

Monte Vista High School

This handbook is intended to be used by students and parents as an overview and basic policy outline of most instructional and management related concerns vital to the functioning of Monte Vista High School. It will be reviewed with students by administration at the beginning of the school year. A more in-depth understanding of its contents may be gained by discussing concerns with the administration of MVHS. It is hoped that this packet will be used to assist the school and parent in promoting the best possible educational program available. It is the responsibility of the student and parent to be familiar with its contents and to follow the procedures and rules. District administrative policies (on district web site) and Colorado school laws also apply. **Please remember that school rules may be enforced and consequences given for conduct occurring on or off campus and during school-sponsored events. Please read the entire handbook.** It is advised that this packet be kept in an appropriate place so as to serve as a reference for future use.

The student/parent signature page on the last page of this packet must be signed and returned to the high school office by Thursday, September 4th. The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, handicapping condition, or any other reason not related to the student's individual capabilities. The right of the student to participate in extracurricular activities shall be dependent upon their maintaining the minimum academic and behavioral standards as well as School Board Policies and individual capabilities.

MONTE VISTA HIGH SCHOOL "PIRATE PHILOSOPHY"

A school, like an individual, has certain qualities and characteristics that distinguish it from other schools. The character of a school is determined by its community of parents, students, and staff. You are part of that character and image of Monte Vista High School. As we work together to implement the educational programs available, it is the responsibility of all personnel and parents to address academic and social needs and to assist the student in becoming an independent learner who is able to function effectively in our school, community and world. It is very important that we take pride in our school and develop school spirit. The following are the goals of Monte Vista High School to implement quality education:

1. To facilitate operations of the school by using Board Policies as adopted by the School Board.
2. To provide each student the opportunity to attain established standards and to help realize his/her highest potential by using a variety of learning activities and methods of instruction.
3. To help the student develop a positive self-image through successful educational and social experiences.
4. To offer the student a flexible and adaptable program providing a range of educational, social and career opportunities.
5. To encourage understanding and respect for each person's rights and beliefs.

MONTE VISTA HIGH SCHOOL BELL SCHEDULE

1 st	54	7:40-8:34
Nutrition Break A	8	8:34-8:42
2 nd A	54	8:42-9:36
2 nd B	54	8:38-9:32
Nutrition Break B	8	9:32-9:40
3 rd	54	9:40-10:34
4 th	54	10:38-11:32
Lunch	40	11:32-12:12
5 th	54	12:12-1:06
6 th	54	1:10-2:04
7 th	54	2:08-3:02
8 th	54	3:06-4:00

FINAL EXAMINATION SCHEDULE (non-graduating seniors)

The final test schedule will be followed the last three student days of the year. According to board policy a final exam will be required in every class unless students are exempted. **FINAL EXAMS WILL NOT BE GIVEN IN ADVANCE WITHOUT PERMISSION OF THE PRINCIPAL.** Make-up final exams will be arranged between the student and teacher but will not exceed the final day of school. Students tardy (unexcused) to finals will make up the exam through arrangements with the teacher.

BUS TRANSPORTATION

It must be recognized that the bus is an extension of the school itself. Transportation on a district bus is a privilege, not a right accorded to students by the school board policy. The responsibility for school bus discipline is shared by the student, the driver, parent and the building principal. The bus driver is in full charge of the bus and the students. Misbehavior can result in the school bus driver being distracted. Such distraction could endanger the lives of all students being transported. Therefore, inappropriate behavior cannot be allowed. Parents are requested to explain the importance of proper behavior on the bus. Major disciplinary problems will be promptly handled by the principal according to the adopted discipline code, JFC-R and Policy JG. In striving to ensure fair and consistent treatment the following procedure will be used by the Monte Vista School District.

