

MVHS

Monta Vista
High Vista





MONTA VISTA HIGH SCHOOL

21840 McClellan Road
Cupertino, CA 95014
(408) 366-7600
Fax (408) 252-1519

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

LOCKER NO. _____



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Printed on recyclable paper



MONTA VISTA DIRECTORY

The school office is open and the phones are in operation from 7:30 a.m. - 4:00 p.m., Monday through Friday, excluding holidays

General Information	366-7600	Discipline/Academics	
		-Discuss student discipline and academic problems - use the following according to student's last name.	
Principal Ben Clausnitzer	366-7602	A-Gou	Sydney Frenandez 366-7603
ASB Office -Information on student activities, student government, and delinquent student accounts	366-7606	Gov – L	Nico Flores 366-7609
		M-Sha	Janice Chen 366-7607
		She – Z	Mike White 366-7608
Attendance Office	366-7604	Library	366-7619
Career Center -Information on colleges and careers, college entrance exams scholarships, summer programs, work and volunteer opportunities, work permits	366-7618	Registrar	366-7610
		-Requests for student transcripts	
		-Corrections to academic record	
		Student Advocate	366-7638

The following links can be found on the Monta Vista Website
www.mvhs.fuhsd.org

PTSA

- Membership
- Volunteering
- SAT Workshops

Booster Groups

- Art
- Athletics
- Music
- Speech



ATTENDANCE

Call (408) 366-7604

A 24-hour telephone message voicemail service is available. The attendance office is open from 7:30 a.m. - 4:00 p.m.

PROCEDURES FOR CLEARING AN ABSENCE

Full-day absence

1. On or One day before absence, it is the **student's responsibility** to have his/her parent or guardian telephone the school attendance office (366-7604) to give the reason for absence.
2. All absences must be cleared within 48 hours (includes weekends and holidays)
3. After **three** consecutive school days of illness, the student must provide a doctor's or medical note upon return to school.

Partial-day absence

1. If the student arrives at school **after** the school day has begun
 - The parent or guardian is to call **before** the student's arrival at school to excuse the absence.
 - The student is to report **directly** to the attendance office in the Main Office to obtain a pass.
2. If the student needs to leave campus **during** the school day:
 - **Prior consent** from the parent or guardian by **telephone is required** for permission to leave school for **any** reason (medical/dental, home, court, etc). Medical/dental appointments require a note from the doctor to be cleared.
 - **The student must have an off-campus pass if they have an open period when leaving school any time except lunch.** Off campus passes will be issued before the school day, brunch, and lunch by visiting your student's administrator.
 - Students leaving without a pass will be breaking closed campus rules and the absence(s) will be marked as **unexcused**.
 - In order to minimize disruptions to the classroom, please call the attendance line (408) 366-7604 at least 30 minutes in advance. Then we can inform your child of the appointment in advance so the parent or guardian can meet them in the office to be picked up.
 - In case of emergency or illness, the **student is to report to the Main Office** and the parent or guardian will be contacted.
3. If the student has been cleared for an all-day absence, but decides to attend class, students must check in and out of the Main Office.

Planned Extended Absences

If a student is going to be absent for 3 or more days they must go to their administrator for clearance for possible usage of an independent study contract. If approved, the administrator will contact the attendance office and the independent study contract will be put in place by the administrator. Forms must be filled out at least 1 week prior to the date the student is leaving.

ATTENDANCE DISCIPLINE POLICY

Non-cleared Absence(s)

- a. For each period cut or unexcused absence the student may be assigned detention at the discretion of the teacher. Failure of the student to attend an assigned detention will be referred for **administrative detention**.
- b. **A student's all-day absence or late arrival must be cleared within 48 hours; otherwise it will be considered an unexcused absence (cut).**

- c. If a student needs to **leave** campus for **any** reason, you must call the attendance office **before** the student's departure and the student must obtain an off-campus pass. If the student leaves without an off-campus pass the absence(s) will be marked as **unexcused (cut)**.
- d. **Ten (10) unexcused absences** in any class in one semester may result in a failing grade being issued.

Consequences for unexcused absences (Cuts)

District policy clearly states that a student may not make-up missed assignments or tests given or due on the day of the unexcused absence including suspensions. Exceptions to the rule may be made under special circumstances at the discretion of the teacher. It is also possible that a student may lose participation "points" for unexcused absences and tardies.

If You "Cut" A Class:

- No credit will be given for work due that day
- No credit will be given for work completed in class that day.
- Detention or possible suspension

Absences covered by false phone calls

Such absences shall be treated as **unexcused** and will result in appropriate **disciplinary action**. The student who **forges** or **alters** an attendance admit form or other form used by the school, who makes **false** phone calls authorizing an excused absence, or who **alters** or **changes** attendance records, shall be disciplined as follows:

- First offense: Administrative detention and noted on discipline records.
- Second offense: One-day suspension.
- Third offense: Recommendation for transfer to an alternative school.

Tardiness

Students are considered tardy when they arrive after the bell rings (or when it is scheduled to ring) and **within the first 15 minutes of class**. **Parents may NOT excuse a tardy.**

The procedures that teachers should follow for tardiness are:

- Tardy #3 - #6: A detention notice may be sent to the parent or guardian. The teacher may assign a makeup period or take other action. If the student fails to follow the teacher directive, they may be assigned up to two (2) hours of administrative detention.
- Tardy #7: A conference with the student, parent, and teacher will be held.
- Tardy #10: The teacher may refer student for administrative action that may include assigned Saturday School.

Truancy

Students with five (5) or more unexcused absences (either whole days or single periods) may be declared truant and referred to the District Attorney's Office for enforcement. Students with absence due to illness more than ten percent of the time will be required to provide a doctor's note to excuse continued absences due to illness. Students who do not provide a doctor's note will be declared truant and subject to disciplinary action by the District Attorney.

Delivered Items

Students are responsible for picking up items left for them by their parents in the attendance office. In order to minimize disruptions to the classroom, reminder notices won't be sent to the students. Students will need to come to the office to pick up personal belongings or educational materials dropped off for them.

STUDENT ACADEMICS

GRADING SYSTEM

The following are the grades a student may receive at the end of each 6 weeks:

A=Excellent	D=Poor
B=Good	F=Failing
C=Average	I=Incomplete

An "Incomplete" means that certain assignments, tests, etc., have not been completed, and a grade will be given when the work is done. Up to 3 school weeks may be allowed to complete the work. If the work is not completed within the allowed 3 weeks, the "Incomplete" will change to a letter grade assigned by the teacher.

- 10 unexcused absences in any class in one semester may result in a failing grade being issued.
- Progress reports are sent home with the student every 6 weeks; report cards are mailed in January and June at the end of each semester.

STUDENT COURSE SELECTIONS

Students may enroll in up to 35 credits per semester (7 courses) at Monta Vista High School. Exceptions may be made for 11th and 12th graders deficient in credits.

PROGRESS REPORTS AND REPORT CARDS

All progress reports will be available online through Infinite Campus. January and June report cards will be mailed home.

