

# Alta Vista High School

Mountain View-Los Altos Union High School District

**A MODEL CONTINUATION HIGH SCHOOL**



PARENT/STUDENT  
HANDBOOK  
2021-2022

# Mountain View-Los Altos Union High School District

## District Superintendent

Dr. Nellie Meyer

## Associate Superintendents

Ms. Teri Faught, Educational Services

Ms. Leyla Benson, Personnel

Mr. Mike Mathiesen, Business Services and Technology

## Board of Trustees

Mr. Sanjay Dave

Dr. Phil Faillace

Mrs. Debbie Torok

Mrs. Catherine Vonnegut

Mrs. Fiona Walter

## Principal

Mr. Bill Pierce

**Alta Vista High School  
1325 Bryant Avenue  
Mountain View, CA 94040  
Phone: 650-691-2433    Fax: 650-691-2469  
Website: [www.mvla.net](http://www.mvla.net)**



*Alta Vista High School – Where innovation is a daily practice.*

### *Mission Statement*

*Our mission is to provide a rigorous learning environment that is safe, caring and flexible so that our students can graduate high school prepared to successfully transition to community college and career.*

### *Vision Statement*

*Our vision is to be a place where all students become responsible young adults who can think critically, communicate effectively and achieve academically.*

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## ALTA VISTA HIGH SCHOOL BELL SCHEDULES

<u>Monday</u>		<u>Tuesday/Wednesday/Thursday</u>		<u>Friday</u>		<u>Minimum Days</u>	
Period 1	9:00-9:40	Period 1	9:00-9:50	Period 1	9:00-9:40	Period 1	9:00-9:20
Brunch	9:40-9:55	Brunch	9:50-10:05	Brunch	9:40-9:55	Period 2	9:25-9:45
Period 2	10:00-10:40	Period 2	10:10-11:00	Period 2	10:00-10:40	Period 3	9:50-10:10
Period 3	10:45-11:25	Period 3	11:05-11:55	Period 3	10:45-11:25	Brunch	10:10-10:30
Lunch	11:25-12:10	Lunch	11:55-12:40	Advisory	11:30-12:15	Period 4	10:35-10:55
Period 4	12:15-12:55	Period 4	12:45-1:35	Lunch	12:15-1:00	Period 5	11:00- 11:20
Period 5	1:00-1:40	Period 5	1:40-2:30	Period 4	1:05-1:45		
		Period 6 *	2:35-3:25	Period 5	1:50-2:30		
		*Optional Supervised Study: Tuesday, Wednesday & Thursday					

## 2021-2022 ACADEMIC CALENDAR

August 9	First Day of School
September 2	AVHS Back-to-School Night
September 6	No School - Labor Day Holiday
October 8	END of 1ST QUARTER
October 11 - 12	No School - Recess Days
November 11	No School - Veteran's Day Holiday
November 22 - 26	No School - Thanksgiving Holiday
December 17	END of 1ST SEMESTER
December 20 – January 3	No School - Holiday Recess
January 4	First Day of 2nd Semester
January 17	No School - Martin Luther King Day
February 21 – 25	No School - Winter Recess
March 11	END of 3RD QUARTER
March 14	No School - Recess Day
April 11 – 15	No School - Spring Recess
May 30	No School - Memorial Day
June 7	Graduation
June 8	LAST DAY OF SCHOOL

## ALTA VISTA HIGH SCHOOL STAFF DIRECTORY

<b>Mr. Bill Pierce: Principal</b> <a href="mailto:bill.pierce@mvla.net">bill.pierce@mvla.net</a>	<b>691-2432</b>
<b>Ms. Debi Rudd: Program Support Specialist / Office Manager</b> <a href="mailto:debi.rudd@mvla.net">debi.rudd@mvla.net</a>	<b>691-2433</b>
<b>Ms. Alba Garza: Community Services Coordinator</b> <a href="mailto:alba.garza@mvla.net">alba.garza@mvla.net</a>	<b>691-2430</b>
<b>Ms. Gabriela Estrada: Social Science Teacher</b> <a href="mailto:gabriel.estrada@mvla.net">gabriel.estrada@mvla.net</a>	<b>691-2440</b>
<b>Ms. Lisa Falsetti: Instructional Aide</b> <a href="mailto:lisa.falsetti@mvla.net">lisa.falsetti@mvla.net</a>	<b>691-2480</b>
<b>Ms. Brandi Filbert: Science Teacher</b> <a href="mailto:brandi.filbert@mvla.net">brandi.filbert@mvla.net</a>	<b>691-2442</b>
<b>Ms. Jennifer Lewis: Math, Arts</b> <a href="mailto:jennifer.lewis@mvla.net">jennifer.lewis@mvla.net</a>	<b>691-2443</b>
<b>Mr. Sam Luy: Special Education Teacher</b> <a href="mailto:samnang.luy@mvla.net">samnang.luy@mvla.net</a>	<b>691-2433</b>
<b>Ms. Bonnie Michalek: English Teacher</b> <a href="mailto:bonnie.michalek@mvla.net">bonnie.michalek@mvla.net</a>	<b>691-2448</b>
<b>Mr. Guillermo Morales: Instructional Aide</b> <a href="mailto:guillermo.morales@mvla.net">guillermo.morales@mvla.net</a>	<b>691-2441</b>
<b>Mr. Vinicio Rubalcava: Instructional Aide</b> <a href="mailto:vinicio.rubalcava@mvla.net">vinicio.rubalcava@mvla.net</a>	<b>940-7404</b>
<b>Mr. Lani Stevens: Special Education Teacher</b> <a href="mailto:lani.stevens@mvla.net">lani.stevens@mvla.net</a>	<b>691-2436</b>

## ALL ABOUT ALTA VISTA

Alta Vista High School (AVHS) is an alternative high school in Mountain View serving the Mountain View/ Los Altos Union High School District (MVLA) and the Palo Alto Unified School District (PAUSD). AVHS has been honored five times by the California State Department of Education as a Model Continuation High School. This honor is akin to the California Distinguished Schools Program for traditional high schools, and is only given to the top continuation high schools in the state. Alta Vista High School has been fully accredited by the Western Association of Schools and Colleges (WASC) since 1999.

Our staff includes one principal, two special education teachers, five general education teachers, four instructional assistants, a part-time computer support specialist, a Community Resources Coordinator, a mentor coordinator and an office manager. Counseling services are provided by the Community Health Awareness Council (CHAC) and Advent Counseling Services. Lucille Packard Children's Hospital's Adolescent Health Van visits our campus every month.

## ELIGIBLE STUDENTS

Any MVLA or PAUSD student who has not completed a high school education may be eligible for enrollment in Alta Vista High School. Students who are new to the district must register at one of the traditional high schools before enrolling in AVHS.

### *Voluntary Transfer*

To initiate the transfer process, contact the assistant principal at the traditional high school you attend. Most students who come to our school choose to remain at Alta Vista High School for the remainder of their high school experience.

### *Involuntary Transfer*

Students who are credit deficient, are in violation of their traditional school's attendance policy, or whose educational needs may be better served in an alternative setting may be referred to Alta Vista High School.

## MAIN OFFICE PROCEDURES

### School Office Hours

The main office is open Monday through Friday from 7:30 a.m. to 4:00 p.m.

### Absences

All absences, illnesses or otherwise, must be verified in writing or by phone from a parent.

### Illness/Injury

Students should not come to school when ill. If a student becomes ill or injured at school, s/he needs to ask for a pass from the teacher and report to the main office. **Students may never leave the school grounds to go home because of illness or injury without checking through the main office. No students will be allowed to leave campus due to illness without parent permission. Students who choose to leave without school/parent permission will receive an unexcused absence.**

### Medical Appointments

Students are to bring a signed note from home stating the time, date and doctor's name. This note should be taken to the main office before school or during the break to secure an off campus pass. No student may leave campus without an authorized off campus pass. Parents and doctors may be called to verify off campus passes. **Every effort should be made to have medical appointments after school hours.**

### **Dispensing Aspirin and Other Medications**

California law prohibits school employees from dispensing aspirin or any other medications not authorized by parents or doctors in writing; this includes 18 year old students. Parents whose children are required to take medication on a regular basis may request in writing that medication be dispensed through the school office manager.

### **Closed Campus**

Alta Vista High School is a closed campus. A student may not leave during school hours unless s/he has an off campus pass. No passes will be issued without permission from a student's parent.

### **Lost and Found**

The main office serves as the location for Lost and Found. If an article is found, it should be turned into the school office manager. If a student has lost an item, s/he should inquire at the office.

