

MVHS MISSION STATEMENT

The Mission of Murrieta Valley High School is to inspire and empower all students to grow academically, emotionally, and socially, in order to become productive citizens who serve others and meet the challenges of the 21st Century.

GENERAL SCHOOL INFORMATION

CLOSED CAMPUS

MVHS is a closed campus. In order to maintain safety for our students during school hours, all gates leading in and out of campus will be closed. All visitors must check in with a valid ID at the security station located on Nighthawk Way to obtain a temporary parking pass and sign in.

DELIVERIES

We do not deliver items to students.

PARENT/VISITOR/EVENT PARKING

Parent/Event parking is located on the North side of campus off Nighthawk Way in front of the Performing Arts Center (additional parking is available in the lower lots). During school hours, parents and visitors must check in at the campus security station to obtain a visitor parking permit.

SCHOOL VISITATIONS

Parents, guardians, and community members are welcome to visit the school. Please make an appointment 24 hours in advance to verify that someone will be able to meet with you. Please check in at the reception desk. All visitors will be given a visitor's pass. We guard our learning time intensely; therefore, please do not disturb a teacher during class. In order to maintain a safe and orderly learning environment, **non-MVHS students are not allowed on campus at any time during school hours. MVHS has a closed campus policy.**

SCHOOL-WIDE RULES:

The goal of MVHS is to provide a safe and comfortable learning environment. MVHS rules are based on a few simple considerations: good taste, courtesy and safety. Students are held responsible for knowing the rules. Students who repeatedly defy the rules may be suspended from school. Students are to exhibit acceptable standards of behavior at all times on campus and at school activities.

1. CELL PHONES / ELECTRONIC DEVICES

The electronic device policy, based on recent legislation (listed below), allows students to have cell phones on campus for emergency situations. For this purpose, cell phones are allowed on campus and may be used during lunch or break **ONLY**. While in class, cell phones must remain turned off and put away. Students will not be given permission to leave class to return or answer a phone call. Students may not have cell phones out during class for checking time, calculating, picture taking, text messaging, incoming/outgoing calls, or for any other reason. Absolutely no cell phones, cameras or recording devices are allowed in locker rooms. "Sexting" (indecent pictures or language sent via cell phone), or electronic bullying or threats will not be tolerated.

The school asks students not to bring electronic devices to school that have no educational purpose. This includes any audio or video devices such as iPods, MP3/MP4, CD players, games, etc. They may not be used in school without specific permission from staff. **Students who bring any electronic devices to school do so at their own risk. The school is not responsible for lost, stolen or damaged cell phones or other electronic devices and does not have the staffing to investigate or be responsible for loss or theft of any electronic devices.** Loss or theft of any item should be reported to the Murrieta Police Department.

The use of electronic devices is considered a disturbance in the classroom and defiance of school rules. Students who use an electronic device or have a device visible during instructional time will be sent with a referral to the grade level administrator (see discipline matrix). If a student must make a phone call, office phones are available.

California Education Code Section 51512 provides for disciplinary action to be taken if a student uses, without express permission from a teacher, any electronic recording or listening device. "The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

2. CLOSED CAMPUS

MVHS is a closed campus. During break/lunch, students are to remain in the quad area. All other areas are considered out of bounds and any student found in those areas will be assigned Saturday School. Students are not permitted off campus at any time unless a parent/guardian provides a written request. Attendance office personnel will verify all requests. Parent/guardian must sign out any student(s) leaving campus at the attendance office..

Students are considered truant if they leave campus without signing out at the attendance office.

3. EARLY RELEASE/LATE START

Early Release, Late Start and CTE students must have their release/start time printed on their I.D. card or they will not be allowed to leave campus. Early release students must leave campus after their last class.

4. FOOD/DRINK

Food and drinks are not permitted in the classroom, offices or hallways at any time, except on designated "rain days".

5. GAMBLING

Gambling is not permitted on campus and may result in suspension.

6. HALL PASSES

Students must have a hall pass while out of their assigned room during class time. Passes are issued for emergency purposes only. T.A.'s must wear their T.A. lanyard.

7. I.D. CARDS

Students must carry their current student I.D. card at all times during the school day and while attending school activities. School personnel will not print copies of schedules for forgotten I.D. cards. Lost I.D. cards must be replaced at student expense (\$10).

8. PERMANENT MARKERS

No sharpies or any other type of permanent markers may be carried by students at any time on campus.

9. PRIVATE PROPERTY

Murrieta Valley High School is private property owned by the Murrieta Valley Unified School District. All vehicles on the premises are subject to inspection in accordance with district policy.

10. PUBLICATIONS/POSTERS

Publications, posters, and announcements may only be distributed with prior ASB and administrative approval and displayed only in designated ASB posting areas.

11. SKATEBOARDS

Skateboards, roller blades, scooters and bicycles are not to be ridden on campus at any time (day or night) or they will be confiscated. These items must be stored/locked up in designated areas.

12. SMOKING/TOBACCO

Smoking is not permitted on campus and may result in suspension. State law prohibits students from possessing tobacco and tobacco paraphernalia (i.e. cigarette lighters) on campus at any time.

13. STUDENT PARKING/DISMISSAL RULES

Student parking is permitted only in the lower student parking lot with a current parking permit visibly displayed in the front window hanging from the rear view mirror unless instructed otherwise. Students must adhere to all parking regulations or may be ticketed or denied parking privileges. Reckless driving is not permitted. Any student driving recklessly on campus will have his/her parking privileges revoked and no parking permit refund will be given. All parking lots are off-limits during the school day and any student found loitering during the school day will be assigned Saturday school. MVUSD is not liable for any loss, damage or theft. Driving is a privilege, not a right.

