespect for others, the student must be willing to accept the consequences. The same discipline rules apply for all school related activities (on and off campus, and while traveling to and from school.

DRESS CODE

The administration, faculty, and staff at Mission Vista High School are dedicated to the primary mission of "empowering students to be self directed, creative, and critical thinkers who persevere to positively impact the interconnected world." Our efforts are made more meaningful when we have a campus climate that encourages high personal standards, academic engagement, individuality, and respect for self and others. The MVHS dress code helps to foster this climate.

Students' apparel at school should be neat, clean, and follow standards of common decency and safety. Students are held responsible for maintaining a professional and healthy learning environment. Parents are responsible for ensuring that students wear appropriate clothing to school and should discuss the MVHS Dress Code with their student.

Administration reserves the right to alter or modify this dress code at any time. Students will be adequately notified of any changes, additions or modifications to the present code.

Prohibited Clothing / Personal Items:

- Clothing or items containing references, imagery, or symbols of racial supremacy, discrimination of any kind, drugs/alcohol/tobacco, sexually explicit messages, weapons, nudity, gangs, vulgarity, or violence.
- Jewelry or accessories that pose a safety hazard to the wearer or others (including, but not limited to, spiked rings, bracelets, belts, necklaces, etc.).
- Any items with letters/images tied to gang affiliation, graffiti (tagging), or drug use.
- Clothing or imagery that is similar throughout a group of students, which is believed to be used as a form of intimidation or affiliation to a gang or group espousing hate or violence.
- Tube tops
- Garments that expose the following: more than 2" of midriff, plunging neckline, buttocks, and bare backs
 - Using a jacket or sweater to cover an inappropriate top does not excuse the dress code violation.

School administration may disallow other types of clothing that may jeopardize a safe and orderly environment for students and school staff.

Clothing/ Personal Property Limitations:

- Clothes must conceal undergarments at all times.
- Shorts must conceal the student's entire bottom.
- Teacher permission is required for wearing hoods, hats, beanies, sunglasses or other head coverings indoors.
- Students must wear footwear at all times while on campus (i.e., may not be barefoot).
- Teachers may further restrict clothing or footwear (e.g., open-toed shoes in a science lab or P.E. class) for safety reasons.
- Tattoos that promote unsafe, disruptive, or illegal behaviors must be covered.
- Changing of clothes is permitted inside bathrooms and locker rooms only.
 - Changing clothes in the parking lot or inside a vehicle is prohibited.

Dress code violations may not be fixed by putting on a jacket or sweater; the inappropriate clothing item must be changed once the student has been sent to the office.

Students who are inappropriately dressed may receive the following consequences:

- First and second offense - warning, parent notification, and change of clothes
- Third offense - detention, parent notification, and change of clothes
- Additional violations may result in increased disciplinary consequences up to and including suspension for defiance

EXCESSIVE DISPLAY OF AFFECTION

Excessive display of affection is inappropriate on school grounds or at school sponsored activities. Teachers and staff observing this behavior will separate the students, and parents will be contacted. Continual violations may result in administrative action and/or counselor and parent conference.

FIGHTING

Fighting on campus at any time (including coming to or leaving from school) will result in suspension for the first offense, recommendation for expulsion for the second offense, and/or recommendation for an involuntary transfer to an alternative school setting. We strongly encourage students who are involved in conflicts or potential conflicts with other students to seek help and guidance from a school counselor or administrator. In addition, any student who moves toward a conflict or disturbance or adds to the escalation is subject to disciplinary consequences, which may include suspension or expulsion.

The first offense of minor, mutual combat fighting will result in a home suspension. If the student and parent produce a signed affidavit that the student has entered anger management or counseling within 72 hours (three days), the length of the suspension will be adjusted as deemed appropriate by administration. The student may also be required to meet with the school counselor upon returning to

school. The parents are responsible for selection, follow-up, and completion of any program. Failure to complete the counseling program will result in the reduced days of the suspension being reassigned.

FOOD/BEVERAGES

At the discretion of individual classroom teachers, some classes may allow healthy snacks and water bottles in the classroom. A teacher may ask the student to throw out any food or beverage brought to the classroom if it becomes a disruption. Food and beverages are never allowed in the theatre and computer labs.