## **ATTENDANCE**

### **Reporting Your Child's Absence**

State law requires that absence verification be made by a parent/guardian. This verification must be done by calling the Attendance Office at 650-691-2433. A parent/guardian must leave a message with the attendance clerk, office manager or voicemail. Students who are 18 years of age or older, may excuse their own absences. **However, adult students who abuse the attendance policy will be transferred to Adult Education.**

Students are expected to be in their assigned class on time. Students must obtain an Admit Slip from the office before going to class on the day after an absence. The following reasons are the only excusable absences as per the California State law:

- Doctor appointments
- Dental/Orthodontist appointments
- Illness
- Funerals

**Students who are ill should stay home and recover. Students who come to school sick or who become sick while at school will be sent home.** Missing the bus, oversleeping, visiting with a relative, etc. are not excusable absences. Please remind students of doctor, dental or orthodontist appointments in the morning before they leave for school. This will help reduce classroom interruptions. Unexcused absences may affect a student's grades. A student who has three or more unexcused absences in a single semester will be declared a truant. A truancy notice will be sent to you and forwarded to the District Attorney's office.

### **Tardies**

A tardy is defined as absence from the time the bell rings until up to 30 minutes of a class period.

- Students who arrive to school 10 minutes late or later will need to come to the office to get an admit slip.
- Tardies will be counted across a student's entire schedule.
- At the 15<sup>th</sup> tardy, there will be a mandatory parent/student conference with the Principal.
- At the student/parent conference, consequences for continued tardiness are discussed.



Our attendance procedures are designed:

- To help students be aware that information and instruction given in class is an important part of their educational experience.
- To help students understand that participation in class is important for both the student's own educational experience and the educational experience of his/her classmates.
- To allow teachers to have a full period to teach, free from interruptions and distractions caused by a student's partial or full day absenteeism.
- To instill in students the awareness of the socially appropriate behavior that is considerate of others.

### **Visitors**

All visitors must register in the attendance office. Requests for social visits by non-students will be denied. Trespassers may be cited.

## **CHEATING POLICY**

Honesty, trust and integrity are vital components of the education process. As such, cheating is a serious offense to that process. Anyone who copies another's work or turns in someone else's ideas as his or her own has engaged in cheating. Collaboration with another student or students could be considered cheating if students are expected to complete an assignment independently. Teachers have a responsibility to proctor tests carefully and to explain to students when collaboration is and is not appropriate on assignments completed inside and outside of class.

### **Examples of cheating include the following:**

1. Copying homework or copying from another's exams.
2. Allowing someone else to copy your work.
3. Plagiarism (taking or passing off as one's own the ideas, writing, etc. of another. This includes all internet sources).
4. Improperly obtaining and/or using tests, questions, or keys.
6. Using unauthorized notes/materials or electronic devices (calculators, cell phones, computers)

Teachers will outline expectations for allowable collaboration.

### **Consequences**

1. ***First Offense*** - Zero on assignment or test, contact with parent by teacher, and possible one-day suspension from the class.
2. ***Second Offense*** - Zero on assignment or test and possible suspension from school.
3. ***Third Offense*** - Suspension, removal from class and possible assignment to alternative setting with no chance for re-enrollment. The student will be given the option of making up that class in summer school or through an independent study program.

## ALTA VISTA HIGH SCHOOL GRADUATION REQUIREMENTS

The following requirements are established for graduation from Mountain View-Los Altos Union High School District.

<u>Subjects</u>	<u>Units of Credit</u>
ENGLISH	40 Credits
SCIENCE	20 Credits
MATHEMATICS	20 Credits
Algebra	<i>2 semesters</i>
Additional Math	<i>2 semesters</i>
PHYSICAL EDUCATION	20 Credits
HEALTH	5 Credits
WORLD HISTORY	15 Credits
UNITED STATES HISTORY	10 Credits
CIVICS	5 Credits
ECONOMICS	5 Credits
FINE ART	<i>(20 Credits in any of these three areas)</i>
PRACTICAL ART	
WORLD LANGUAGE	
ELECTIVES	<u>60 Credits</u>
TOTAL:	220 Credits

### EARNING SCHOOL CREDIT FOR GRADUATION

AVHS course work is self-paced. A motivated student may earn more credits each semester than is possible in a traditional program. It is important for students to realize they are responsible for the pace of their learning.

**Homework/Extra Credit is provided for every class every day.** In most cases, students must do a significant amount of homework each week in order to graduate on time.

Points are earned based on completion of course assignments. Total points earned throughout the semester depend upon the student's effort. Credit is given in increments of 5, unless otherwise specified. Grades are given upon completion of a class. (See individual course descriptions for more details)

15 points = 1 credit

75 points = 5 credits or one semester

**Note: Seniors who wish to participate in the graduation ceremony must complete all work by the Wednesday before the ceremony.**

**Supervised Study** is recommended for students based on a need for additional academic support. Students may attend 6th period Tuesday, Wednesday and/or Thursday from 2:35-3:25 until their academic progress improves.

### **PROGRESS REPORTS/STUDENT STATUS REPORTS**

At Alta Vista High School we believe it is crucial that the students are aware of their progress at all times. The teachers fill out online Progress Reports every two weeks. This way the students know exactly how much work they have done toward the completion of the 75-point contract. The Progress Reports are emailed home every two weeks.

### **RETURN TO TRADITIONAL CAMPUS**

In order to return to the traditional high school campus, a student must receive a recommendation from the Alta Vista High School principal. The recommendation will be based upon the student's attendance (90% or better), excellent behavior, and completion of credit (students must be on target for graduation). To be on target, a student must complete 60 credits to become a sophomore, 110 credits to become a junior and 160 credits to become a senior. Students who wish to return mid-year must complete 95 credits as a sophomore, 135 credits as a junior and 190 credits as a senior.

### **SCHOLARSHIPS/FINANCIAL AID**

Alta Vista has a very active scholarship program. The Mountain View Chamber of Commerce; Los Altos, Mountain View and Palo Alto Rotary Clubs; Mountain View and Los Altos Kiwanis Clubs; Foundations and individuals have awarded scholarships to students. Financial aid counseling is available to all students, exemplifying the community support for our high school.

The Bill McClintock Scholarship was named in honor of the principal of the district's first continuation school. Mr. McClintock was the principal of Shoreline High School from 1981 until 1995 and then guided Alta Vista High School through its first year until his retirement in 1996. A committee selects one or more graduating seniors who are pursuing advanced education. All interested graduating seniors are strongly encouraged to apply.

### **ALTERNATIVE PROGRAMS AND SERVICES**

**Adult Education Program** - Students near 18 years of age and not able to graduate from their high school may choose to complete their studies at Adult Education.

**(CHSPE) California High School Proficiency Exam** - An alternative to the high school diploma for students 16 and 17 years of age. Passing this test allows a student to leave high school, with parent permission, prior to graduation. Unlike the GED, see below, the CHSPE is not equivalent to a diploma. Ask the principal or counselor for an application.

**Community Resources Services** – The AVHS Community Resources Coordinator assists students and parents with their non-educational needs as a liaison with social services for referrals for personal/family counseling, health services, legal issues and other special programs. Some of the agencies that provide services include:

- **(CHAC) Community Health Awareness Council, (AACI) Asian Americans for Community Involvement** - counselors work with students and families on personal issues (e.g. poor interpersonal skills, substance abuse, divorce, and death.)
- **The Adolescent Health Van** – On site medical and psychiatric services for uninsured students and limited services for insured students.

- **Mentoring** – A program designed to expose students to different career opportunities and to stay in school.

**Community College Classes** – Students may take courses at the local community colleges for double credit. Students should make sure that classes are outside of Alta Vista High School hours.

**(G.E.D.) Graduation Equivalency Diploma** – A test given as an alternative to the traditional high school diploma for 18 year old students. Students who are 17 ½ years of age may transfer to Adult Education in order to study for this equivalency test.

**Independent Study** - For students with special personal or school needs who need to work from home rather than attending school regularly.

**(CTE) Career Technical Education Programs**- These classes are offered at various sites off-campus and are designed to provide a student with experiences in the area of his/her possible career choice.

**Special Education** - Special Education programs and services are available to all eligible students. Parents who have reason to believe that a student needs special education services may contact the school.

**(WEEP) Work Experience Education Program** – Students who work more than 10 hours a week may earn up to 10 credits every semester by attending the WEEP class and completing additional assignments.

**Workability** - This program places Special Education students in jobs and follows up with continuing support.



**Alta Vista High School  
Student/Parent Contract  
2021-2022**

Every student is expected to arrive on time for school, with necessary supplies, ready to learn. Students are expected to complete the necessary work for a high school diploma, and to refrain from behaviors that might distract a teacher from teaching or other students from learning. The following will serve as a behavior contract for all Alta Vista High School students.