- Step 1 -** Verbal Warning - The bus driver will discuss the behavior problem with the student. The student will be given a verbal warning and appropriate action such as an assigned seat.
- Step 2 -** Written Warning - A bus conduct report will be completed and sent to parents, principal, superintendent and transportation director. In addition, a telephone call will be made to parents regarding the warning if deemed necessary by the principal

- Step 3 -** Student Conference - If the verbal and written warnings in steps 1 and 2 have not been effective in stopping the unacceptable behavior, a conference will be held between the principal, student and the parents. The bus driver will be notified of the conference and will attend if needed.
- Step 4 -** Bus Suspension - For serious infractions or continued violations, the student will be suspended from riding the bus. This action will be determined by the building principal and/or superintendent.

GRADUATION REQUIREMENTS

All graduation requirements are approved by the Monte Vista School District Board of Education and are required for graduation from Monte Vista High School. If the graduate intends to participate in the graduation ceremonies, she/he must attend required rehearsals for graduation ceremonies. Diplomas will not be issued prior to scheduled graduation ceremonies.

All students must meet or exceed state and district content standards prior to becoming eligible to graduate. Monte Vista students must successfully complete 29 credits to receive a Collegiate Diploma and 26 credits to receive a Comprehensive Diploma, and the submission of portfolio items for graduation. Upon meeting these requirements, a diploma will be issued that certifies that the graduate possesses the knowledge and skills necessary for entry into the work place and/or post-secondary education. The table provides the specific requirements. Comprehensive Diploma requirements are in parentheses.

Students must successfully complete the following required courses:

Language Arts	4(4)	Mathematics	4(3)
Science	4(3)	Social Studies	3(3)
		<i>(US History/Government - required)</i>	
Computer Studies	1(1)	Physical Education/Health/Skills	1(1)
Practical Arts	1(1)	Fine Arts	1(1)
Other Electives	8(9)	Foreign Language	2(0)

A writing assessment during the high school experience must be passed with a minimum score of 3.0 (on a 4.0 scale). Once passed with a 3.0 or higher it need not be taken again.

Students must submit approved portfolio items as outlined below:

<u>Task</u>	<u>Grade</u>
Career Plan	9
Letters of application (1)	9-12
Resume <i>(includes School & Non-school honors and achievements)</i>	9-12
Letters of Recommendation (3)	9-12
Personal Autobiographic Essay	11-12

Requests for waiver of any of the above mentioned graduation requirements should be submitted in writing to the office of the principal for consideration. The principal may appoint a committee to review each request and reserves the right to waiver, based on just cause. Independent study, work study (paid) internship, and teacher aide classes will be graded on a pass/fail system.

During the 9th, 10th, and 11th grade students may earn elective credit in the following manner:

1. Students in grades 9 and 10 will receive .25 elective credit each year for each CSAP Assessment where their score is determined to be Proficient or Advanced OR Raised from the previous testing year for that subject area from Unsatisfactory to Partially Proficient
2. Students in grades 11 are eligible to receive elective credit for performance on the state mandated ACT Test in the following manner
3. A student who gets a score of or above 22 on the test will receive .75 elective credit
4. A student who attends the ACT preparation training program from the school with no absences and receives a score of 18 or above on the test will receive .25 elective credit for the preparation training and .25 elective credit for the score of 18 or above.

Credit from other institutions and home-based programs

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students, who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "on-line" programs, must have prior approval from the principal. When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average.

Students entering from **accredited** home-based education programs must submit student work or other proof of academic performance for each course for which credit is sought.

MONTE VISTA HIGH SCHOOL GRADING POLICY

A good student desires high academic standards and quality instruction from teachers. In each of your classes, you will be informed in writing as to what is expected and how grades are determined. Every student must satisfactorily do the work if she/he expects to pass. The following grading scale is used school wide:

A =	90% - 100%
B =	80% - 89%
C =	70% - 79%
D =	60% - 69%
F =	0% - 59%
	P-Pass/F-
	Fail