<u>Report</u>	<u>Grading Per. Ends</u>
Progress	9/30/22
Progress	11/11/22
Report Card	12/22/22
Progress	2/17/23
Progress	4/14/23
Report Card	6/8/23

GRADUATION REQUIREMENTS

A minimum of 220 units are required for graduation. (10 units equal one year of work for one period). The following are the subject requirements for graduation:

English	40 units	Social Studies	30 units
Science*	20 units	Mathematics **	20 units
Physical Education	20 units	Electives	70 units

Plus 10 units in each of 2 out of the 3 areas listed below for a total of 20 units:

1. Fine Arts
2. Applied Academics
3. Modern Language

*In Science students must, at a minimum, complete one year of life science and one year of physical science.

**In mathematics students must, at a minimum, complete two years, including the minimum of Algebra 1 and Geometry.

TEXTBOOKS

Teachers issue texts as they are needed. Students are responsible for the care of all books issued to them. Textbooks must be covered to protect them from damage. Students will be charged for lost or damaged books. In addition, if books are not returned you are financially responsible. Word to the wise: Keep track of your books! Students are not charged for fair wear, but are held responsible for pages missing or torn, defaced books, etc. Each book

number is recorded as it is issued, and students are held responsible for its return. A student must pay the replacement cost of each book not returned, lost or damaged. Please be aware that the average textbook replacement cost is \$200.00.

MONTA VISTA TESTING PROGRAM

Monta Vista students participate in State and National testing programs. All 11th graders take the state and district mandated **SBAC** each April. All students are required to take the CAST (California Science Test) before graduating.

The **Preliminary Scholastic Assessment Test (PSAT)/National Merit Scholarship Qualifying Test (NMQT)** is administered on the Monta Vista campus for college bound 11th and accelerated 10th graders. The PSAT will be administered on Saturday, October 15, 2022.

Advanced Placement (AP) Testing is offered through Monta Vista High School. See the school website for dates of specific tests.

SAT/ACT/AP TESTING CALENDAR			
Test	Date	Test	Date
ACT	Sept. 10, 2022	ACT	Feb. 11, 2023
SAT & Subject	Oct. 1, 2022	SAT only	March 11, 2023
ACT	Oct. 22, 2022	ACT	April 1, 2023
SAT & Subject	Nov. 5, 2022	SAT & Subject	May 6, 2023
SAT & Subject	Dec. 3, 2022	AP Exams	May 1 - 12, 2023
ACT	Dec. 10, 2022	SAT Subject	June 3, 2023
		ACT	June 10, 2023

FOUR-YEAR GUIDANCE PROGRAM

The guidance program at Monta Vista has been developed to assist students with educational planning and with adjustment to the challenges of high school. Students need to plan carefully to meet high school graduation and college admissions requirements, to prepare for careers, and to reach their full academic potential.

The Guidance Counselors will present a variety of guidance workshops. Included will be sessions on four-year high school course planning, college admissions planning, study skills, career assessment, stress management, and other personal growth activities. The guidance program is structured so that each grade level has a specific focus:

9th Grade	Orientation	11th Grade	Decision-Making
10th Grade	Exploration	12th Grade	Transition

Evening Guidance Programs are presented throughout the four years of high school for students and their parents. The Career Center has a wealth of resources and sponsors Brown Bag meeting to provide information for students on various topics that supports the guidance program.

PROGRAM CHANGES

Students and parents are requested to exercise care in selecting a student's program so that a minimum of changes will be required. We do recognize that changes may need to be made, and students will have the opportunity to make these changes at "Running of the Bulls" (ROTB) if space is available.

1. All student-initiated program changes require both student and parent signatures.
2. No student-initiated program changes will be made after "Running of the Bulls" (ROTB).
3. Student who withdraw or are dropped from classes after the 30th day may not enroll in another class, unless it is a teacher-initiated level change.

4. Second semester course changes must be requested prior to the beginning of second semester and will be granted on a space –available basis.

STUDENT INITIATED WITHDRAWAL FROM CLASS

A student may be allowed to withdraw from a class with a parent-signed “Drop Form” up to the end of the sixth week of a semester with no credit and no grade (nothing showing on the transcript).

- Following the sixth week of instruction and up to the end of the 12th week of each semester, the student may drop with parent written permission with a “W” (Withdrawal) notation on the transcript.
- A student who drops after the 12th week in either semester will receive an “F” grade for the semester and will be noted on the transcript.

STUDENT RECORDS

Both students and parents have a right to view their personal files at Monta Vista. An assistant principal will assist you in interpreting these records and will answer any questions. Transcripts may be requested from the Registrar. Cumulative folders are available to graduated seniors at senior check out.

GENERAL INFORMATION

INSURANCE

The school district does not carry insurance to cover the loss of your personal items or items on loan from the school.

BICYCLES

If you ride a bike to school, you must park and LOCK it in the bicycle area located off of the access road on the Lincoln Elementary side of campus. Only lock your bike to the racks inside the fencing area. Do not park or lock your bike in any other area or you may have your lock removed. **The bike area is not supervised, and you are bringing your bike onto campus at your own risk.** No riding of bikes on the campus is permitted.

The California Vehicle Code requires all bike riders under the age of 18 to wear a helmet any time they are on a bike as a rider or a passenger. Violators can be fined if ticketed by the Sheriff. Parents are liable for paying these fines. Please follow all bicycle safety laws and codes.

CELL PHONES – OFF & AWAY

Monta Vista’s cell phone policy requires students to keep the cell phone turned off and, in their backpack, or purse unless a teacher explicitly gives permission for students to access their device during class time. This policy protects instructional time and allows teachers and students to focus on teaching and learning.

LOCKERS

Lockers will be assigned to students during the first week of school. It is the student’s responsibility to provide a lock and to maintain a clean locker area. **Monta Vista High School is not responsible for lost or stolen items.** Since the lockers are located outside of secured areas, items left overnight and on weekends may be subject to theft or vandalism. Lockers may be subject to search by school personnel. Students who do not follow the process of applying for a locker will lose their locker privileges; locks will be cut and contents removed from lockers that are not officially assigned.

CAREER CENTER

The Career Center is located in Room A102. It is open daily during the school day. Besides having a wealth of information on colleges and careers, the Center is a place to come for information on military options, work and volunteer opportunities, summer programs, financial aid and scholarships and work permits. Announcements on events and opportunities are posted on Schoology Career Center News Group. Further

information can be obtained at the Career Center website:
www.mvhs.fuhisd.org/careercenter.

For the college-bound student:

California's Public Colleges and Universities

University of California system (UC): www.universityofcalifornia.edu

- 9 undergraduate campuses; research institutions, theoretical knowledge
 - Top 12.5% of high school graduates California State University system (CSU):
www.csumentor.edu
 - 23 campuses; prepare students for professions; practical, hands-on knowledge
 - Top 33% of high school graduates Community College system (CC): www.cccco.edu
 - 109 campuses; 2-year schools; prepare students for transfer to 4-year colleges;
or certificate programs in vocations
 - All high school graduates; adults 18 years of age or older
- Independent Colleges and Universities and Out of State Public Colleges
- For information on specific schools, contact those colleges directly.