### **Dress Code**

The following are guidelines to help promote a quality learning environment. Attire that distracts from the educational goals of the school is not permitted. Therefore, a student's dress must be **appropriate for the classroom** and for any activity in which he or she participates. Styles of dress that present a health or safety hazard to the student or other students or are **distracting and offensive to other students and faculty** or are **disruptive** to the educational process are not allowed.

### **Attire**

- Clothing that in any manner, displays profanity, alcohol, tobacco, or other drugs including those with inappropriate double entendre will not be permitted.
- Attire that features offensive and/or vulgar words, pictures, gestures, or drawings that name, advertise, or promote sexually related products or activities is not permitted.
- Attire that includes words, phrases, or pictures that are derogatory to one's ethnic background, national origin, religious beliefs, gender, sexual orientation, or disability is not permitted.
- Attire that is backless or strapless is not permitted.
- Attire that exposes an inappropriate amount of cleavage, midriff or thigh is not permitted.\*
- Footwear must be worn on campus at all times.
- Attire, articles of clothing or adornments, including tattoos, determined by administration and/or the Police departments that identify affiliation to any organization or group associated with or reputed to be involved in criminal activity is not permitted. Students may only wear one article of clothing that is red or blue. These rules may be updated as MVPD updates the school of changes.

\*(What constitutes a reasonable or inappropriate amount is left to the discretion of the AVHS Administration. Violations of the dress code will be dealt with in accordance with the AVHS Discipline Plan.)

### **Disciplinary actions include:**

First Offense: Sent to principal, change clothing, confiscate item and parent contact.

Second Offense: Sent to principal for parent/student contact plus enforcement of first offense.

Third Offense: Suspension and possible transfer to alternative educational setting.

### **Closed Campus**

Students must stay on campus during school hours unless an off campus pass is secured from the principal. Students who violate this policy may be searched by the school administration. If a student becomes ill during the day, school personnel must contact a parent/guardian before the student may leave.

## **Attendance**

School attendance is mandatory. Students who have been absent for 3 full days without a valid excuse will be declared truant and may be transferred to another alternative educational setting. Period cuts are counted against students' attendance records.

## **Tardies/Period Cut**

A tardy is defined as absence from the time the bell rings until up to 30 minutes of a class period.

- Students who arrive to school 10 minutes late or later will need to come to the office to get an admit slip.
- Tardies will be counted across a student's entire schedule.
- At the 15<sup>th</sup> tardy, there will be a mandatory parent/student conference with the Principal.
- At the student/parent conference, consequences for continued tardiness are discussed.

## **Electronic Devices**

Students who carry electronic devices (Cell Phones, tablets, laptops or other electronic devices) are expected to use them responsibly and at their own risk. The school is not responsible for loss, theft or damage to electronic devices. Student use of electronic devices is limited on campus. Electronic devices may not be used during instructional time unless a teacher gives permission for educational purposes only. Speakers for devices are not allowed on campus. School Officials will confiscate electronic devices when they are being used in violation of these policies. Disciplinary actions for violation of this policy include:

First Offense: The electronic device will be confiscated and held in the office until after school.

Second Offense: The electronic device will be confiscated and a parent contacted.

Third Offense: The electronic device will be confiscated and a parent will need to come to the school to pick it up.

## **Language/Profanity/Slurs**

Students will not use language that is abusive or offensive to others through words, writings, or actions.

Disciplinary actions include:

First Offense: Warning by staff

Second Offense: Sent to principal and parent contact made.

Third Offense: Suspension

## **Cheating Policy**

**Examples of cheating include the following:**

1. Copying homework or copying from another's exams.
2. Allowing someone else to copy your work.
3. Plagiarism (taking or passing off as one's own the ideas, writing, etc. of another. This includes all internet sources).
4. Improperly obtaining and/or using tests, questions, or keys.
5. Using unauthorized notes/materials or electronic devices (calculators, cell phones, computers)

Teachers will outline expectations for allowable collaboration.

1. First Offense - Zero on assignment or test, contact with parent by teacher, and possible one-day suspension from the class.
2. Second Offense - Zero on assignment or test and possible suspension from school.
3. Third Offense - Suspension, removal from class and possible assignment to alternative setting with no chance for re-enrollment. The student will be given the option of making up that class in summer school or through an independent study program.

### **Graffiti/Tagging**

Any students engaging in graffiti or tagging that leaves damage on a surface or object resulting in a need to be replaced, sandblasted, painted, chemically treated, or otherwise removed in order to restore the surface to its previous condition, regardless of the cost or the damage, will be subject to the following disciplinary consequences:

First Offense: Students will be financially responsible for any damage caused. One to three day suspension, school/community service, and/or consideration for expulsion (depending on severity) and referral to law enforcement.

Second Offense: Five day suspension, alternative placement at another site or expulsion from the district and consideration for referral to law enforcement.

### **Off-Limit Areas**

Alta Vista High School students must remain off of all other school sites between the hours of 7:00AM and 4:00PM unless they are taking classes at one of the traditional campuses. No one may enter any school campus without permission from that school during school hours. Violators may be cited for trespassing.

### **Fighting**

Our policy is to suspend students involved in a physical altercation during school hours or school activities regardless of who started the fight. Those who instigate a physical confrontation may be removed from AVHS for one full semester. Students removed from AVHS for a full semester may return upon completion of the following:

- Satisfactory attendance, behavior and credits earned in alternative placement
- Mandatory intervention meeting with all staff upon return
- Signed behavior contract
- Mandatory counseling

The principal reserves the right to remove a student permanently if warranted. Students are encouraged to seek alternative ways of handling disagreements, including seeking assistance from the principal, community resources coordinator, or a teacher.

### **Sexual Harassment**

Board Policy prohibits sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual and physical conduct of a sexual nature. Violation of this policy will constitute cause for disciplinary action.

### **Tobacco**

Smoking presents a health hazard which can have serious consequences both for smokers and nonsmokers. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. (Education Code [48901](#)) Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school. (Education Code [48900](#))

### **Behaviors Leading To School Suspension And Possible Expulsion**

The school will enforce the district and state policies regarding suspensions and expulsions of students on school grounds or while going to or from a school sponsored activity.

### **Mandatory recommendation for expulsion / Mandatory expulsion:**

- Possessed, used, sold or furnished a firearm **E.C. 48900(b)**
- Brandished a knife or used a dangerous weapon on a person **E.C. 48900(b); E.C. 48900(a)(1)**
- Committed or attempted to commit a sexual assault or battery **E.C. 48900(n)**
- Offered for sale or sold a controlled substance, including alcohol **E.C. 48900(d)**
- Possessed, used, sold or furnished an explosive **E.C. 48900 (b)**

### **Must recommend expulsion, unless special circumstances render it inappropriate:**

- Caused, attempted to cause, or threatened to cause serious physical injury **E.C. 48900(a)(1)**
- Possessed a knife or other dangerous object **E.C. 48900(b)**
- Possessed a controlled substance **E.C. 48900(c)**
- Robbery or extortion **E.C. 48900(e)**

### **Other:**

- Fighting: caused, attempted to cause, or threatened to cause physical injury to another person **E.C. 48900(a)(1) (2)**
- Caused or attempted to cause damage to school or private property; arson, graffiti, vandalism **E.C. 48900(f)**
- Engaged in an act of bullying, harassment or sexual harassment, threats, incl. terrorist threat, intimidation, hate violence or racial slurs, including by means of electronic act **E.C. 48900.2&.4 E.C. 48900(r)(k)(i)**
- Under the influence of a controlled substance **E.C. 48900(c)**
- Possessed or use of tobacco or product containing tobacco or nicotine **E.C. 48900(h); 48901**
- Committed obscene act or engaged in habitual profanity or vulgarity **E.C. 48900(i)**
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia **E.C. 48900 (j)**
- Disrupted school activities, disrespect/defiance of valid authority of school personnel in the performance of their duties, including gang-related activities, **E.C. 48900(k) 48900.7**
- Possessed an imitation firearm **E.C. 48900(m)**
- Harassment, retaliation, threatening or intimidation of a student witness **E.C. 48900(o)**
- Unlawfully offered, arranged to sell, or sold the prescription drug Soma **E.C. 48900(p)**
- Engaged in, or attempted to engage in hazing **E.C. 48900(q)**
- Stole, attempted to steal or received stolen school or private property **E.C. 48900(g)(l)**
- Bomb threat (prank) **E.C. 48900 (b)**
- Loitering/Trespassing
- Academic Code Violation (Cheating)
- Dress Code Violation

**\*\*A signed copy of this contract is required prior to enrollment\*\***



## ATTENDANCE BOUNDARIES

High School boundaries were established in 1980/81 with the goal in mind to equitably serve the three municipalities that make up our district and to create two high schools of reasonably equal size and quality. The boundaries as drawn have helped achieve this goal and they are still serving our stated purpose today. We recognize that parents new to the district and prospective homeowners often have questions as to which high school their children will be attending. Families may also be affected by occasional boundary changes in the elementary districts which may add to the confusion about which high school your child will be attending. All addresses are posted on our website to enable parents to determine the high school their child will be attending. Once you are on the website, simply type in your street name and you will be able to see which school your son or daughter will be attending.