An incomplete (I) is given only when required work is missing due to illness, emergency, or by pre-arrangement with the instructor. **Make-up work is the responsibility of the student through arrangement with the teacher.** Administration may consider extenuating circumstances. In cases of academic deficiency, students are urged to schedule remediation times with the classroom teacher. This may include time before or after school or at any other times deemed necessary and appropriate by the teacher or administration. All MVHS teachers administer grades on an **accumulative** basis by semester. Grades are reported to the office after the 9th, 18th, 27th, and 36th weeks of the school year. These reports are then mailed home (given at P/T conference in the fall) as communication of student performance. The only grades recorded on a student's transcript are the first semester, and second semester letter grades. Students failing first semester and improving 2nd semester will have their grades examined by the Principal for credit.

ZEROS AREN'T PERMITTED (ZAP)

This program was implemented to help students not fall behind in their coursework and hand in all work assigned in the classrooms. Teachers will notify student who have not completed their assigned homework/coursework that they will be in a ZAP after school the same day. Students will have to make arrangements if they ride the bus for transportation home. At the end of each day, teachers will hand in a list of students who have not turned in or done the necessary homework assignment that has caused the zero to the ZAP teacher. Students are to work on the assignment that caused the zero until it is completed and turned into the teacher supervising the ZAP class. Not showing up to ZAP will result in being truant and truancy rules will apply. Quality of work must be same as if it were turned in on time. Students may leave once they have completed all assignments.

ACCESS TO RECORDS

A parent or legal guardian shall be able to inspect and review the student's educational files. **A written request to see the files must be made.** The principal, upon receipt of the written request, will provide access to inspect and review the records and set a date and time for such review and inspection. In no case shall the date be more than three school days after the request has been made. Those approved to examine such student records shall be in the presence of the building principal or designated certified school person. At no time shall the records be taken from the school building. However, if a student is eighteen years or older, the student may inspect his/her own records. Written permission shall then be necessary from the student in order for his/her parents or legal guardians to inspect the records. Upon request, copies of the records shall be provided at a cost of 50 cents per page.

HOME SCHOOLING CREDIT

Students who are home schooled may attend MVHS in order to earn additional credits. These students will graduate through their home-school program unless they attend MVHS full time their final year. Credits from home schooling will be given pass/fail grades and letter grades will not be calculated into any grade point average while at MVHS. Transfer of credit from home schooling to MVHS needs to be done via transcripts from an accredited home-schooling program or by approval of the principal.

POST SECONDARY OPTIONS (COLLEGE COURSES)

College-level courses may be taken during the junior or senior year inside and outside of MVHS. The principal must authorize the course prior to starting it. The student is responsible for payment of tuition, fees, and course materials. Tuition will be reimbursed to the student upon successful completion of the class and based on budgetary as well as policy restrictions. Each 3-credit hour college course is worth .5 credits at MVHS.

INDEPENDENT STUDY

Should a student have an area of interest that goes beyond courses taught at the high school, an Independent Study course may be arranged with the counselor and a MVHS teacher approved by the Principal.

FEES AND FINES (Other)

Any fines assessed because of damage to or loss of equipment or supplies checked out to the student are payable by the end of the school year. Failure to pay all fines by graduation will result in removal of graduation ceremony privileges.

CLUB ACTIVITIES

The purpose of co-curricular activities is to provide an opportunity for students to participate with one another in areas of common interest. The goal of such activities is to encourage individuals to participate in an activity which supports the classroom, yet directly relates to the growth of the student mentally, physically and socially. Co-curricular programs that are sponsored by the school are:

Student Council	Mesa/Science Club
Drama Club	National Honor Society
Future Business Leaders of America (FBLA)	SHOCK
Diversity Club	Spanish Club
Key Club	Knowledge Bowl

ELIGIBILITY

Eligibility will be reported on every Tuesday of each week by the teachers through Infinite Campus. Grades will be pulled by administration on Wednesday of every week. Coaches will be given a copy of eligibility report by 4 p.m. on each Wednesday. Those student athletes who are ineligible will not be affected in the current week. They will begin their week being ineligible the following Monday through Saturday.