Websites for College Choices:

- www.aiccu.edu (California independent colleges and universities)
- www.assist.org (course transfer information for students planning to transfer from a California community college to a UC or CSU).
- www.californiacolleges.edu (all aspects of California colleges and universities including admissions, financial aid, contact information and career opportunities)
- www.eduregistry.org (links to 2-year, 4-year and vocational colleges by state)

Careers: www.careervoyages.gov (U.S. Dept. of Education site has information on careers)

NAVIANCE

Naviance is a web-based college and career planning tool available to all students. It is a powerful tool in helping to plan for life after high school: 2-year or 4-year college, vocational school, or going straight to work. All students have a log-on and password that they receive at Running of The Bulls. If a student needs their registration code they can check in with a counselor or the career center. The following features are all part of Naviance:

- Career and Personality Interest Inventories (Myers-Briggs and Strong) to help you discover potential careers and majors that match your skills and interests.
- Career Exploration – job descriptions and summaries, and tools to show you the education, skills, and abilities necessary for thousands of careers, as well as expected salaries.
- Resume Builder
- College & Major search options that can be tailored to your specifications (location, size, etc.), including links to college websites and information about admissions requirements and deadlines
- Building a college list of schools you may be interested in
- Scattergrams that show how you compare to other Monta Vista students, in terms of GPA and SAT scores, who have applied to colleges you are interested in
- Search for scholarships
- Links to summer enrichment programs
- Email notification of upcoming college representative visits
- Apply to private schools through Naviance, and submit all necessary documents electronically

To logon, go to the Monta Vista homepage and click on the Naviance icon on the right-hand side. You can also type in: <https://connection.naviance.com>. If you forget your password, you can click “forgot password” and a temporary one will be mailed to your e-mail account. Parents, you share a login with your student, please ask them to share their password with you if you would like to login.

INFINITE CAMPUS

The Fremont Union High School District uses Infinite Campus as a student information system. One of the important features of this web-based system is Campus Portal, where parents/guardians can access information about their students’ academic progress. Through the Campus Portal parents/guardians, and students have the ability to view attendance, grades, immunization records, transcripts, and to print unofficial transcripts. The District utilizes Campus Portal in an effort to increase communication between families and the school.

A link is on the school’s website for easy access. To login and create your Campus Portal account, follow these steps:

1. Navigate your browser to the Campus Portal link from the MVHS website:
<http://www.mvhs.fuhd.org>
2. Click on the “Help” link.
3. Click on the link next to “If you have been assigned a Campus Portal Activation Key - click here”.
4. Enter in your personal activation key included at the bottom of this letter.
5. Click Submit - from this point please choose a username and password; and click “create account”. FUHSD requires strong passwords which include a combination of capital and lowercase letters, numbers, and symbols.
6. Campus Portal has an automated Password Recovery Process that can be completed now or at a later time.

FOOD SERVICES

Hot food, sandwiches, snacks, milk, and bottled water are available each school day on a non-profit basis during brunch and lunch. Juices and bottled water are available from vending machines. NO food or drink is allowed in classrooms EXCEPT at lunch for a club or group meeting.

PROTECTING PERSONAL PROPERTY

Use common sense in protecting your own personal goods or equipment which is issued to you. Students are responsible for paying for lost school property (textbooks, uniforms, etc.). A few simple rules will assist you:

- Never leave your possessions unattended, including your backpack.
- DO NOT bring expensive items or large sums of money on campus.
- The school recommends these items are not brought on campus: Electronic devices, cell phones, PDA’s, Gameboys, MP3 Players/iPods, iBooks, DVD or CD players, collectible cards, etc. The school is not responsible for the loss/theft of these expensive items.
- DO NOT store purses, jewelry, expensive equipment or collectables in lockers.
- DO NOT share your locker or the combination with anyone else.
- Your locker should be neat and not forced shut.
- Schoolbooks should have your name inside the front cover and be protected by a disposable book cover.

MONTA VISTA IS **NOT RESPONSIBLE** FOR LOST OR STOLEN ITEMS.

LIBRARY POLICIES

The main purpose of the library is to support learning with print, online and other computers resources. Students have open access to the library during brunch, lunch and

after school. Students must have a pass to use the library 2nd through 6th periods. Students who are coming from a class must present a pass from the teacher. Students who have an unscheduled period may obtain an open period/off campus pass for the semester from the Main Office. For library hours, access to the online library catalog, and access to the online electronic tools, please visit the library web page on the Monta Vista website.

1. During class periods, the library is reserved for quiet academic use. Study groups and those who wish to have ongoing conversations should meet in other locations such as the cafeteria. Any student not working on appropriate material or being disruptive will be asked to leave.
2. Smart phone use is limited to academic purposes only such as checking Schoology and academic research.
3. Game playing of any kind is not allowed in the library.
4. Food and drinks are not allowed in the library. Students who are eating or drinking will be asked to leave the library immediately.
5. Students need their ID number to check out materials from the library and to use the computers. Students must check out materials with a library staff member before taking them from the building.
6. Materials are checked out for a two-week period but may be renewed for more time.
7. Students will be charged for the cost of replacing any lost or damaged materials.
8. Certain reference materials must be used in the library and are not available for checkout.
9. Textbooks on reserve are for use in the library only and may not be taken out of the library.

HEALTH SERVICES

Students who become ill during the school day or who are injured while on campus may come to or be referred to the Main Office. Office personnel will contact parent/guardian and the student may be sent home. The school is equipped to handle minor cuts and bruises only. All other decisions will be determined by the parent/guardian upon school contact.

IMMUNIZATION

All students must show evidence of immunization against poliomyelitis, DPT (Diphtheria, Pertussis, and Tetanus) and Measles and Rubella upon initial entrance into a school unless immunization is contrary to religious beliefs. In addition, Santa Clara County Department of Public Health requires that all students entering from outside Santa Clara County must have a Mantoux Tuberculosis Test before starting school. Students entering school in California must have proof of immunization against or a history of chicken pox (varicella).

CHANGE OF ADDRESS

For a change of address, you must contact the Residency Office (522-2280). If you get a new telephone number (work, home, or cell), you must contact Student Services (366-7611) for appropriate documentation and procedural verification process. Monta Vista mail is not forwarded to any new address. All mail returned to Monta Vista will be reviewed by the District's residency team.

EMERGENCY INFORMATION

It is very important that parents keep updated emergency information on file at the school. If an emergency arises regarding it is imperative that we have proper telephone and medical referral information.

PHYSICAL EDUCATION EXCUSES

Excuses from Physical Education classes for reasons of health are handled by the P.E. Department. Short or long-term absences requiring excusal from P.E. require a doctor's note. The original is to be given to your administrator, who will give a copy to the Registrar and P.E. teacher. Students on long-term medical excuse will be assigned to a special P.E. program within the P.E. department or asked to take the class when healthy enough to participate.

PHYSICAL EDUCATION DRESS

Students are required to dress out for PE for health and hygiene reasons. Uniforms can be purchased from the P.E. Department; the cost for the Freshmen PE package (shirt, shorts, portfolio and cinch sac) is \$50.00. Other items are available a la carte. These items will be sold during the first day of school in all PE classes.

EMERGENCY DRILLS

During a fire drill or actual fire emergency students should walk briskly (without pushing or crowding) towards the nearest exit as directed by their teachers – evacuation maps are located in each room. Earthquake drills will require some type of “duck & cover” activity inside the classroom before students are directed to vacate the premises. “Run, Hide, Defend” drills require that the campus enter into a lockdown mode. If you are outside during a drill, either run off campus or go the nearest classroom for safety. Once it is deemed safe, an “All Clear” announcement will be announced over the PA system at the end of all emergency drills.