Students are assigned to their “neighborhood” school, which is determined by the student’s address. The only exception applies to special needs students, e.g., Special Education and ELD, whose IEP or Personal Learning Plan requires placement in a program that is offered only at one specific school site. The district does have an **Open Enrollment policy** that enables families to submit an **INTRA-DISTRICT TRANSFER** request to attend a school in the district other than the one to which the student was assigned. School capacity of each high school is established annually, however both high schools have reached capacity, hence we will not be accepting any intradistrict transfer requests other than for students who have a sibling during the 2015-16 school year.

**Certain programs have enrollment caps. Once capacity is reached in a given program, students may be assigned to the school where space in the program is still available, regardless of attendance boundaries.**

**Special Education students and English Language Learners are assigned to High School on the basis of their academic needs and availability of programs to meet those needs, and not on the basis of where they reside.**

## RESIDENCY REQUIREMENTS

Prior to admission into district schools, students shall provide proof of residency. A student can have only one residence for the purpose of establishing residency. To be considered a resident of the district the student must reside full time, i.e. 24 hours a day, 7 days a week, including periods of school recess and vacation in a residence that is located within district boundaries. Student residency may be verified annually. Reasonable proof of residency may be established by providing documentation listed in 1 through 3 below:

1. Current Photo ID of resident (e.g. California driver's license or identification card, valid passport, consulate issued photo identification); and
2. Current rental/lease agreements on company printed forms which include names of occupants OR current property tax bill with resident name, address, and homeowner's exemption; and
3. Current W-2 forms or State or Federal Tax Return filed within the past 12 months with W-2 attached OR current valid vehicle registration OR current bank statement issued within 35 days of registration.

### Revocation of Enrollment

In the event that the District determines that residency has not been established, the student affected shall either be denied enrollment, or if already enrolled, shall be disenrolled effective five (5) school days from the date that the parent or legal guardian was notified of the residency determination.

The superintendent or designee may conduct an investigation to determine that the student meets legal residency requirements. This investigation may include a physical inspection of the residence of any student, or the district may request additional documentation. If the superintendent or designee, upon investigation, determines that a student's enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment, effective 5 days from the date the parent/guardian was notified.

The parent or legal guardian of the student affected by the district's residency determination may consult with the superintendent or designee regarding such determination. If the district determines following such consultation that the student is in fact a resident of the district, that student, upon notice to the parent or legal guardian, shall be entitled to enrollment or reenrollment.

### **Enrollment Based on Resident Adult Caregiver Status**

When a child resides with an adult other than a parent/guardian on a full-time basis, and seeks to enroll in a District school under Education Code §48204(A)(4), the parent/guardian and the caregiving adult (adult with whom the minor resides) must comply with all applicable laws and requirements, of both the State and the District.

The student, parent/guardian and the caregiver must meet with District staff prior to registration. Both the adult resident caregiver and the parent/guardian sign the District's "*Caregiver's Affidavit*" and the "*Parent/Guardian Affidavit of Responsibility*" in person at the School District Office. These forms must be completed truthfully and in their entirety.

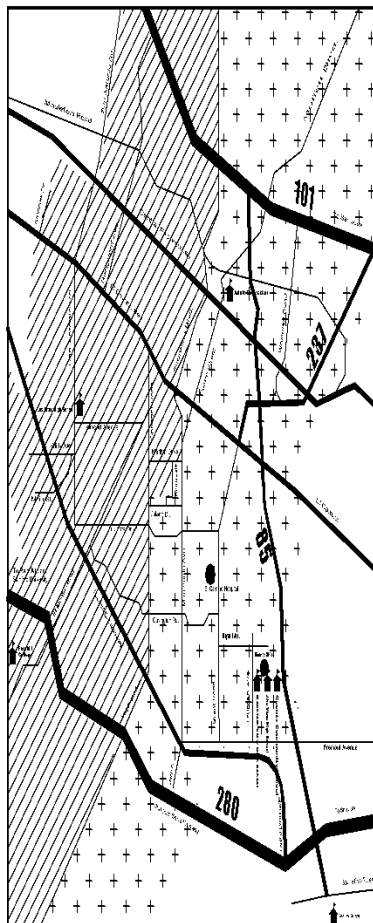
All affidavits, and other documents, submitted regarding this type of enrollment are subject to investigation and verification, at the sole discretion of the District. The minor shall be excluded from District enrollment immediately, at any time, if the District, in its sole discretion, determines that the minor is not actually living and residing within the District on a full-time basis.

The "*Caregiver's Affidavit*" and the "*Parent/Guardian Affidavit of Responsibility*" must be completed on an annual basis, as each is valid for no more than one school year.

The District reserves the right, at its sole discretion, to fully investigate and resolve situations where it appears the facts of a minor's living situation are not consistent with the documents submitted, and/or it appears that facts do not support enrollment, or continued enrollment, of a minor in a District school.

If the superintendent or designee, on investigation, determines from actual facts that the student is not living with the caregiver, the student shall either be denied enrollment, or, if already enrolled, shall be disenrolled effective five (5) school days from the date that the parent/guardian was notified of the superintendent's or designee's determination.

**Caregiver Affidavits are issued only in hardship cases. The desire to attend school in our district is not considered an acceptable reason for obtaining a Caregiver Affidavit. Students on Caregiver Affidavits are not eligible for Intra-district transfers and are assigned to a school based on space availability.**



# ALTERNATIVE EDUCATION

## **Alta Vista High School Continuation School Program**

Alta Vista provides an exciting alternative for students who feel disconnected from the traditional high school culture and for those who are not succeeding academically in one of our comprehensive high schools. Alta Vista offers students options that are unavailable in a conventional high school program. The mission and purpose of Alta Vista is to help students 16 years or older to graduate from high school and to be prepared to continue with post-secondary training or schooling. In addition to a focus on basic skills, Alta Vista provides opportunities in experiential and service learning with an emphasis on developing work readiness skills.

Students may elect to attend Alta Vista because of the choices in programs available to them in this alternative setting or they may be involuntarily transferred to Alta Vista High School for violation of the district's attendance policy, credit deficiency, or for other disciplinary reasons.

Students who are assigned to Alta Vista on an involuntary basis may, upon completion of certain conditions, apply for return to their home school for the following academic year.

Students attending Alta Vista High School may not participate in extra-curricular activities at their home school. Participation in the graduation ceremony and in senior class activities of the home school campus is possible only if students are attending their home school for the full second semester of their senior year. Transfer during the semester for the sole purpose of graduating from the home school is not permitted.

For more information, please contact Bill Pierce, Principal of Alta Vista, at (650) 691-2432.

## **Moffett Independent Study Program**

This program is available to students 16 years and older, whose interests, motivation, and time constraints are not compatible with a rigid 7-period day, typically found in a high school. Students must be able to work independently with little or no supervision. Independent Study students meet with their assigned teacher/ supervisor once a week. For information, call (650) 967-7919. Enrollment is limited.

## **Middle College**

Middle College provides expanded educational options to students in the Mountain View-Los Altos Union High School District. Middle College is a magnet program designed for juniors and seniors who are seeking an alternative to regular high school with a serious academic

focus. The program is housed on the Foothill College campus. It serves students who are academically talented, capable of doing college level work, but who, for a variety of reasons, do not feel connected to their school. By interacting with more mature students, and by taking advantage of advanced college level coursework, students with previous attendance and time management problems often develop responsibility and a sense of self-direction when placed in a different setting.

Middle College represents a collaborative effort between the Mountain View-Los Altos Union High School District and Foothill College; hence, students benefit from the teaching and support services of both institutions. Placement in college classes is based on testing and interviews with the instructional staff. Students have access to all student services provided by Foothill, including college counseling, access to the library, bookstore, health services, and the technology center. Students receive college credit for their college coursework, which may lead to advanced placement at Foothill after high school graduation.