- Two F's or more in one week, automatically ineligible for the week
- One F in two consecutive weeks, ineligible for the week
- Must pass 2.5 Carnegie Units at all times
- Must pass 2.5 Carnegie Units at semester or ineligible for semester
- .25 classes will not be used unless students need them to pass the 2.5 Carnegie Units

ATHLETIC ACTIVITIES

Cheerleading (fall/winter)	Wrestling
Boys Golf	Track
Volleyball	Basketball
Football	Baseball
	Girls Golf

FIELD TRIPS

From time to time the students at MVHS are given the opportunity to go on school-related field trips. A student must obtain a Field Trip Permission Slip from his/her teacher with the proper parental signature before she/he will be allowed to leave school grounds. A student, while on a field trip, will be governed by the rules of conduct presented in this student handbook. Students with backpacks, lunch boxes, or sacks, will be subject to inspection by sponsors, teachers, chaperones, or administration before leaving and/or returning from field trips. Failure to follow school rules and field trip policies while on field trips may result in loss of privilege to attend such programs for up to one year as well as other consequences.

STUDENT COUNCIL

Student Council consists of the officers from each class, and one representative from each recognized co-curricular club or organization. All of these positions are elected by their respective groups. Student leadership has the power to legislate for the school in matters pertaining to social activities, school policies and procedures and any other activities pertaining to the Monte Vista Student Leadership Constitution. Social activities shall be approved through student leadership and then by school administration and district administration. Student Leadership sponsors a number of special theme and dress days for the entire student body to participate as one collective group. Special attire and theme days are approved by the student leadership and administration. The student body is encouraged to participate in these activities.

COUNSELING OFFICE

The purpose of the counseling program is to provide services designated to foster the personal, social, educational, and career development of the student. Services include, but are not limited to, testing, career counseling, education, college counseling, personal and group counseling, and scheduling. Students with personal or educational problems or concerns are urged to use these services. Students are allowed in the counseling office by appointment, before or after school. Please see the counselor or office secretary to schedule an appointment.

DROPPING/ADDING CLASSES

All students are expected to remain in a class originally selected. Transfer students are expected to remain in classes selected at registration. However, circumstances may change, dictating the dropping or adding of a class. Any changes will be minimal and must be approved by administration. Students dropping a course after the first two weeks of the start of the class may be issued a withdrawal failing (WF) grade.

Schedule Change Procedure:

Students changing classes must follow the procedure outlined below:

1. The student must submit a drop/add slip signed by the teacher and parent or guardian.
2. A teacher may recommend a student changing a scheduled class if approved by administration.

It is the responsibility of the student to get the required signatures of parents, teachers, and counselor. The student shall not stop attending the class until all signatures have been acquired and forms returned to the Counseling Office and approval is final.

POLICY ON ENROLLMENT IN AP CLASSES

Advanced Placement courses are available to students to provide college level opportunities in the high school setting. Monte Vista High School is committed to providing support for students enrolled in these classes through tutoring and other means. Students will not be allowed to drop these courses after the initial drop/add period. Unusual circumstances that would not allow a student to continue in the Advanced Placement course he/she has enrolled in will be evaluated by the Principal on a case by case basis.

PARENT/TEACHER CONFERENCES

Monte Vista High School employs a year-long grading system. Credits are awarded at the semester. Report cards will be given at parent/teacher conferences in October and March. All parents are requested to attend both fall and winter conferences. Teachers are also available for conferences before school, after school, and during planning periods. Advance appointments scheduled with the individual teacher are strongly recommended.

NURSE'S OFFICE/INSURANCE

The school nurse is limited to specific times on campus. If you become ill, come to the office immediately after you get permission from your teacher. In case of an emergency, come directly to the office. Student insurance is available through the office at any time of the year. A variety of plans are available. Please contact the office secretaries for forms.