LOST AND FOUND

It is helpful that students monitor and protect personal items such as clothing, books, sports equipment, etc. at all times. **DO NOT LEAVE BACKPACKS UNATTENDED.** The school is not responsible for lost or stolen items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in Lost and Found (located in the Main Office). Please check in the Main Office if you have lost something. Unclaimed items are donated to worthy charities on a monthly basis.

TITLE IX

There is equal opportunity given to both male and female students in curricular and co-curricular programs.

SCHOOLGY

Schoology is an online communication network between students, parents, and staff. Teachers can post homework assignments, due dates, test information and class announcements, as well as grades, links, and attachments. Students and parents can access Schoology through a secure log-in.

Other features of Schoology include:

- Schoology email: Ability to e-mail anyone in the school.
- Groups: School clubs, organizations, groups, and class years can send out information specifically to their members, share files and create calendars.
- News: Daily bulletin, schoolwide news and events are posted by staff and students to inform the school community what is happening on campus.
- Discussion: Online discussion boards are available for each class to start discussions and ask questions.
- Digital Locker: Upload files to a digital locker to access from any computer with internet access. This is the most reliable way to save documents on campus computers. Go to www.mvhs.fuhsd.org to "login" to get started.

BEHAVIORAL EXPECTATIONS AND SCHOOL POLICIES

WHAT AREAS ARE OFF LIMITS ON CAMPUS?

1. Students are NOT allowed in the parking lot at any time during the day except when arriving or leaving campus. Loitering in the parking lot or going in groups to a car is not allowed and doing so could end up in loss of parking permit.
2. Athletic fields, bleacher areas, and the outer edges of campus are off-limits during brunch, tutorial, and lunch.
3. During lunch, all food should be eaten only in the cafeteria, Academic or Rally Court areas. No food should be eaten in the upstairs hallways of any building. All trash involving food should be placed in garbage cans outside of the classroom.
4. Bicycle racks are off limits except to leave or pick-up bicycle. Bikes must be locked inside of the fenced area. Failure to do so may result in the bike being removed.
5. Students are not allowed off-campus during brunch, tutorials, and class time. Repeated off-campus violations may result in suspension. This policy is enforced jointly by the Sheriff's Department and the Monta Vista administration.

WHEN IS IT OK TO LEAVE CAMPUS?

1. Students are permitted to leave campus during the school day with a pass issued by the Main Office ONLY:
 - a. At lunch.
 - b. With an attendance slip or off campus pass for that appropriate time. This pass can be obtained from the office.
2. All students who have early departure must leave the campus upon completion of their last class.
3. Students leaving school early or in the middle of the day **must** check in/out through the Attendance Office **before** leaving. Parents must call in **before** the day of the appointment. Medical appointments cannot be cleared after the appointment. Violations of this policy will be addressed by the appropriate school administrator. See page 6 for attendance policy.
4. Parents will be contacted and detentions/suspensions will be issued for closed campus violations.
5. Students arriving late must check in through the Attendance Office before reporting to class.

CAN I BRING A VISITOR TO CAMPUS?

Student visitors or guests are **not allowed** to come to Monta Vista during the school day (this includes lunch). Due to space limitations the only student guests allowed will be those students who visit on authorized Intra-District Council Exchange Days or those who have checked in with the Main Office.

CAN PARENTS/GUARDIANS VISIT CAMPUS?

Parents/guardians must check in to the Main Office if they come on campus for an appointment with a staff member. For safety and security of all students, adults and parents must be identified with a visitor pass issued by the Main Office before proceeding onto campus.

WHAT IS THE DRESS CODE?

Although district Board Policy and Administrative Regulations subscribe to the philosophy that grooming and style of dress is primarily a matter between the student and parent, Monta Vista does have both mandatory and discretionary guidelines. The following mandatory guidelines are enforced at school and at school events. **Students may not go shoeless, wear gang-related clothing, colors or symbols, display vulgar**

or obscene images, language or symbols, or display references to drugs, alcohol or tobacco. Spikes and excessive metal clothing are not allowed.

To ensure student dress is appropriate for school -

- Clothing must cover the chest, torso, and lower extremities.
- Clothing must cover undergarments.
- Clothing must not be see-through.

MEDICAL SERVICES INFORMATION

School authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. (Education Code § 46010.1)

USE OR POSSESSION OF TOBACCO PRODUCTS

Use or possession of tobacco products on campus or within sight of the campus will not be tolerated in any form (cigarettes, chewing tobacco, or "snuff") at school or school-sponsored activities. The first violation will result in a one-day suspension and the Sheriff will be called. Violations will most likely result in being cited by the Santa Clara Sheriff's Department as per City Code Violation. For visitors, there is no smoking on campus at any time.

ALCOHOL/DRUGS/CONTROLLED SUBSTANCES

Alcohol/drugs/controlled substances will not be tolerated in any form. Violators will be suspended and parents/guardians and police contacted. Law officials will determine if citations will be issued as well. **Providing/selling of a controlled substance, including alcohol, is an expellable offense.** Students found in possession of and/or under the influence of alcohol at any school function or during the school day will lose the privilege of attending all school dances, including formals and proms, for 365 days from the date of violation.

STUDENT RELATIONSHIPS

The relationships between students **should not be embarrassing to other students and adults.** Physical contact should be limited to holding hands or sitting next to each other.

HARRASSMENT/BULLYING

Acts of harassment or bullying are considered severe, create a hostile educational environment and will not be tolerated. This includes cyberbullying (text messages, emails, instant messages, postings on social networks, web blogs or online journals, etc.). Harassment specifically includes, but is not limited to:

- Assault (sexual or physical)
- Physical abuse (unnecessary touching, pushing, or cornering, etc.)
- Verbal abuse (leering or displaying of materials designed to embarrass or intimidate, proposition, lewd comments, or sexual insults).
- Subtle or overt pressure for favors accompanied by implied or overt threats.
- Fake Social Network pages.

Students who engage in harassment or bullying **shall be subject to suspension/Sheriff notification and/or expulsion from school.**

HATE-MOTIVATED BEHAVIOR

Acts of hate-motivated behavior may be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment. Hate-motivated behavior includes Cyber-bullying (text messages, emails, instant messages, postings on web blogs or online journals, etc.). Hate-motivated behavior specifically includes, but is not limited to, criminal acts which are statutory violations, and non-criminal acts such as:

- Using bigoted insults, taunts or slurs or threatening the safety of a student
- Posting or circulating demeaning jokes, leaflets or caricatures

- Possession or display of hate group literature, caricatures, and the like
Students who engage in hate-motivated behavior shall be subject to suspension/Sheriff notification and/or expulsion from school.

PROHIBITED ITEMS

Under no circumstances are students to bring weapons, explosives, alcohol, drugs or tobacco products onto campus. These items will be confiscated and result in disciplinary and legal actions. Students are also reminded not to bring pets, scooters, skates or roller blades to school. All of the above items are dangerous and/or disruptive in the school setting. They may be confiscated and taken to the office.

CAMPUS LAW ENFORCEMENT

School officials will cooperate with law enforcement officials in the discharge of their duties on campus.