Students enrolled in Middle College are considered to be "on leave" from their home schools and are eligible to receive a diploma from the home school, participate in home school activities and take part in graduation and other senior activities.

To qualify for the Middle College program, students must, among other things, take a standardized test administered by Foothill College, submit an application to Middle College, and participate in an interview.

For more information, contact Michael Wilson at (650) 949-7168.

## **Freestyle Academy**

At Freestyle, the Academy of Communication Arts and Technology, students develop skills in effective written, oral, and visual communication, and work with the latest multimedia technology to find outlets for creative expression. Freestyle welcomes Juniors and Seniors who will be assigned to an AM or PM schedule at Freestyle. Students assigned in the afternoon take their classes on the home high school campus in the morning. Students assigned to the morning program at Freestyle return to their high school campus for classes in the afternoon. Rather than emphasizing lectures, quizzes, and tests, classes at Freestyle rely on project-based learning and real world experiences to engage students in learning.

Project-based learning allows the traditional English and Fine Arts curricula to be combined with 21st century skills, which include self direction, creativity, and teamwork. A typical project may ask students to write a research paper and then adapt it as a documentary, or write a short story

and perform it as a radio show, complete with sound effects and musical score. Students will use the latest technology to become producers, not just consumers, of media. All projects require students to use the latest multimedia software such as Photoshop, Illustrator, Dreamweaver, Flash, and Final Cut Pro.

Freestyle is positioned to take advantage of the opportunities available in Silicon Valley. Students learn from experienced teachers with strong backgrounds in the media arts. Guest speakers, field trips, and project work bridges the gap that often exists between school and “the real world.” Students have the opportunity to participate in internships or job shadowing. Freestyle receives support from many Silicon Valley Industry partners such as Google, Apple, Microsoft, and Adobe.

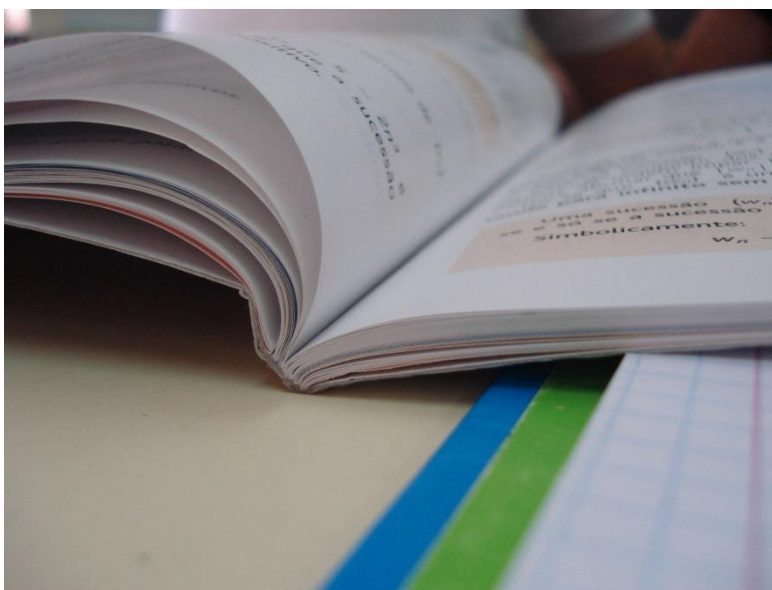
Classes at Freestyle meet UC/CSU requirements for English and Fine Arts. Upon successful completion of the program, students will receive 10 credits in each of the following areas: English, Fine Arts, and Electives. The Academy is designed as a two-year program, with possibilities for advanced work in the 2nd year.

### **Young Parents Program**

The Young Parents Program (YPP) attempts to meet the unique educational and personal needs of young parents (both female and male) who are either pregnant or have young children. The program incorporates academic learning, child care services, counseling and support groups led by CHAC, and health-related seminars taught by San Jose State University nursing students. Classes are offered in the afternoon at the Adult Education Center. Please call (650) 967-7919 for more information. Enrollment in this program is strictly voluntary and is available to students who are seeking an alternative to an educational program on a comprehensive high school campus.

### **Referral of 18-year-olds to Adult Education**

Students who are 18 years or older, and who are not able to graduate with their class during the year in which they turned 18, may be referred to Adult Education to complete their high school graduation requirements. Exceptions will be made for students who are on track to graduate in the traditional four-year high school sequence and who will not exceed 19 years of age by the time they reach senior standing.



# EMERGENCY INFORMATION

The District's Emergency Preparedness Handbook is available for you to read in the District Office. If you would like to read the handbook, please call Leyla Benson at (650) 940-4675 to make an appointment.

During an emergency, parents are expected to support the District by directing students to stay at school until they are released. School officials will determine when it is safe to release students to return home.

## Telephone Numbers and Names of Emergency Coordinators:

If the regular school number is not working, call the following number:

Los Altos High School  
Wynne Satterwhite (650) 941-2382

Mountain View High School  
Michael Jimenez (650) 940-4693

Alta Vista High School  
Bill Pierce (650) 965-8706

District Office  
Leyla Benson (650) 961-7008

## TV / Radio stations

Official stations for information regarding school closure or altered schedules

### Television

Channel 2	KTVU
Channel 4	KRON
Channel 5	KPIX
Channel 7	KGO-TV
Channel 9	KQED TV
Channel 11	KNTV
Channel 14	KDTV (Spanish)
Channel 26	KTSF (Chinese)
Channel 48	KSTS (Spanish)

### Radio

560 AM	KSFO
740 AM	KCBS
810 AM	KGO
1170 AM	KLOK (Spanish)
1500 AM	KSJX (Asian)
1590 AM	KLIV
88.5 FM	KQED
92.3 FM	KSJO (Spanish)

## Emergencia

El manual del Distrito Escolar sobre Instrucciones en caso de una Emergencia, está disponible en el distrito escolar. Si desea leer el manual, por favor llame Leyla Benson (650) 940-4675 para hacer una cita. En caso de una emergencia, los padres de familia deberán apoyar al Distrito Escolar, aconsejando a sus hijos que permanezcan en el colegio hasta que sean autorizados para ir a sus casas. Los oficiales encargados de autorizar a los alumnos, determinarán el momento adecuado y seguro para que a los alumnos se les permita regresar a sus casas.

## En Caso de Grandes Emergencias:

Los Alumnos se quedarán en la escuela bajo la supervisión del personal y podrán ir a su casa cuando el peligro haya pasado.

## Teléfonos y Coordinadores de Servicios de Emergencia:

Cuando por causas mayores el número de teléfono de la escuela no conteste, llame los siguientes números:

Los Altos High School  
Wynne Satterwhite (650) 941-2382

Mountain View High School  
Michael Jimenez (650) 940-4693

Alta Vista High School  
Bill Pierce (650) 965-8706

District Office  
Leyla Benson (650) 961-7008

## Estaciones de Radio y Televisión:

Las estaciones que informan acerca del cierre de la escuela o cambios de horario son:

### Television

Channel 2	KTVU
Channel 4	KRON
Channel 5	KPIX
Channel 7	KGO-TV
Channel 9	KQED TV
Channel 11	KNTV
Channel 14	KDTV (Espagnol)
Channel 26	KTSF (Chinese)
Channel 48	KSTS (Espagnol)

### Radio

560 AM	KSFO
740 AM	KCBS
810 AM	KGO
1170 AM	KLOK (Espagnol)
1500 AM	KSJX (Asian)
1590 AM	KLIV

88.5 FM  
92.3 FM

KQED  
KSJO (Espagnol)



# CRISIS HOTLINES/ SELF HELP and COMMUNITY AGENCIES

## HOTLINES

24 Hour Suicide Hotline	(800) 784-2433
Substance Abuse	(800) 662-HELP
CA Youth Crisis Line	(800) 843-5200
Aids National Hotline	(800) 367-AIDS
Child Abuse Hotline	(800) 422-4453
Runaway Hotline	(800) 786-2929
Homeless and Runaway Youth	(408) 243-0222
Rape Crisis Hotline	(650) 493-RAPE
Suicide and Crisis Service	(408) 279-3312
Mental Health	(800) 704-0900
STD National Hotline	(800) 227-8922

## Self-Help Agencies

These groups offer persons with similar concerns an opportunity to share experiences and problems with each other and to support each other. These groups are usually nonprofit, nonaffiliated, confidential, and charge no fees for their services.

### **NARCOTICS ANONYMOUS**      **650- 802-5950**

[www.ng.org](http://www.ng.org)

Narcotics Anonymous' 24-hour help line offers referral services for persons with any kind of drug problem.