ACCIDENTS/ MEDICATION

If you are injured at school, at a school-related event or during a sports event or practice, report to the teacher/coach/sponsor immediately. The staff member will be sure an accident report will be completed with the office or the nurse's office. Even if you have private health insurance, all school related injuries must be reported. If it becomes necessary for any medication (prescription or non prescription) to be given at school, the procedure outlined below must be followed.

1. A "Permission for Non-Prescription or Prescription Medication" form must be completed, signed by the parent or guardian and physician, and returned to the school. Forms are available at the school office.
2. All medications must be brought to school in a container appropriately labeled by the pharmacy, pharmaceutical company, or physician. All medication is placed in a locked cabinet in the nurses office.
3. The medication and "Permission for Medication" form must be on file in the office, and the student will report there to receive the medication.

SCHOOL CLOSURE

In the event that school is canceled because of weather, epidemic illness, building facility breakdown, or other emergency cases, notification will be broadcast over local radio station (KSLV). If for some reason an emergency occurs after the start of school, students will be dismissed following announcements over local radio stations. Buses will be provided for the regularly transported students.

VISITORS

All visitors must register at the office and secure permission from the office staff to see students or staff. Visitors must observe all school rules and regulations. Student visitors may not attend school during school hours. Parents and guardians are encouraged to visit our school at their convenience but must check-in with the secretaries at the office. Students should extend every courtesy to visitors.

STAYING AFTER SCHOOL

No District transportation will be provided for students who stay after school.

ATTENDANCE

The District policy states that a student may miss no more than 10 days of school in a school year. Unless the absence is excused by a doctor or pre-arranged with the school's principal, no more than 6 absences will be excused in the 1st semester or 10 absences for the school year. If a student has 4 unexcused absences in one month or 10 unexcused absences in a year, truancy court proceedings may be initiated. The Center for Restorative Programs will send out a letter inviting you and your child to a mediation meeting in a couple of situations:

- 1) If a student has at least 3 unexcused absences in any quarter, or
- 2) 5 total absences (excused or unexcused) through the first semester of the school year, or
- 3) 9 total absences for the school year, or
- 4) excessive tardies and/ or early pick-ups

Absence from School the Day of Participation in Activities/Practices

Students must be in school one half day on the date in question in order to participate in athletic practices/events or any other school related activity. Exemption to this policy may be made for doctor appointments, if prior approval has been granted by the athletic director or principal.

Make-up Work

Make-up work will be provided for excused absences through arrangements with the teacher. It is the responsibility of the student to request and pick up any make-up assignments on the day he/she returns to class. There will be one day allowed for make-up work for each day of absence. Additional time may be granted by the teacher for extenuating circumstances. Parents may call the office to request make-up work if the student is going to miss 2 or more days of school. When dates for exams, class presentations, projects, etc., are announced in advance, they are due either before the student leaves or the first day the student returns from an absence. At the teacher's discretion, additional time may be granted for extenuating circumstances. Assignments are to be obtained by the student from all teachers for all school related absences, and work is due upon return or by other arrangements with the teacher. This includes classes missed for athletics, field trips and other school related activities. If work is not made up for school related activities, the grade will become a zero.

Check-out/in Procedure

A student must check-in at the office with a parent note or phone call when arriving to school late. A student must check-out through the office prior to leaving school grounds. By Colorado school law, parents must be notified prior to permission being granted for their student to leave campus.

ACADEMIC DISHONESTY/PLAGIARISM

Students caught cheating on a test/assignment will have parents contacted by the teacher and loss of credit for the assignment. This will also be documented in the student's discipline file. A second school-wide offense during the same year may result in out-of-school suspension as well as a zero on the test/assignment. Plagiarism is using someone else's work and/or ideas as one's own. Plagiarism often takes the following forms:

- using direct quotes without giving credit
- paraphrasing without giving credit to original work
- using other people's ideas without giving credit

Students may avoid plagiarism by simply giving credit to the original author or conversing previous intent with the teacher.