1. Law enforcement officers have the right to interview students who are suspects or witnesses while these students are at school. School officials must determine the identification and official capacity of the law enforcement person and the authority under which they acts. In case of the release of the student to the law enforcement officer, the school official shall determine the reason for such action.
2. The principal/designee shall inform the student of the request for interview and may be present during the interview only when requested by the student and/or officer. If officer asks principal/designee to leave, they must by law.
3. The principal/designee shall notify parent or guardian within a reasonable time of any investigation and/or release of student except when the investigation and/or release is for suspected child abuse or neglect.

WHAT IS ZERO TOLERANCE?

Fremont Union High School District Zero Tolerance Policy

Discipline rules and regulations for the students of the Fremont Union High School District have been established to reflect the California State Education Code and the policies determined by the Board of Trustees.

For most discipline cases, the school staff will generally intervene with actions such as detention, student/parent conferences, and/or suspension. However, the Education Code and District policies mandate a recommendation for expulsion from the district for certain, more severe behaviors. The principal of the school has a mandatory responsibility to recommend expulsion to the Board of Trustees for the following acts committed at school or at a school related activity off school grounds, even though the student may have no prior disciplinary history. NOTE: Expulsion is defined as the complete exclusion from all schools and programs within our district for a maximum of two semesters.

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit sexual assault or committing sexual battery
- Possession of an explosive

In addition to the principal's mandatory recommendation for expulsion in all of the above areas, local law enforcement agencies will be notified and the student will be responsible to the adult or juvenile justice system for his/her actions.

Students found to be committing acts on the list of offenses below must also be recommended for expulsion:

- Causing serious bodily injury to another individual
- Possession of any dangerous object including, but not limited to, knives (any type and/or size), firearms, brass knuckles, fighting sticks, explosive devices, etc.
- Possession of drugs

- Robbery and/or extortion
- Assault or battery upon any school employee

The Education Code (48900) and district policies also permit expulsion and/or suspension for other areas of student behavior, with the provision that previous intervention did not bring about the desired change in behavior, or the student poses a danger to the school or self. These other areas include, but are not limited to:

- Causing, attempting to cause, or threatening to cause physical injury and/or willful use of force or violence against another person, except in self defense
- Possession, selling or otherwise furnishing any dangerous object
- Possession, use, selling, furnishing, or being under the influence of any controlled substance
- Offering, arranging, or negotiating to sell any controlled substance
- Robbery or extortion
- Causing or attempting damage to school or private property
- Stealing or attempting to steal school or personal property
- Possession of tobacco products
- Obscene act, habitual profanity or vulgarity
- Possession, offering, arranging/negotiating to sell drug paraphernalia
- Disrupting school activities; defying valid authority
- Receipt of stolen school or private property
- Possession of imitation firearm
- Committing or attempting to commit sexual assault/battery
- Harassing, threatening, or intimidating a pupil who is a witness
- Sexual harassment
- Hate violence
- Creation of a hostile environment
- Terrorist threats against school officials or property
- Manipulating or compromising the integrity of the computer network on campus
- Bullying/Harassment in electronic form

For the above areas, any of the following interventions may occur:

- Teacher/student and/or parent conference
- Teacher assigned detention, generally held before or after school or during brunch or lunch
- Teacher assigned suspension from that teacher's class (two day maximum)
- Administrative conference with teacher/student and/or parent
- Administrative detention/community service assignment
- Administrative suspension from all classes and activities (1 -5 days)
- Administrative recommendation for transfer to another school or program in the district
- Expulsion

A student may be suspended and/or expelled for any of the acts described above which are related to school or school activities, and which occur:

- On school grounds
- While coming to or going from school
- During lunch (on or off campus)
- Coming to, during, or leaving a school sponsored activity on or away from campus

Items Prohibited on Campus:

- Weapons of any kind including:
 - firearms
 - all knives
 - brass knuckles
 - fighting sticks/clubs
 - laser pointers
 - pellet guns
 - explosives

- Fireworks, explosives or flammable materials
- Dangerous objects of no reasonable use to the pupil at school or at a school activity
- Water guns
- Paint-ball guns
- BB guns
- Air soft guns
- Skates, skateboards, roller blades/motorized skateboards

PROCEDURES FOR DISCIPLINARY ACTION

Administrative Suspension

1. An informal conference will be held with the student. The student will be allowed the opportunity to present his/her version and evidence in his/her defense. The student will be advised of the reason for the disciplinary action.
2. A reasonable attempt will be made to telephone the parent/guardian regarding the suspension.
3. A parent/guardian will be mailed or given a written notice of suspension within twenty-four hours according to law.
4. A parent/guardian shall respond to the school's request for a conference, without delay, according to law.
5. A parent/guardian will be informed that suspension may be reviewed by the superintendent or designee.
6. A student may not be suspended for more than five (5) consecutive days.
7. No student will be suspended for more than twenty (20) days from one school during the year. There can be a different timeline for continuation students (E. C. 48912.5).
8. A suspended student may be required to complete for credit the assignments and tests during the suspension.
9. A suspended student must remain under parent supervision and is not to be on any school campus or attend any school activity for the duration of the suspension (unless on-campus suspension is given).
10. **One-week suspension from competition/participation in all school sponsored activities from the date of suspension.**

Expulsion Procedures

1. Each case of expulsion must be presented to the Board of Trustees, as the Board cannot delegate authority to expel.
2. In lieu of conducting an expulsion hearing, the governing board has delegated that responsibility to an impartial administrative panel made up of the Superintendent's designee and two site administrators, neither of whom shall be on the staff of the school in which the pupil is enrolled.
3. This hearing shall be conducted in accordance with all of the procedures established in Education Code, Section 48918.
4. Written notice of the hearing shall be forwarded to the pupil and the pupil's parent/guardian at least ten (10) calendar days prior to the date of the hearing.
5. An expulsion hearing shall be held within thirty (30) school days of the date expulsion is recommended by the principal.
6. The expulsion hearing shall be conducted in closed session, unless the pupil or the pupil's parent/guardian request an open hearing that will be conducted as a public meeting.
7. Within three (3) school days following the hearing, the hearing officer or administrator panel shall determine whether to recommend the expulsion of the pupil to the governing board.
8. A decision of the governing board whether to expel a pupil shall be made within forty (40) days of the date expulsion is recommended by a principal or the superintendent

FUHSD TECHNOLOGY USAGE AGREEMENT

INTRODUCTION

Fremont Union High School District (FUHSD) provides technology resources at our schools because we believe that access to technology is important to help students become 21st Century learners. FUHSD also believes that appropriate use of technology by students enhances the learning experience. To aid students in the proper use of technology, FUHSD students will be provided information and instruction on the use of technology at school. Topics will include academic research, online safety and privacy, and responsible use of FUHSD resources.

Expectations for student behavior while using technology are no different than in-person interactions. All students and their parent/guardian must review and agree to the Responsible Use Policy each year. A copy of the policy is included with the District's Annual Notifications, and each school's zero tolerance packet, which requires a signature sheet to be returned at the beginning of each school year.

NETWORK

The district network provides wired and wireless access to internal resources such as printers, files, and information systems, as well as Internet content (blogs, websites, mail, groups, wikis, etc.). By connecting any device to this network, students agree to follow accepted practices outlined in the FUHSD Student Responsible Use Policy. This policy applies regardless of who owns the device (district or personal). Students may connect personal devices to the FUHSD wireless network only; wired connections are for district devices only.