### **ALCOHOLICS ANONYMOUS**      **408- 374-8511**

[www.aasanjose.org](http://www.aasanjose.org)

Alcoholics Anonymous offers peer discussion and support groups.

### **ALANON and ALATEEN**      **1-888-425-2666**

[www.al-anon-anon-alateen.org](http://www.al-anon-anon-alateen.org)

Alanon and Alateen offer discussion and support groups for family members of alcoholics. Alanon is for entire families and Alateen is specially designed for 13 to 19-year-olds.

## Community Health Awareness Council

[www.chacmv.org](http://www.chacmv.org)

### **(CHAC) 965-2020**

711 Church St. Mountain View 94041

The MVLA Union High School District contracts with CHAC for providing counseling and support services to our students. Services are provided both on-campus or at the CHAC facility. Students may avail themselves of services as needed. Students may also be referred to CHAC as part of a rehabilitation program resulting from a disciplinary action. **Parents must sign a Denial of Consent if they do not want their student to receive CHAC services.**

With some exceptions, parental permission is required for a student to receive services from CHAC.

### **Family & Children Services**      **650-326-6576**

[www.fcservices.org](http://www.fcservices.org)

### **Social Advocates for Youth**      **650-961-2622**

[www.socialadvocatesforyouth.org](http://www.socialadvocatesforyouth.org)      **800-544-3299**

### **KidsKab**      **408-342-0100**

[www.kidskab.com](http://www.kidskab.com)

### **MVLA Adult Education**      **650-940-1333**

[www.mvlaae.net](http://www.mvlaae.net)

333 Moffett Blvd, Mountain View, 94043

### **Quetzel House (Bill Wilson Cnt)**      **408-243-0222**

[www.billwilsoncenter.org](http://www.billwilsoncenter.org)

509 View St. Mountain View, 94041

# REQUIRED ANNUAL NOTIFICATION

Governing Boards of school districts are required by law to notify a parent or guardian of his/her rights under certain sections of the Education Code (EC). Each of these sections is summarized below.

**Please address questions and suggestions regarding Asbestos, Pesticides and AB 2260 to:**

**Mike Mathiesen, Associate Superintendent of Business Services**

**MVLA District Office**

**1299 Bryant Avenue**

**Mountain View, CA 94040**

**(650) 940-4667**

**For all other questions, please contact:**

**Teri Faught, Associate Superintendent of Educational Services**

**MVLA District Office**

**1299 Bryant Avenue**

**Mountain View, CA 94040**

**(650) 940-4654**

## **Asbestos**

As required by the U.S. Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), a comprehensive asbestos inspection of all of our school buildings was completed during our school construction and renovation project (1997-2003). This inspection was conducted by EPA-accredited inspectors in accordance with guidelines established by the EPA. Areas of friable Asbestos Containing Materials (ACM) were removed or repaired as required to maintain them in a non-hazardous condition.

A copy of the District's Asbestos Management Plan, including the inspection and assessment report, is available for review at the District Office. If you wish to review the plan, contact Mike Mathiesen, Associate Superintendent, Business Services, at (650) 940-4667, to arrange a time.

## **Pesticide Notification**

**Healthy Schools Act (AB 2260)**

It is the policy of the Mountain View-Los Altos Union High School District to implement the Healthy Schools Act (AB 2260) policies and procedures to control structural and landscape pests/weeds and minimize exposure of students, staff, and community members to pesticides/herbicides.

## **Pests**

It is the policy of this school district to control pests in the school environment. Pests may bite, sting, transmit diseases, or cause allergic responses.

## **Pesticides/Herbicides**

It is the policy of this school district to reduce exposure to pesticides and herbicides in the school environment. When pesticides or herbicides are used to control pests and weeds in schools, there is potential for human exposure. Excessive exposure may result in pesticide/herbicide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to

pesticides than adults due to their smaller size and rapid growth and development.

## **AB 2260, Healthy Schools Act of 2000**

☐ Non-chemical prevention of pest and weed populations using such methods as sanitation, exclusion and horticultural practices is always preferred.

☐ The selection and use of the least hazardous methods and materials effective for the control of targeted pests and weeds will be implemented.

☐ Application of pesticides/herbicides will only be used "as needed" to correct verified problems in clearly defined areas.

☐ All parents and staff will be notified annually in writing of the anticipated pesticide/herbicide products and applications to be regularly used throughout the school year. Parents may request in writing a separate written notice for each pesticide/herbicide application seventy-two hours prior to the anticipated application. (See list below)

☐ Warning signs will be posted at all entrances to the school district property twenty-four hours prior to regular pesticide/herbicide applications and will remain posted for seventy-two hours after the application.

☐ Active ingredients of all pesticides/herbicides used by the school district and/or copies of AB 2260 may be obtained by written request to Mike Mathiesen at the address listed above or by contacting the California Department of Pesticide Regulation website, [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

☐ In the event of an "emergency" application of a pesticide to control a specific and documented problem, signs will be posted immediately and remain posted for seventy-two hours following the application procedure.



The following is a list of the anticipated or expected pesticides and herbicides to be used at Mountain View High School during the school year.

Product Name: Raid® Wasp & Hornet Killer  
Primary Active Ingredient: Tetramethrin, Permethrin  
Purpose/Amount: to control wasps/hornets, 2 cans per year

Product Name: Ball Jitterbug Insecticide®  
Primary Active Ingredient: Isobutane, propane, isoparaffin  
Purpose/Amount: to control crawling insects, 2 cans per year

Product Name: Roundup PRO Concentrate®  
Primary Active Ingredient: Glyphosate, N-(phosphonomethyl) glycine, in the form of its isopropylamine salt  
Purpose/Amount: To control weeds

Product Name: Turflon Ester®  
Primary Active Ingredient: Triclopyr: 3, 5, 6, trichloro-2-pyridinyloxyacetic acid, butoxyethyl ester  
Purpose/Amount: To control broadleaf weeds, one-half gallon per year

Product Name: Target® 6.6  
Primary Active Ingredient: Monosodium acid methanearsonate (MSMA)  
Purpose/Amount: To control selected postemergent weeds, one-quarter gallon per year

Product Name: No Foam B1  
Primary Active Ingredient: octyl phynoxy polyethoxy ethanol, isopropanol linear alkyl sulfonate, buffering acids, coconut amine condensate, silicone defoamer  
Purpose/Amount: Bio-degradable spreader, activator, buffer, defoamer, one-eighth gallon per year

#### **Absence for justifiable personal reasons (BP5113)**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board Policy and Administrative Regulations. (EC 46010)

#### **Absence for confidential medical services. (BP5113(a))**

Students should not be absent from school without their parents'/guardians' knowledge or consent except in cases of medical emergencies or confidential medical appointments. School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (EC 46010.1)

#### **Attendance options (AR5116.1)**

In accordance with district policy, residents of the Mountain View-Los Altos Union High School District may

enroll their children in any school operated by the district if space is available. Transfer requests are granted subject to limitations established by the Board of Trustees. Existing entrance criteria for specialized programs remain in effect.

#### **Community Health Awareness Council (CHAC)**

Parents have the right to deny consent to have their student see a CHAC counselor for reasons other than: (1) the minor would present a danger of serious physical or mental harm to himself/herself or to others without treatment; (2) the minor has been the alleged victim of incest or child abuse (including rape); (3) the minor seeks therapy for prevention or treatment of pregnancy; (4) the minor seeks therapy or treatment of drug or alcohol related problems.

#### **Co-curricular drug and alcohol policy (BP5131.10)**

Students participating in co-curricular activities shall not use, possess, or be under the influence of drugs and alcohol. In the event a participant becomes involved with use of these substances, the student and his/her parents are encouraged to seek appropriate medical, counseling, and/or educational help. Participants in co-curricular activities who violate the drug and/or alcohol policy are subject to co-curricular disciplinary action in addition to suffering the consequences of violation of district policies and procedures.

#### **Complaint procedure (BP/AR1312.3)**

a) Complaints regarding school procedures, practices and personnel. Complainants are encouraged to resolve complaints against school personnel through informal means by talking directly with the school person involved. If this is not successful, a written complaint may be directed to the employee's administrative supervisor or principal. Appeals of administrative determinations or decisions may be taken up with the Associate Superintendent of Personnel, Eric Goddard, who will make decisions on these matters. After consultation with the Superintendent, any patron may address the Board of Trustees at a regular meeting.

b) Title IX Violations, Discrimination and Harassment. District programs and activities are free from discrimination and harassment, with respect to ethnic group, religion, gender, age, color, race, ancestry, national origin, sexual orientation, marital or parental status and physical or mental disability. The board desires to maintain an environment in which all students and adults are treated with dignity and respect. No student shall be subjected to sexual overtures or conduct either verbal, visual, or physical, which are intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable and will not be tolerated by the school district. (EC 48980)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the

district. Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. (BP 5145.3)

The Board ensures equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. Eligibility for choral and cheerleading groups is determined solely on the basis of objective competencies. School staff and volunteers carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. However, separate provisions may be made for students according to sex with respect to such matters as protection of modesty, family life and sex education, grading standards in physical education, and choral groups.