ASSEMBLIES

Assemblies and class meetings are intended for students and/or their parents/guardians of Monte Vista High School. Students are expected to be respectful to guests as well as to other fellow students. When a speaker or master of ceremonies comes to the front of the auditorium, common courtesy is to be quiet and listen. Hooting, whistling, or booing, for example, is considered an inappropriate reaction to speakers or productions. Any student failing to abide by the accepted behavior for assemblies or displaying general disrespect will be removed from the assembly and may receive disciplinary actions. Since school assemblies are learning activities, it is strongly recommended for all students to attend.

DANCES

Regular dances are held for MVHS students at the high school upon request from the Student Government or other recognized school organizations. All school rules apply as to acceptable/unacceptable behavior. Students are required to register out-of-school dates with the office. Dates need to be of high school age or above but not to exceed age 20. Junior Senior Prom dates must be juniors or seniors and cannot be over the age of 20. The following rules relating specifically to school dances apply:

1. School rules apply.
2. Outside dates must be pre-approved by the administration. (Please sign-up guests in the office.) Outside dates must have a picture I.D.
3. Once a person leaves the dance (building) they CANNOT return to that dance.
4. Sponsors have the right to censor or stop any music they deem inappropriate or if unsafe dancing occurs.

DRESS

Standards on student attire are intended to help students concentrate on school work, reduce discipline problems, and improve school order and safety. Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Code is enforced at all dances and school activities. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

EXAMPLES OF UNACCEPTABLE ITEMS

1. Hats or unnecessary body or headgear (i.e., bandanas, hairnets & sweatbands) worn inside the building; sunglasses worn over the eyes. Trench coats are included in this prohibition as well as clothing with chains, spikes, or bolts that cannot be removed.
2. Inappropriately sheer, tight, low cut or revealing clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and chest. **Tank tops or other similar clothing with straps narrower than 1.5 inches in width are not permitted.**
3. Shorts, dresses, skirts or other similar clothing shorter than arms-length are not permitted as well as pajamas and morning shoes.
4. Any clothing, paraphernalia, grooming, jewelry or accessories or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - *Refer to drugs, tobacco, alcohol, or weapons
 - *Are of a sexual nature
 - *By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - *Are obscene, profane, vulgar, lewd, or legally libelous
 - *Threaten the safety or welfare of any person
 - *Promote any activity prohibited by the student code of conduct
 - *Otherwise disrupt the teaching-learning process

CELL PHONES

The Monte Vista High School recognizes that cell phones and pagers can often play a vital communications role during emergency situations. However, the ordinary use of camera phones, video phones, cell phones, pagers and other personal electronic communication devices can be disruptive to the educational environment and is not acceptable. Students may possess and use cell phones, Ipads, MP 3, ect., during nutrition break, and the lunch period. These devices must be turned off during class time and those times when organized activities are being held by a teacher/teachers (e.g. assemblies, field trips) without express teacher permission. If a student desires to exit the class during the class period, the student must surrender the electronic device to the teacher. Upon return to the classroom, the device will be returned. Violations of the above rule will result in confiscation of the electronic device and its subsequent transfer to the high school office. 1st time turned into the office will be given back at the end of the day.

2nd time turned in to the office will result in parent picking up phone and 3rd time, confiscation to be determined by principal. For repeated violations of this policy, confiscated electronic devices (i.e. cell phones and pagers, etc) shall be returned to the parent only after a conference with the parent/guardian, and student and school personnel. This revised policy is subject to school board approval.

HALL PASSES

The staff values student-teacher contact time as an important component of achievement. Therefore, students are not allowed out of class during class time, except to go to the office as requested, to the library, or for emergency situations. Students must first obtain permission from the teacher to be excused for any reason. Teacher will be responsible for providing students with a written pass.

PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate intimate contact is when two students make contact with each other in either a front-to-front or front-to-back positioning of their bodies, kissing, embracing in a non-consoling manner, or any sexual touching of the body of the other person **with or without** permission of the persons involved. Students will be warned on the first offense and a progressive increase in response will occur up to in school suspension. The student will finish the current day of school when referred for PDA.