TECHNOLOGY

FUHSD provides access to different technologies geared towards enhancing student learning. Broadly, these tools are used to enable students to create, deliver and share digital content with peers and teachers. Examples of these technologies include, but are not limited to, personal computers (desktops, laptops, netbooks, and other), handheld devices (iPad, iPod, response systems), document cameras, digital projectors, interactive whiteboards, printers, scanners, digital cameras, and response systems. Many of these devices are connected to FUHSD's network either through a wired or wireless connection.

CONTENT ACCESS

While using District technology, students will have access to content from a variety of sources including, but not limited to content created by teachers and other students, applications and content purchased by the District and individual schools, and content located on the Internet. In addition, students may create and share their own content in classes. The District has multiple tools in place to help protect students from harmful content online.

FUHSD technology resources and tools are provided to support curriculum, courses and assignments and should be used primarily to support them. FUHSD believes that providing access to technology is beneficial to student learning. By ensuring that technology is used appropriately, students must abide by the following terms and conditions:

SECURITY

Students shall not impair the security of FUHSD technology resources.

Students are provided personal accounts for all services provided by the district.

Students are expected to keep their account information private including:

- a. Passwords: students shall not share passwords and should update them regularly to protect their account

- b. Sharing: students shall not share personal accounts with others students, with or without the permission of the other student. Teachers may create group shared accounts for classroom purposes to avoid sharing personal accounts between students.
- c. Intrusion: students shall immediately inform an administrator if they believe their account or another student's account has been compromised

DIRECTED USE

Students may use district or personal technology resources when instructed to do so by a teacher or during self-directed learning in locations that support it (eg: library, study room, etc). If in doubt, please ask your teacher.

APPROPRIATE USE

File, email, and other services are intended to aid students in learning activities. Students making use of technology in FUHSD are expected to be courteous to other users and take care of equipment. Some examples of appropriate student technology use include:

- a. The creation of files, projects, videos, Web pages, podcasts or other student generated work using network resources in support of school related work and educational research;
- b. The participation in online learning and collaboration environments (such as blogs, wikis, bulletin boards, social networking sites, groups) and the creation of digital content (such as podcasts, e-mail and Web pages) that support school related work and/or educational research;
- c. The online publication of original student works, whether publicly viewable or protected from public view. Sources outside the classroom or school must be cited appropriately;
- d. The student use of the network for incidental personal use in accordance with all district policies and guidelines;
- e. The connection of student-owned electronic devices to the district network after checking with district staff. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

INAPPROPRIATE USE

District technology resources are shared amongst all students and staff at FUHSD. Use of these resources is a privilege and FUHSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:

- a. Playing games or online gaming (e.g.: Farmville, Call of Duty, or multiplayer)
- b. Installing software on district equipment without permission of your teacher
- c. Downloading, or use of, non-approved files, including games, multimedia games, unless approved by your teacher.
- d. Viewing, downloading or sharing obscene, pornographic or other offensive applications, operating systems or any other content in violation of district policies or copyright law or copyrighted material;
- e. Engaging in hacking on the network or intentionally introducing malicious
- f. Attempts (successful or not) to gain unauthorized access to district
- g. Attaching unauthorized and/or unapproved electronic devices to district
- h. Using tools designed to bypass or disable district safeguards and monitoring
- i. Using tools to hide a student's identity or IP address;
- j. Recording or broadcasting students or staff without their permission;

- k. Harmful activities towards other students, including cyberbullying, online
- l. Promoting, supporting or celebrating religion or religious institutions (i.e.
- m. Taking part in political activities;
- n. Personal gain, commercial solicitation or compensation of any kind;
- o. Any activity that is in violation of FUHSD student code of conduct, school
- p. Sharing their own or other students personal information, such as address or
- q. Students using electronic devices that connect to non-district networks are still subject to the Acceptable Use Policy.

NO EXPECTATION OF PRIVACY

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district’s mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any student’s account if it is believed that policies, regulations or guidelines regarding technology use have been violated.

The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All electronic information is subject to the public records disclosure laws of the State of California.

DISRUPTIVE ACTIVITY

Students should not intentionally interfere with the performance of the Districts network or intentionally damage any District technology resources.

UNAUTHORIZED NETWORKS

Students may not create unauthorized wireless networks to access FUHSD’s network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

USE OF PERSONAL ELECTRONIC DEVICES

Schools currently address the appropriate use of personal electronics (non-computing) in student handbooks and code of conducts. Laptops, tablets or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The district is in no way responsible for any kind of loss, damage or technical support of personal devices.

ARCHIVE AND BACKUP

FUHSD assumes no responsibility for the storage and safety of student files. Any files stored on local PC hard drives or other non- networked storage media (flash drives, memory cards, CD/DVD, etc.) are the responsibility of the individual user to safeguard.

CONSEQUENCES OF INAPPROPRIATE USE

Students who misuse FUHSD’s technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

FUHSD ACADEMIC HONESTY POLICY

“PURSUING EXCELLENCE WITH INTEGRITY”

The Fremont Union High School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that

promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that “learning for learning’s sake” is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

Academic dishonesty is an act in which a student:	Examples include but are not limited to:
Commits plagiarism	<ul style="list-style-type: none"> • Copying any work assigned to be done independently. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.) • Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research • Using the views, opinions, or insights of others without proper acknowledgement
Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> • Changing or creating data in a lab experiment • Writing up a fake interview • Lying about attendance or ability to complete assignments and/or assessments • Lying about other people being responsible for low grades or missing scores/assignments • Claiming credit for work in a group project when work was done by others • Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> • Accessing and/or using copyrighted test bank questions or any materials designed for instructors’ use only • Looking at someone else’s work product, during an exam, test, or quiz

	<ul style="list-style-type: none"> • Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher • Using any kind of “cheat notes” during an exam, test, or quiz • Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz • Having unauthorized access to or using stolen exams, tests, or quizzes • Providing or selling exam, test, or quiz information to other students • Using an on-line translator for more than words or phrases
Misuses or falsifies academic documents	<ul style="list-style-type: none"> • Altering a transcript or report card • Signing another person’s name to an attendance roster or grade check • Forging a hallway pass
Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> • Hiding books or reference materials needed to complete an assignment • Tampering with lab experiment, art project, or electronic files of another student. • Fabricating or altering laboratory data
Assists other students in any of these acts	<ul style="list-style-type: none"> • Knowingly allowing someone else to look at one’s work product during an exam, test, or quiz • Letting others copy one’s work. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)

TEACHER’S PROFESSIONAL JUDGMENT

A teacher’s professional judgment guides the implementation of the FUHSD Academic Honesty Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the FUHSD Academic Honesty Policy.

CONSEQUENCES FOR VIOLATIONS

The District considers violations of the FUHSD Academic Honesty Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school, and a violation at one school follows a student to a different school within the District. Additionally, violations of the FUHSD Academic Honesty Policy are cumulative for all the years a student is enrolled in the Fremont Union High School District.

First Offense

- The student will have a reduction in grade/credit (up to, and including, an “F” grade/“0” credit) on the assignment, exam, test, or quiz based upon the teacher’s grading system.
- The student’s semester grade may, at the teacher’s discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor, and document the incident/follow-up action in the student information system, Infinite Campus.
- Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student will be suspended from school, even on a first offense, in accordance with Education Code Section 48900, if a violation has occurred in the following areas:
 - Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
 - Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
- The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from date of the violation.