The district follows uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability. Copies of the uniform complaint procedures will be provided free of charge. All complaints will be handled in a professional manner, and complainants are assured of non-retaliation and non-retribution.

Any person who wishes to discuss or file a complaint based on discrimination or harassment should first seek remedy through the office of the school's principal. If the issue cannot be resolved at the level of the principal, a formal complaint should be filed with the District's Title IX compliance officer, the Associate Superintendent for Educational Services, Margarita Navarro. After a complaint has been duly investigated and if the complainant is dissatisfied with the District's decision, the complainant may file a written appeal with the Board of Trustees or the California Department of Education within 15 days of receiving the District's decision.

If the complainant is unable to put a complaint in writing due to conditions such as illiteracy, language barriers, or other handicap, district staff shall help him/her to file the complaint.

Complainants may pursue other remedies, including actions before civil courts or other public agencies. Complainants may seek assistance from agencies such as legal assistance, local mediation centers or from private attorneys.

Any individual, public agency or organization may file a written complaint of alleged noncompliance with state and federal law. The complaint must be initiated no later than six months from the date when the discrimination is alleged to have occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

## **English Language Education**

State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information. (EC 310)

### **Excuse from health/sex education due to religious beliefs (BP/AR6141.2)**

Upon written request of the parent/guardian, a student may be excused from any part of health, family life or sex education which conflicts with the religious training, beliefs, or personal moral convictions of the parent/guardian or student. (EC 51240)

### **Harmful or destructive use of animals (BP5145.8)**

Students have the right to refuse or refrain from participation in activities they feel would constitute "harmful and destructive use of animals." Students' rights extend to subject areas including, but not limited to, biology, physiology, home economics, and outdoor biology programs. If the student chooses to refrain from participation, and if the teacher believes an adequate alternative education project is possible, then the teacher may work to develop and agree upon an alternate avenue for helping the student obtain the knowledge, information, or experience.

### **Health Education**

Health education is a 5-unit semester course required for graduation. Parents and students who object to the content of the class should contact the principal to discuss alternatives to enrolling in the District's health education course. Available alternatives include: (a) Summer School; (b) Moffett High School Independent Study; (c) Foothill College or any other college or university, including college-level correspondence courses or online learning programs; (d) modified curriculum as part of an independent study project under the direction of the high school's health education teacher; or (e) where appropriate and approved by the high school principal, a student may challenge the course by examination. (Course credit is not given when a course is challenged by examination.)

### **HIV/AIDS prevention instruction (BP/AR6142.2)**

At least once in high school, students will receive AIDS prevention instruction. Students may be exempted from receiving such instruction upon written request from the student's parent/guardian. Parents/guardians have the right to examine all instructional materials related to HIV/AIDS instruction. To do so you must contact the principal or your child's health education teacher. (EC 51201.5)

### **Home and Hospital instruction (BP6183)**

Students temporarily disabled by accident or by physical, mental or emotional illness may receive individual

instruction at home or in a hospital or residential health facility within the district provided by Moffett Independent Study Program. Home and hospital instruction shall be provided only when a student is expected to be out of school for two weeks or longer and begins on the 11th day of a period of consecutive absences. When seeking instruction for a student at home or in a hospital located within the district, the parent/guardian shall present the request at the home school, together with a physician's written description of the disabling condition. (EC 48206.3, 48207, 48208)

#### **Immunization for communicable disease (BP/AR 5141.31)**

Immunization for communicable disease must be consented to in writing by a parent for a licensed physician (or a registered nurse acting under the supervising physician) to administer an immunizing agent. (EC 49403)

#### **Insurance (BP5143)**

A group student accident insurance plan is available for purchase on a voluntary basis to every student registered in the district. Emergency medical and hospital services for pupils injured at school or school-sponsored events or while being transported are provided at parent's expense. (EC 32221, 49470, 49472)

#### **Medication (AR5141.21)**

Medication prescribed by a physician for a child during the school day may be administered by a teacher only upon written parental request and with detailed instructions, provided by the attending physician. (EC 49423)

Parents of a student on a continuing medication regimen for a non-episodic condition shall inform a designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. (EC 49480)

**Megan's Law Notification.** Parents and members of the public have the ability to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district. (Penal Code 290.4)

**No Child Left Behind Act of 2001 (20 USC 6301 and following):** Under the NCLB, parents have the following rights:

*Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:* Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or

paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

*Limited English Proficient Students:* The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.

*Program Improvement Schools:* Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required in the No Child Left Behind Act shall be sent separately.

#### **Nondiscrimination**

In accordance with Federal law and U.S. Department of Agriculture policy, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write:

USDA

Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
or call (202)720-5964 (voice and TDD).

USDA is an equal opportunity provider and employer.

#### **Notice of Compliance**

The District is required to notify the State Department of Education by October 15th of schools that are not in compliance with school safety plan laws. (EC 35294.95)

#### **Notification to teacher of disruptive pupil**

Consistent with State law, the district shall inform the teacher(s) of any pupil who has engaged in an act which is subject to suspension or expulsion. The information shall be based upon any records that the district maintains in the ordinary course of business or receives from a law

enforcement agency. The information provided shall cover the previous three school years. (EC 49079)

#### **Open campus (BP5112.5)**

Authorized by EC 44808.5, the Board of Trustees established an "Open Campus" at both district comprehensive high schools. Students are allowed to leave campus during the lunch period or during any other period the student is not assigned to class. The district, Board members, and district employees are not responsible for the conduct and safety of students who leave school grounds during periods.

#### **Prospectus of School Curriculum**

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (EC 49091.14)

#### **Questionnaires and surveys**

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality and religion shall be administered to any pupil in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey, or examination. (EC 60650)

#### **Refusal to consent to physical examination (BP5141.3)**

A parent/guardian may annually file a statement with the principal withholding consent to any examination of his/her child. The child shall be exempt, but shall be subject to exclusion due to a suspected contagious or infectious disease. (EC 49451)

#### **Religious observance (BP5113)**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction. Certain conditions apply. (EC 46014)

#### **Required parental attendance (BP5144.1(b))**

When-ever a student is suspended from class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion or a school day in that class. (EC 48900.1)

#### **Rights related to Special Education (BP6164)**

Students may be referred for assessment for Special Education by a parent/guardian or staff members. Within 15 days of a referral for assessment, the student's parent/guardian shall receive a notice of parental rights and a written proposed assessment plan explaining the types of assessments to be conducted and stating that no individualized education program will result from the assessment without parental consent. (EC 56321)

Physically or mentally handicapped minors for whom an appropriate educational program is not available in this district or neighboring districts or special schools of the county may be placed in non-public schools at district expense. (EC 56031)

*Special Education (IDEA).* State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental right and procedural safeguards are available upon request.

*Special Education; Child Find System.* Any parent suspecting that a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC 56300. (EC 56301)

*Special Education Complaints.* State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal. (5 CCR 3080)

#### **School Accountability Report Card (AR0510)**

The School Accountability Report Card is prepared each year assessing such matters as student achievement, estimated per student expenditures, class size, and availability of qualified instructional personnel. A copy of the School Accountability Report Card is available on the school and district web site at: [www.mvla.net](http://www.mvla.net) under District Information, Educational Services. (EC 35256)

**School Buses/Passenger Safety.** Districts are required to provide safety regulations to all new students. (EC 39831.5)

#### **Section 504**

The MVLA Union High School District is committed to full compliance with Section 504 of the Rehabilitation Act of 1973. As part of its implementation of this law, the district will provide reasonable accommodations for students with disabilities who have been assessed and found eligible

for services so they can participate fully in educational programs. A student with a disability includes anyone who has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities. A list of parent and student rights under Section 504 may be requested by contacting the Office of Educational Services at (650) 940-4655. For additional information and assessment to determine eligibility under this program, please contact the Counseling Department or an Assistant Principal at your high school.

### **Sex Education (AR6142.1)**

The district's sex education program encourages students to be abstinent and to understand sexual behavior in the ethical and moral context of marriage. As part of the instruction received in Health Education, students learn about human reproductive organs and their functions. Parents/guardians have the right to request in writing that their child not attend such a class or to be excused from any part of family life/sex education instruction. (EC 51240)

### **State Funded Advanced Placement Examinations.**

State funds may be available to cover the costs of advanced placement examination fees pursuant to EC 52244. (EC 48980(l)) See your school counselor for further information.