- ***For safety and security reasons, students are not allowed to bring food items/baked goods from home in quantities intended to share with other students.***
- Students may not sell any food or drink item on campus that is not part of a school-sanctioned and approved event.
- ***Students are not permitted to receive any commercial food deliveries at school (pizza, take out, Uber Eats).***
- Parents are encouraged to send their student to school with lunch. In the event that a parent must deliver lunch to their student, the delivery must be made at least thirty (30) minutes before the lunch period. ***Lunch deliveries for multiple students (e.g., pizza for a group of students) will not be accepted.***

HALL PASSES

- Students are expected to be in a classroom by the time the bell rings.
- Any student out of class is required to have a classroom pass approved by a teacher or staff member.
- Students will not be issued a pass to use the telephone or to take care of personal business during class time.
- Students must be in possession of a pass to visit any office, the restroom, the nurse, the library, or a counselor.
- Students out of class without the proper pass will be returned to their appropriate classroom.

HAZING

No student or other person in attendance at MVHS shall conspire to engage in hazing (initiations, athletic pranks, birthday bashings, etc.) or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Acts of hazing will result in disciplinary consequences.

NON-DISCRIMINATION POLICY

VUSD BOARD POLICY 5145.3: NONDISCRIMINATION/HARASSMENT

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion,

marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint. The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students. Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal. The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

OFF-LIMIT AREAS

All parking lots are off-limits during the school day except for students leaving campus with approved

passes. Cars are not to be used as lockers. The fire lanes are off limits at all times. Students may only be on the lower or upper field areas when part of a school-sanctioned event and/or under staff supervision (i.e. intramural sports). ***Students found in off-limits areas may be subject to search.***

PARKING PERMITS, PARKING LOT RULES, AND PARKING REGULATIONS

PARKING PERMITS

In order to park on campus, a student needs to purchase a Parking Permit. Parking Permits may be purchased in the Finance Office for \$30 for the school year or \$20 for a single term. Parking permits are associated with a specific student and vehicle and are not transferable. In the event that a student will regularly drive different vehicles to campus or the student changes vehicles during the school year, he or she must speak with security to obtain approval to transfer their parking permit. If a student with a parking permit needs to drive a different vehicle only for a certain day, the student needs to request a temporary parking permit from the receptionist in the Main Office. Temporary permits are only issued for a limited amount of time.

In order to purchase an MVHS parking permit, students must complete the Start Smart program, which is sponsored by the California Highway Patrol and aims to teach and emphasize safe driving practices for all. This program is free and will be offered several times before and throughout the school year. Students must complete this program before being eligible to purchase a MVHS parking permit. Students who previously completed Start Smart are not required to retake the course each year.

In order to receive a parking permit, the student must bring in a signed copy of the MVHS Student/Parent parking regulations, his or her certificate of completion of the Start Smart program, a valid driver's license, receipt of payment for the permit, current vehicle registration, and current auto insurance for that vehicle.

Students who park without a valid parking permit, park in restricted areas, park in an improper fashion, or park in a reserved space will receive a parking ticket. The minimum fine for a parking ticket is \$35 and is payable directly to an outside agency within twenty days of the ticket issue date. After twenty days, the fine doubles to \$70. If not paid in a timely fashion, the collection agency forwards the ticket to DMV. The DMV may hold the registration of the vehicle until the fines are paid.

PARKING LOT RULES AND REGULATIONS

- School administrators and their designees reserve the right to search any vehicle on school premises.
- Students must park in white parking spaces in the main lot and theatre lot. The back lot is off limits for students as it is reserved for staff.
- Vehicles are not to be used as lockers or for storage of items needed during the school day (books, instruments, PE clothes, etc.).
- Students will not be permitted to get items out of their vehicle during the school day

- unless they get approval from administration.
- Student parking privileges may be revoked by the administration for unsafe driving, parking infractions on school grounds, or contract violations.
 - Loud music is prohibited in the school parking lot at all times.
 - ***Loitering at any time in the parking lot, including before and after school, is prohibited. Students found loitering will immediately be asked to vacate; failure to comply will result in disciplinary action up to and including revocation of parking privileges and/or Friday School for defiance.***
 - According to State Law, it is illegal to ride in the back of a pick-up truck.
 - All items prohibited at school are also prohibited from being in a vehicle driven on to campus.
 - Students are responsible for all items brought to campus in their vehicle.
 - Students must use designated crosswalks when walking to and from the parking lot(s).
 - Students shall follow the instructions of administration and campus security when walking to and from the parking lot(s).