LUNCH ROOM

The high school does provide breakfast and a hot lunch program. Students may bring lunch to school, leave campus to have lunch, or order ala carte items sold daily in the Commons area. Price of breakfast is free for all students and lunch is \$2.35. Student families may apply for free/reduced lunch.

SOLICITING AND POSTING

High School students may NOT sell anything at school without first obtaining permission from the Principal. Petitions may NOT be circulated on school property without prior approval from the Principal.

AUTOMOBILE/PARKING VIOLATIONS

High school students with a valid driver's license may drive their cars to and from school. Student parking is provided in the east parking lot, and designated spots in front of HS. Faculty with parking permits will have designated parking on the 1st row in front of school (17 spots), the side row facing west (3 spots) and the last row closest to Prospect Ave., beginning on the west side of parking lot (the last 7 spots). All students are reminded to observe local and state laws while operating vehicles on or off campus. **The ten (10) mile per hour speed limit in the school parking**

lots will be enforced. The observance of courtesy to pedestrians and school buses is of utmost importance. The driveway in the parking lot is one way. Violations of this policy or any other safe driving conditions may result in student parking lot privileges being revoked or further consequences. If the student continues to use the parking lot after having privileges revoked, the car will be towed at students expense, and law enforcement will be notified. Monte Vista School District is not responsible for any damages that may occur to any vehicles in any of the parking areas around the school at all hours. Because of liability concerns, private vehicles are not to be used by students or parents to transport students on field trips or any other school related excursions or activities.

EMAIL, INTERNET MISUSE/HACKING

The use of E.I.S. shall be in support of education, research and the educational goals of the District. Anyone who misuses, abuses, or chooses not to follow the E.I.S. guidelines and procedures will be denied access to the District's E.I.S. and will be subject to further disciplinary action. An E.I.S. agreement must be signed by all students prior to use. It must be signed by parents and student and returned to the computer technology office in order for a student to obtain use.

LOCKERS

A locker and lock is issued to the student to use during the school year. Locker doors are to be kept shut and locked. Lockers are not to be shared with other students. **Students are cautioned not to bring large amounts of money or valuables to school to be stored in their lockers. The school is not responsible for articles stolen out of individual lockers.** The right to inspect a student's locker is reserved by the administration of the school. Any illegal or inappropriate items found during a search will be removed and may be turned over to law enforcement. The authority to search lockers may be exercised, as needed, in the interest of safeguarding students and school property. **Drug dogs may check lockers and vehicles periodically at Monte Vista High School.**

MULTI-MEDIA PERMISSION SLIP

File: IMB-E-1

Prior to any commercial multi-media (above the rating of "G") being shown, parental permission slips must be obtained that specifically state the nature of the presentation, the stated purpose regarding the curriculum, permission to view it or permission to opt out of the viewing. Any student not having the required permission will not be allowed to view the multi-media.

**Monte Vista School District
Multi-media Permission Slip**

My son/daughter, _____, has my express permission to
(Student's Name)

view the multi-media presentation entitled: _____,
which carries a rating of _____. The multi-media will be shown on ____/____/_____.

The purpose of the multi-media presentation is to:

I give my permission: _____
Parent/Guardian Signature

I do not give my permission and request my child opt out of this multi-media presentation:

Parent/Guardian Signature
Approved: 02/12/04

Date: ____/____/_____

STUDENT GRIEVANCES

Monte Vista High School parents/guardians or students may express their concern regarding problems, situations or circumstances by contacting the most immediate staff member related to their concern prior to elevating it to the next level. District Administrative Policies will be followed in all Grievances. Please contact a school administrator for direction.