Second Offense

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be given an “F” for the six week grading period in which the incident occurred.
- The student will be dropped from the class with a grade of “F.”
- The student will be suspended from school.

Third/Continuing Offenses

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be dropped from the class with a grade of “F.”
- The student will be suspended from school.
- The student may be referred to the District’s Placement Advisory Committee for transfer to another school.

APPEALS PROCESS

Students wishing to contest decisions resulting from the administration of the FUHSD Academic Honesty Policy may submit their appeals in writing to the principal.

SHARED RESPONSIBILITY FOR ACADEMIC HONESTY

Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

Student Responsibilities

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work—do not lend or borrow work
- observe test time limits
- not look at another's test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his or her own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

Parental Responsibilities

The parent will:

- communicate to the student values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student's need for a quiet time and a place to study
- support the student's efforts, but not edit, type, or in any other way do the work
- encourage wise use of time

Teacher Responsibilities

The teacher will:

- review at the beginning of the school year the FUHSD Academic Honesty Policy along with his/her course descriptions/syllabi/green sheets that spell out clearly the consequences for academic dishonesty in his/her classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- keep completed assignments and tests secure
- inform students if unannounced tests will be used in the course
- ensure that grades in mark documents and the grade book are private and safe; not allow teaching assistants (TA's) to make or maintain grade entries

Administrator Responsibilities

The administrator will:

- provide copies of the FUHSD Academic Honesty Policy to all teachers for distribution to students
- place the signed FUHSD Academic Honesty Policy Parent/Student Agreement Statement in cumulative folders
- support teachers in administering discipline and upholding the FUHSD Academic Honesty Policy
- record incident/follow-up action in Infinite Campus; inform teachers about outcome of the referral
- review on a case-by-case basis the need to reference infractions on Secondary School Reports
- facilitate conferences and counsel students in every case of academic dishonesty
- communicate with teachers about students who have prior violations
- collaborate with teachers in maintaining a secure digital and physical environment
- review and resolve appeals

WANT TO GET INVOLVED WITH ACTIVITIES?

JOIN A CLUB

There are many clubs on campus with a wide variety of focuses. The list of clubs is available online at the ASB/Leadership Website. You can contact the club president or advisor for more information.

START A NEW CLUB

If you can't find a club that suits your interest, then you can form your own club! You must follow the guidelines and processes for starting a new club. These are found on the Leadership Website.

LISTEN TO, WATCH, AND READ THE DAILY BULLETIN

A bulletin of activities and events is read or broadcast daily typically during 5th period to inform students of upcoming events. In addition, the bulletin is posted on the Monta Vista website (www.mvhs.fuhsd.org.) It is important to read, watch, and listen to the daily bulletin in order to receive information about programs and activities.

CONTACT THE ASB/CLASS OFFICERS

The ASB/Class officers are elected each spring of the preceding school year. These students work to plan and organize schoolwide events and also work to improve school and student policies. You can contact these officers if you are interested in learning more about the projects or would like to express your opinion about a campus issue.

ELIGIBILITY REQUIREMENTS

Any student who is a member of an extra-curricular group, office, team or performing group must have a 2.0 grade point average on the most recent progress report. The student must also be enrolled in five (5) classes and be making satisfactory progress toward graduation. In order to run for an elected office, a student must have earned a 2.0 grade point average on his or her most recent progress report. In order to retain an elected ASB or class office a student must maintain a 2.0 grade point average.

WHAT IS AN ASB CARD?

An ASB Card cost \$100 and includes:

- *El Valedor*, our school yearbook
- Admission to the Welcome Back dance
- A Free Class and MV Spirit T-shirt
- Free admission to all MVHS and District athletic events

Most important, each student becomes a member of the Associated Student Body at Monta Vista. If you lose your ASB or ID card, then it will cost \$10 to replace it – visit the ASB office.

DANCE ATTENDANCE

ASB provides students with the opportunity to attend several dances during the school year. Not only do dances provide students with social and recreational activity, they are also a major fundraising activity for the Associated Student Body. Other than formal dances and proms, all dances are held in the Main Gym or outside in the Rally Court.

For student safety, aggressive dance behavior (e.g., slamming, “moshing”) will not be tolerated. ‘Freak dancing’ and sexually suggestive dance moves will be monitored; students are expected to remain upright always. Students are expected to behave appropriately and respectfully by dancing in a mutually appropriate and consensual manner. Should students bend over or rest hands anywhere besides the hips, warnings will be issued, and students may be asked to leave the dance. If a student is asked to leave a second dance (all past offenses are cumulative), the earliest they are eligible to attend another Monta Vista dance is the following school year when the same dance occurs (e.g. Student is removed from Homecoming

Junior Year, next dance they can attend is Homecoming Senior Year.) Appropriate dress is a must; students must remain properly covered while dancing. If dressed inappropriately, a student may not be permitted to the dance or prom.

School dances are scheduled to encourage student participation and provide a place for students to enjoy music and the company of others. School rules are in effect at all school dances. Administrators and teachers are on duty at all dances.

If a student is absent on the day of a dance for any absence other than school release (e.g. field trip, funeral), they is not permitted to attend the dance and won't be given a refund.

DANCE ADMISSION POLICY

To attend a dance, you must have either a Monta Vista ID or ASB Card. In order to bring a guest from another school to a formal dance, Sadie's or Homecoming, you must do the following (**Guests from other schools will not be admitted to regular dances**):

1. Guests must be under 21 years of age. Only the principal or designee may make an exception to this rule.
2. Pick up a Guest Pass/Permission slip for the dance.
3. The Guest Pass must be signed by BOTH the guest's parents and the guest's assistant principal. A business card from the Guest's school must be attached.
4. The completed Guest Pass must be turned in to the ASB Office by 3:30 p.m. the Thursday before the dance for Sadie's and Homecoming. **For Formals – the deadline will be the last day that bids are on sale.**
5. The guest and the MV student must enter the dance together.
6. Guest must have Picture ID to gain entrance to the dance.
7. **NO GUEST PASSES WILL BE ACCEPTED AT THE DOOR.**
8. Inappropriate behavior or dress could result in next dance (prom or not) being forfeited.

DANCE TIMES

On-campus dances are 7:00 – 10:00 PM. Formal dance times depend on the event. The doors for dances are open for the first 90 minutes only. Admission after the first 90 minutes requires special advance permission from the ASB Advisor. Doors are "one-way," in that once a student enters, they may not leave and return. If you are bringing your student, please help in seeing that they does not arrive too early and are picked up as soon as the dance is over. Do not bring any valuables to dances – the school is not responsible for lost or stolen items. Most dances do not have any kind of coat check.

FACTS/POLICIES RELATING TO ALCOHOL/DRUG/CONTROLLED SUBSTANCES AND DANCES

The administrative staff is concerned about the safety of students who choose to consume alcohol, drugs or controlled substances before a school dance. The staff at our school wants students to make wise choices. It is our sincere hope that this "Zero Tolerance" for alcohol, drugs, and controlled substances will deter the undesired behavior.