### **Student photos**

The district routinely uses photos of students participating in athletic events, academic programs and other school activities, for newspaper articles, brochures and other school publications. If a parent does not wish to have his or her student's photo used for any such purposes, the parent must submit the Denial of Consent to Release Pupil Information form which was online as part of the re-registration process.

### **Student records (BP/AR5125)**

The "Family Educational and Privacy Act of 1974" (PL93-380) requires that parents, legal guardians, and eligible 18-year-old students have the right to inspect and review any and all official records, files, and data directly related to the student. These include all material that is incorporated into each student's cumulative record folder—specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement, attendance data, scores on standardized and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

*Inspection of records.* Pupil records are available for review during regular school hours. Requests for access should be directed to the school principal and must be granted within five days following the date of the request. (EC 49069)

*Maintenance of records.* A log shall be maintained for each pupil's record that lists all persons or organizations requesting or receiving information from said record. (EC 49065)

*Written request for removal of records.* (AR512-5.3) Following inspection and review of a pupil's record, the parent may file a written request with the superintendent of the district to remove any information which the parent alleges to be inaccurate, misleading, or inappropriate. The superintendent or governing board may convene a hearing panel to analyze the parental request for the removal of pupil-related information provided. (EC 49070)

*Release of records.* A school district may permit access to pupil records to any person for whom the parent of the pupil has executed written consent specifying the records to be released and identifying the party to whom the records may be released.

The recipient must be notified that transmission of the information to others is prohibited. The consent notice shall be permanently kept with the pupil's file. (EC 49075)

*Access without written consent.* School personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, and those who provide financial aid are entitled to access pupil records without parental consent. Access may also be obtained without parental consent pursuant to court order. (EC 49076-8)

*Parent's statement regarding disciplinary action.* Whenever information concerning any disciplinary action is included in a pupil's record, the school district shall allow the pupil's parent to include a written statement or response concerning the disciplinary action. (EC 49072)

*Charge for records.* The school district may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any pupil record. (EC 49065)

*Pupil's progress.* Each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period. (EC 49067)

*Grades.* The grade given to each pupil shall be the grade determined by the teacher and, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. (EC 49066)

*Release of statistical data.* A school district may release statistical data when such action would be in the best

educational interests of pupils and provided that no pupil may be identified. (EC 49074)

*Directory information.* (BP/AR5125.1) Directory information includes one or more of the following items: student's name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. This information may be released according to local policy for any pupil or former pupil, provided that notice is given annually of the categories of information to be released and of the recipients. Directory information shall not be released regarding any student when a parent has notified the school district in writing that such information shall not be released. (EC 49073)

### **Sun Protective Clothing/Use of Sunscreen**

School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy. (EC 35183.5)



# FINANCIAL ASSISTANCE

## Insurance

The Mountain View-Los Altos Union High School District does not carry medical or dental insurance for your child should he/she suffer a school-related injury. This means that you must pay your child's medical bills if he or she is hurt during school activities. **Any student participating in inter-scholastic sports is required by state law to have adequate medical insurance. A brochure and application is sent to each student's home in August. The school Finance Office has extra applications.** If you have any questions, please call the program administrator, Myers-Stevens & Co., Inc., at 800-827-4695.

## Bus Passes

Free bus passes are only available to students who live within our district boundaries, who qualify based on income (verified by application) and who live 2 or more miles from their school. Applications are available from the school's Finance Office.

## Social Security Number

List the social security number of either the primary wage earner or the household member who signs the application. If there is no social security number, indicate that there is none.

## Food Service Meals

Mountain View-Los Altos Union High School District's food service program serves breakfast and lunch every school day: breakfast and lunch meals are available to all students. Each breakfast meal includes juice, fruit, and milk. Each lunch meal includes choices of entree, vegetable, fruit, bread, and milk. Ala carte selections are also available on a cash basis during brunch or lunch.

## Free and Reduced-Price Meals

Students whose families meet eligibility requirements can receive these meals either free or at a reduced price. Students with family income in excess of the eligibility requirements can purchase breakfast and lunch; prepayment can be made for any number of days by check or cash at the Finance Office.

### Applications

Students from families whose incomes are at or below the levels in the Income Eligibility Guide-lines are eligible for meals free or at a reduced price of 30 cents for breakfast and 40 cents for lunch. **Applications for free and reduced-price meals are available through the financial office or online at on our website at <http://www.schoolnutritionandfitness.com/index.php?sid=1908131605284815>.**

*Las aplicaciones están disponibles en español.*

Completed and signed applications should be returned to the Finance Office as soon as possible.

Please answer all questions on the form. An application that does not contain complete information on household members and income cannot be processed. Call the Business Office at (650) 940-4663 if you need help in completing the form.

### Verification

The school district may verify the information on the application during the school year. You may be asked to send information to prove your income or current eligibility for Food Stamps or AFDC. Refer to Section C on the application for a detailed explanation.

### Reporting Changes

Families approved for meal benefits must report any decrease in household size or increase in income of more than \$50 a month (\$600 per year) that occurs during the school year. If you are not now eligible, you may apply for benefits at any time during the school year if your circumstances change. Please contact the School Finance Office for an application. Las aplicaciones están disponibles en español.

### Notification

You will be notified by letter when your application for free or reduced-price meals is approved or denied. If you have any questions, you may call Tonia White at (650) 940-4663. If you do not agree with the school's decision, you have the right to a fair hearing which can be arranged by calling Mike Mathiesen, Associate Superintendent of Business Services, at (650) 940-4667, or by writing him at 1299 Bryant Ave., Mountain View, CA, 94040.

## Nondiscrimination

In accordance with Federal law and U.S. Department of Agriculture policy, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write:

USDA  
Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
or call (202)720-5964 (voice and TDD).  
USDA is an equal opportunity provider and employer.

*De acuerdo a lo establecido por las leyes Federales y el departamento de Agricultura de los EE.UU. (USDA-siglas en inglés), prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. Para presentar una queja sobre discriminación, escriba a:*

USDA  
Director, Office of Civil Rights  
Room 326-W, Whitten Building,

1400 Independence Avenue, SW,  
Washington, DC 20250-9410,  
o llame al (202)720-5964 (voz y TDD).  
USDA es un proveedor y empleador que ofrece oportunidad igual a  
todo



# IMMUNIZATION CLINIC SCHEDULE

## Santa Clara County Health Department

All students transferring into the Mountain View-Los Altos Union High School District from outside Santa Clara County must present evidence of a tuberculin Mantoux skin test completed within six months prior to entry into grades nine through twelve. Students testing positive with a reaction of 10 millimeters or who have a history of a positive reaction, must present to the school a statement signed by a physician indicating that the student has had a negative chest x-ray and/or is free of communicable tuberculosis or has completed a course of at least six months of preventive therapy.

### Mayview Community Health Centers

- **Mayview Community Health Center at Mountain View**

**TB testing done every other Wednesday from 1p.m. to 3 p.m. – call for schedule**

100 Moffett Blvd., Suite 101, Mtn. View, CA 94043

650.965.3323

- **Mayview Community Health Center at Palo Alto**

**TB testing done every other Wednesday from 1p.m. to 3 p.m. – call for schedule**

270 Grant Ave., Palo Alto, CA 94306

650.327.8717

## Departamento de Salud del Condado de Santa Clara

### Horario de las Clínicas de Inmunización

Todos los estudiantes que se trasladan dentro de El Distrito Escolar Mountain View-Los Altos High School y que vienen de fuera del Condado de Santa Clara, deben presentar una prueba válida de que la vacuna de la piel examen Mantoux ha sido completado seis meses antes de ingresar a los grados del noveno al doceavo grado. Estudiantes que tienen una reacción positiva de 10 milímetros o que han tenido reacción positiva anteriormente, debe presentar a la escuela una carta firmada por un doctor indicando que el estudiante tuvo radiografía de los pulmones (rayos X). Y que no tiene tuberculosis activa o haber completado por lo menos 6 meses de terapia preventiva.

### Mayview Community Health Centers

- **Mayview Community Health Center at Mountain View**

**TB testing done every other Wednesday from 1p.m. to 3 p.m. – call for schedule**

100 Moffett Blvd., Suite 101, Mtn. View, CA 94043

650.965.3323

- **Mayview Community Health Center at Palo Alto**

**TB testing done every other Wednesday from 1p.m. to 3 p.m. – call for schedule**

270 Grant Ave., Palo Alto, CA 94306

650.327.8717