SEARCH AND SEIZURE

The Governing Board recognizes that incidents may occur that jeopardize the health, safety, and welfare of students and staff and that necessitate the search and seizure of students, their property, or their lockers by school officials. Parents will NOT be contacted prior to a search.

School officials may search individual students and their property, including vehicles, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

TECHNOLOGY HONOR CODE

Students will be required to sign an internet usage form. Students engaging in inappropriate use of the internet, via computer or cell phones, may receive discipline. Internet users are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material. Inappropriate material includes, but is not limited to, that of a lewd, lascivious, pornographic, racist, sexist, threatening or violent subject matter.

VISITORS ON CAMPUS

All visitors--including alumni-- must sign in at the office as well as receive and wear a visitor's sticker while on campus. Students are NOT allowed to bring friends and/or relatives as visitors to school. Alumni visits during the school day are not permitted unless the visitor is on campus for official school business. Parents are welcome on campus for classroom visitations arranged with the individual teachers with at least a 24-hour notice.

HEALTH OFFICE

The Health Office is open to assist parents and staff in providing a healthy and safe school environment that facilitates learning. The goal of the Health Office is to enable students to remain in class. The school nurse is available to provide first aid and prevent the spread of disease. However, this does not include diagnosis of diseases or ongoing medical treatment. The school nurse can only treat students for symptoms or injuries that occurred at school.

ILLNESS OR INJURY AT SCHOOL

Students who become ill or injured at school must check in to the Health Office first before going home. When a student checks in at the Health Office, an assessment of the symptoms and determination of treatment will be done. If the student needs to go home, then a call to a parent or contact (from a list that has been submitted at registration) will be made to pick up the student. If the school nurse or health tech feels that the student is able to stay in school, the student will be treated and then sent back to class, unless the parent/guardian requests that the student is to go home.

During class time, students will be required to have a pass from a teacher when entering the Health Office. If it is an emergency, this requirement can be waived. The Health Office can get very busy, so if immediate attention is not necessary, students are directed to wait until lunch time.

MEDICATION AT SCHOOL

Students are not allowed to carry any medications on campus. All prescription and nonprescription medication, except inhalers and Epi-pens, must be checked in to the Health Office where they will be stored and administered when needed. Students may carry their inhalers or Epi-pens with them if they have the authorization form on file with the Health Office. However, it is highly recommended to keep a spare in the Health Office.

- Only medication prescribed or authorized by a California licensed health care provider may be brought to school. Additionally, parental written permission is required.
- All medication MUST be in its original container labeled with the student's name and accompanied by written physician instructions. (California Education Codes 49423 and 49480)
- Students carrying and administering their own medication must have an authorization form on file in the Health Office giving consent from their medical provider that the student can carry the medication.
- The student will comply with the order as written and maintain the safety of the medication at all times. The student must be mentally, physically, and behaviorally capable in the opinion of the parent to assume that responsibility and has been adequately instructed at home.
- A new authorization form must be completed for any change in medication instructions. In addition, forms are only valid for the current school year.
- Medications must be picked up by the parent/guardian WITHIN ONE WEEK OF THE END OF

THE SCHOOL YEAR OR THEY WILL BE DISCARDED.

- Students requiring BEE STING kits or who have severe asthma are considered high risk. In case of emergency in which parents/guardians cannot be reached, 911 will be called.
- Parents must notify the Health Office immediately if their student is taking prescribed medication that may have adverse effects on the student's physical and/or mental state.
- Students may never share any medication with anyone.
- Any student found to be in possession of any medication that does not have authorization will have it confiscated by the staff and may face disciplinary consequences.