Discipline Infractions In-school suspensions may result in Friday school

Level 1 Offenses:

Up to one day ISS

- Bus Referral**-Infractions imposed by Bus personnel that threaten the safety of the student or other students on bus transportation
- Disruption (minor)**-To engage in low-intensity, but inappropriate act causing a disruption in the classroom, on school grounds, in school vehicles, or at school events
- Dress Violation**-To wear clothing that is not within the guidelines of appropriate attire as defined by the school.
- Email/Internet Misuse**-To violate the computer use agreement or other uses of district-owned computers
- Insubordination/Defiance/Disrespect**-To engage in low-intensity willful failure to respond or carry out a reasonable **request by authorized school personnel**
- Profanity (minor)**-To engage in low intensity use of obscene or profane language in any form including gestures
- Public Display of Affection (PDA)**-To engage in inappropriate verbal and or physical gestures/contact, of a sexual nature to another student, either consensual or non-consensual
- Tobacco Possession**-To possess or use tobacco on or off school property

Level 2 Offenses:

1-2 days ISS

Suspension/OSS

Behavior Contract/Re-entry Contract

Flagrant and/or 4th Level 1 Infraction

- Arson (Incendiary/explosive device)**-To cause or attempt to cause damage by fire, smoke, or explosives to any property owned or leased by the district
- Academic Dishonesty/Plagiarism**-To copy answers from another student on any test, quiz, or class assignment, plagiarism, or unauthorized collaboration of work submitted as one student
- Dangerous Items**-To possess substances or objects readily capable of causing bodily harm and/or property damage (examples, but not limited to matches, lighters, firecrackers, gasoline, lighter fluid)
- Disruption (major)**-To engage in continual and inappropriate acts causing a disruption in the classroom, on school grounds, in school vehicles, or at school events
- False Alarm**-To falsely report incidents regarding the personal welfare of students and staff
- Misleading School Personnel**-To give false testimony to school personnel which would affect the welfare of others
- Profanity (major)**-To engage in the use of obscene or profane language in any form including gestures directed toward any staff member
- Tobacco Use**-To possess or use tobacco on school property

Level 3 Offenses:

3-10 days OSS (referral to authorities as appropriate)

Behavior/Re-entry Counseling

2nd or 3rd Level 2 Infraction

- Assault/Battery**-Any assault as defined in the Colorado Criminal Code or behavior on school property which is detrimental to the welfare or safety of other pupils or of school personnel
- Drugs or Alcohol (possession, use, or under influence; includes paraphernalia)**-To possess, use, or sell alcohol or other controlled substances
- Email/Internet Hacking or Destructive Use**-Continued violation of computer use agreements or non-approved uses of district owned computers
- Extortion**—To verbally, in writing, or by gesture threaten the well-being or possessions of any person
- Fighting/Assault**-To participate in hostile physical contact
- Harassment**-To insult, to call derogatory ethnic names, to dishonor, or in any other manner abuse in any form any person based on their race, color, national origin, religion, sex, or handicapping position
- Retaliatory Acts**-By words, acts, or deeds give encouragement to conduct an act that disrupts the normal education process of the school.
- Theft**-To take or acquire the property of others without their consent
- Vandalism**-To willfully destruct property belonging to the district or property belonging to others
- Weapons**-To possess, use, threaten, or intend to use a weapon to inflict bodily injury

Level 4 Offenses:

Recommendation for Expulsion (referral to authorities)

2nd Offense in High School Career (Drug/Alcohol Violation)

Third OSS of One Year

Dangerous Weapons/Objects/Reckless Endangerment of Others/Bomb Threats

Threatening or Physically Challenging School Personnel

Drugs (Distribution)

TO BE RETURNED BY SEPTEMBER 4, 2014

**MONTE VISTA HIGH SCHOOL
2014-2015 STUDENT HANDBOOK
ACKNOWLEDGMENT**

My Family has received and read the Monte Vista High School Student Handbook.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Name (Please Print) _____

If you would like to receive monthly High School Newsletters via email, please fill out the form below and return to the high school office.

Parent Name (Please Print) _____

Parent Email Address _____

Student's Name (Please Print) _____