1. Upon entrance at a school dance, students may be searched by school personnel. Students will not be allowed to bring in food or beverages (including water). Most dances will have beverages available for sale.
2. Students will not be allowed to carry backpacks or other bags of this type into the dance. Purses and bags may be searched. Perfume bottles, and cologne bottles will be confiscated.
3. Students found to be under the influence of controlled substance(s) will be turned over to the sheriff on duty. The sheriff may arrest the student and/or issue a citation for the student to appear in courts. Paramedic assistance may also be called. Parents will be notified after such calls are made.
4. If you are convicted of being drunk or under the influence of drugs in public you may lose your driving privileges for one year from the date of conviction. If you do

not yet have a driver's license, you may not be able to obtain a license until one year after your application for the license.

5. Any student found to be under the influence of alcohol or other controlled substances will be suspended for at least three school days.
6. **Students found in possession of and/or under the influence of alcohol or drugs at any school function will lose the privilege of attending all school dances, including formals and proms, for 365 days from the date of violation.**
7. Students will not be allowed to bring flashing light devices of any type into any dance.

WANT TO JOIN A SPORT?

Below is a listing of the sports that Monta Vista offers:

Fall	Winter	Spring
Cross Country	Basketball	Badminton
Field Hockey	Soccer	Baseball
Football	Wrestling	Golf
Golf		Softball
Tennis		Swimming/Diving
Volleyball		Tennis
Water Polo		Track and Field
		Volleyball

Fremont Union High School District Code of Conduct

Students who participate in the district's extracurricular and co-curricular activities are representatives of the school and the district therefore they are expected to model positive behaviors. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board of Trustees, administration, and individual activity coaches and advisors. Each student participant and his parent/guardian are required to read and agree to the district's Code of Conduct before participation in Extracurricular and Co-curricular activities.

The Board's policy and the Code of Conduct cover the following activities:

Athletics, band, instrumental and vocal music performances, drama productions, speech contests, all honorary and elected offices (e.g. Homecoming Royalty/court, class officer, student government officer or representative), FBLA, DECA, robotics, state contests and performances for cheerleading and drill team, mock trial, or any other activity where the student represents the Fremont Union High School District in a defined competition/contest.

Students will:

1. Demonstrate cooperative attitudes and participate to personal capacity
2. Demonstrate high standards of ethics and sportsmanship
3. Understand and strive to maintain academic excellence and participation eligibility

Eligibility for Participation: To be eligible for participation, students must meet district academic and attendance requirements as well as student conduct expectations.

1. **Academic** - Student must adhere to district academic eligibility policies as outlined in BP/AR 6145. Failure to meet academic standards results in ineligibility until the re-establishing of academic eligibility the Monday following the distribution of grades to students.

2. **Attendance** - In order to participate in co-curricular activities, the student must be in attendance at school, meeting the requirements of minimum day, as defined by Education Code, on the day of the activity unless the absence is excused.

3. Student Conduct - To maintain eligibility for participation in Fremont Union High School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Loss of eligibility due to poor student conduct takes place when one or more of the following conditions occur:

- a. Suspension for school for violations of Board Policy 5144.1
- b. Involvement in cheating, gambling, accepting gratuities
- c. Engagement in disrespectful conduct including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals, the activity or the school community
- d. Demonstration of poor sportsmanship and/or retaliation against teammates, coach, staff, parents, members of other teams (including coaches)
- e. Use of any illegal substances including alcohol, tobacco and drugs
- f. Engagement in any school suspendable offense

4. Ineligibility - Any student who fails to meet Student Conduct expectations during the period of the school year in which s/he participates in a school-sponsored activity is subject to a loss of eligibility. The loss of eligibility means:

- a. One week suspension from competition/participation in all school sponsored activities from the date of suspension.
- b. Mandatory referral to counseling - Student Advocates or outside agencies/professionals
- c. Required administrative/coach-advisor/parent/student conference.
- d. Law enforcement contact if appropriate
- e. Additional sanctions will be imposed for subsequent violations of district disciplinary rules including possible removal from the sport/activity for the remainder of the year.
- f. An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
- g. Any student holding a leadership position (e.g. ASB, Class Officer, Spirit member, etc.) that loses eligibility due to poor student conduct will be removed from their leadership position for the remainder of the academic year.

5. Coach/Advisor/Administration Sanctions - The Administration, coach and/or advisor have the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the school district's policies, team/activity rules and/or community laws.

Examples of additional sanctions for ineligibility are but not limited to:

- a. While performing in an activity the student violates Education 48900 and/or BP5144, the coach/advisor may remove the student from the team; the reasoning which supports the coach/advisor's decision is: the student's actions are detrimental to the reputation of the team and or to the need to maintain a harmonious environment for the other team members.
- b. While on a team sponsored activity away from school, the student's violates team/district rule for the trip, the student may be removed from the team: The coach/advisor views the action as detrimental to the team.

6. Additional Guidelines - The school's interest and intent is to expect and support positive student behavior at all times and to discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Fremont Union High School may result in the student's ineligibility for participation.

7. Appeals - Student or the student's parent/guardian may appeal the decision on eligibility by notifying the Principal in writing of the desire to appeal. By the conclusion

of the third school day after an appeal has been filed, the principal will issue a decision on the appeal of the alleged violation the Code of Conduct. The student will not be allowed to participate in any contest during the appeal process.

MONTA VISTA SPORTSMANSHIP POLICY STATEMENT

In order to ensure the safety of all spectators, the following behaviors are not acceptable:

- Throwing any objects
- Pushing, shoving spectators
- “Diving” into spectator stands
- Throwing another spectator into the crowd
- Ignoring adult supervisors, being argumentative or disrespectful towards adult supervisors.

The following consequences could occur if you are suspected of committing any of the above behaviors:

- Removal from the game
- Not allowed to attend following home game
- Administrator will contact your parents
- Being issued a police citation for unruly conduct
- Suspension

AWARDS PROGRAMS

PURPLE AND GOLD AWARDS LUNCHEON

The Purple and Gold Awards were established to recognize those students who, in the judgment of their teacher, have displayed that outstanding "spark" and love for learning in a particular class. In many cases the recipient is not the student who has earned all "A's" in his/her course work, but rather that student who "stands out" and demonstrates love and enthusiasm for the subject. This is truly a subjective award and a criterion for selection is determined by each individual teacher. Each honoree will receive a special invitation to attend a lunchtime ceremony. This award is NOT listed on the student's transcript but is one that could be listed on the student's résumé.

SENIOR AWARDS

This program is held in late May to recognize the outstanding achievements of the senior class. Scholarships, grants, honorariums, senior activity and club awards, and athletic activity award winners are recognized. Students and parents are encouraged to attend this program.

DANCE AND RALLY DATES

Dances

Welcome Back Dance – 7:00 PM to 10:00 PM	9/2/22
Homecoming Dance – 7:00 PM to 10:00 PM	10/15/22
Winter Formal – 7:00 PM to 10:00 PM	12/22/22
Prom – 8:00 PM – 11:00 PM	5/20/23

Rallies/Skits

• Welcome Back Rally	9/2/22
• 2024 Homecoming Skit	10/10/22
• 2025 Homecoming Skit	10/11/22
• 2026 Homecoming Skit	10/12/22
• 2023 Homecoming Skit	10/13/22
• Homecoming Rally	10/14/22
• Winter Rally	2/17/23
• Spring Rally	5/26/23

(DATES ARE SUBJECT TO CHANGE)