OTHER IMPORTANT HEALTH OFFICE INFORMATION

- If a student cannot participate in PE due to health reasons for more than two days, a student is required to bring a doctor's excuse to the Health Office. Students must still report to the PE teacher during their assigned class period.
- **All notes and forms containing student medical information including, but not limited to doctor's notes, prescriptions, diagnostic assessments, psychology assessments, etc., must be submitted to the Health Office. Our Health Office staff will ensure that the documents are distributed to the appropriate personnel on campus.**
- Immunizations must remain up-to-date in order for a student to remain in school. If this is not corrected, a letter of warning and then a letter of exclusion from school will be mailed home (California Education Code 48213, VUSD Board Policy 5141.31). Students without proof of the Tdap/whooping cough vaccination will not be able to start school.
- Any medical condition that may require special handling must be documented in the medical file. There must be written documentation from the physician.

MISCELLANEOUS

DELIVERIES

We strongly encourage students to arrive at school with all items required for the day (i.e., books, lunch, sports equipment, etc.). The office cannot deliver messages, personal items, and/or lunches to students in class. The office will hold items delivered that are required by a student (books, etc.), but it will be the student's responsibility to come to the office to pick them up. For safety and security purposes, items brought to school during the school day must be left in the office **NOT delivered directly to a student**. Students are not allowed in the parking lot or adjacent areas during the school day (including the lunch period). Lunch deliveries must be made at least thirty minutes before the beginning of the lunch period. **Food deliveries for multiple students, including that of a service such as Uber Eats (e.g., pizza, cake, etc. for a group of students) will not be accepted.** **Deliveries of flowers and/or balloons are not permitted.**

FEES AND FINES

The Finance Office is open for students before school, at lunch, and after school. Sports fees, Associated Student Body (ASB) cards, dance tickets, yearbook purchases, and fines are paid here. Event ticket purchases may also be withheld if a student owes fees or has disciplinary issues. Items may also be purchased at the MVHS Web Store located at <https://mvwebstore.myschoolcentral.com>. Cash, checks and credit/debit cards are accepted until April 30th, after which point only cash transactions will be allowed.

FOOD SERVICES/THE WAVECREST CAFE

The WaveCrest Cafe serves nutritious food to students daily. Breakfast can be purchased for \$1.50* and lunch can be purchased for \$3.00*. (*prices subject to change) Student lunch accounts may be paid at MVHS or online. Free and Reduced Lunch forms can be picked up at MVHS or online. Menu Information can be viewed online.

LOST AND FOUND

Lost items can be traced in the following manner:

- Lost clothing/backpacks - Health Office
- Lost valuables - Main Office. Students should immediately report theft or vandalism to the office.
- Lost books - Textbook Room
- Lost PE items in locker room - Girls or Boys PE Office

PE LOCKERS

Lockers are issued for the convenience of students. **The school and the district do not assume liability for articles placed in lockers.** Articles placed in lockers, including textbooks, are the sole

liability of the individual who has chosen to use the locker.

Per state law, periodic locker checks may be conducted by school officials and/or law enforcement.

Students are required to use their locker to secure all personal belongings while participating in PE, dance, or after school athletic events. Items left unsecured are subject to theft and or damage. Should a student have an item that does not fit in their locker or have another locker issue, the student should report the issue to the PE teacher or to the coach prior to leaving the locker room.

PERSONAL PROPERTY

All valuable articles should be in the possession of the owner at all times, and large amounts of money should be kept at home. **Mission Vista High School does not accept responsibility for any lost or stolen money or valuable item. The school will not investigate nor look for lost or stolen items, including iPods, headphones, computers, tablets, and/or cell phones.** If it is necessary to bring a valuable item to school, please consider bringing the item to the office for safekeeping until you need it.

SAFETY AND TRANSPORTATION

SHUTTLE SERVICE

Shuttle service is provided for some students. See the MVHS website for details.

HIGHWAY 76

Walking or riding a bicycle along Hwy 76 is strongly discouraged.

STUDENT ID CARD

- For safety and security purposes, all students are required to carry a current MVHS ID card at all times during the school day and at school functions.
- A current school issued ID card is required to check out library books and textbooks and to complete transactions/purchases at the Finance Office.
- Students are required to present a current ID card to MVHS staff when requested. Failure to have an ID card may result in disciplinary action.
- Replacement ID cards may be purchased in the Finance Office for a fee of \$5.00.