City of Murrieta does not allow parking on Nighthawk Way or Fullerton during school hours.

0100 - PARKING PERMIT NOT VISIBLE:

Every vehicle parked in any MVHS parking lot will be required to have a valid MVHS parking permit which is purchased through the Bookkeepers office. Parking without a permit is in accordance with violation 0100 and could result in receiving a ticket with a \$25.00 fine.

PAYMENT OF CITATIONS:

The appropriate information is provided at the bottom of the citation with an 800 number and instructions.

NOTE: Failure to pay the citation in a timely manner may result in additional fees and may affect your registration.

Payments for citations are mailed to:

Parking Citation Service Center

C/O Murrieta Valley High School P.O. Box 2730

Huntington Beach, CA 92647- 2730 1-800-989-2058

14. TARDY POLICY

Periods 1 and 2:

7:23 First bell.

7:30 Bell – students are in class; warm-up activities begin.

Tardy students line up at the attendance window and receive a tardy slip.

Students are released to class at 7:45 am

5th tardy: Student meets with their counselor/administrator for intervention.

6+ tardies: Students are assigned to OCD.

Periods 3-7:

Students need a pass from attendance if they are going to be late to class.

We conduct tardy sweeps; late students are escorted to OCD.

15. HARASSMENT

Harassment of a student by another student is prohibited and subject to disciplinary action. Harassment includes sexual and/or unwelcome advances, including cell phone “sexting”, verbal, visual or physical conduct of a sexual nature, intimidation by another student or threatening to cause bodily injury.

WHAT IS SEXUAL HARASSMENT?

Any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

“Sexting” or other electronic harassment.

Uninvited behavior that makes you uncomfortable or is offensive, negative, unfriendly and/or intimidating and leads to a hostile environment that makes learning difficult.

“This for That/Something for Something Else” is another form of harassment. Examples: The Manager at the place in which you work says that you will be fired if you do not have sex with him/her; someone blocking the door and refusing to let you through unless you agree to certain behaviors.

FLIRTING VS. SEXUAL HARASSMENT

| | | |
|---|--|--|
| SEXUAL HARASSMENT OFTEN GOES UNREPORTED. REPORTING IS THE ONLY WAY TO GET HELP. | <u>Flirting</u> | <u>Sexual Harassment</u> |
| | Welcomed behavior Leaves you feeling positive Respectful Fun Wanted Flattering Enjoyable | Unwelcomed behavior Leaves you feeling negative Disrespectful No fun Unwanted Unpleasant Illegal |

WHAT CAN BE DONE? TAKE ACTION!

ASSERT YOURSELF: Tell the harasser to stop the behavior. Tell him or her aloud or in writing what behaviors you find offensive.

CALL FOR HELP: Ask for the help of someone you trust — your friends, parents or a person in authority. Tell them of your problem. Enlist friends as witnesses.

TAKE NOTES: Keep a detailed, written record of what was said and done to share with the person who investigates your complaint.

INFORM AUTHORITIES: Report the offensive behaviors to a teacher, counselor or principal. Give details and provide witnesses. This action may stop the behavior. **OPEN A CASE:** File a complaint against the person who is harassing you.

NEVER GIVE IN: If you are not satisfied with the results of your complaint, continue to take action and get help.

Sexual Harassment is based upon the impact on the victim, not the intentions of the perpetrator. If a student has been proven to have caused sexual harassment, the student will be suspended from school and possibly recommended for expulsion.

16. DRESS CODE

All students are expected to know MVHS dress code expectations. Parents, we need your support and ask that you please review the MVHS dress code with your student prior to

shopping for school attire so that school-appropriate clothing is chosen. School clothing should be safe and should not cause undue attention or be offensive to others. Students who do not adhere to the dress code will meet with a school administrator (see consequences for dress code violations).

INAPPROPRIATE CLOTHING:

- Clothing that exposes undergarments (sagging or low cut pants, low cut tops that show bra straps).
- Garments that, when standing, sitting or walking, show stomach or back (whole or partially).
- Any sports jersey (except MVHS teams).
- See-through or garments with netting.
- Pajamas or slippers.
- Hair nets, do-rags or bandanas.
- Hanging belts.
- Belt buckles with inappropriate symbols or initials.
- Chains or spiked apparel or accessories.
- Safety pins as jewelry or accessories.
- Any hat other than official MVHS apparel.
Beanies must be solid MV colors (Red, black or white).
Hats must be removed when entering a classroom or office.
- Garments with pictures, hate wording and/or symbols depicting the following:
 - Tobacco, Alcohol, Drugs or associated paraphernalia.
 - Sexually Explicit Content or Numbers.
 - Lewdness or Obscenity (including nudity or nude silhouettes).
 - Offensive Content (including foul language).
 - Hate or Defiance.
 - Violence or Weapons.
 - Garments that some students may find intimidating or offensive.
 - Gang affiliation (including identification of a particular town, part of a town or area code).
 - Any garments that may endanger a student.

FEMALE SPECIFIC ITEMS NOT ALLOWED

- Tube tops, spaghetti straps, straps less than one inch wide.
- Low cut tops that expose cleavage.
- Leggings and tights cannot be worn as a substitute for pants or in place of a skirt or dress.
- **Skirts/shorts/dresses cannot be shorter than four inches above the knee**

MALE SPECIFIC ITEMS NOT ALLOWED:

- Sagging pants (Pants must be worn above the hips)
- T-shirts designed as an undergarment. (Sleeveless shirts and tank tops are permissible for boys)

See Discipline Matrix for consequences of dress code violations on pages 7.

MVHS Discipline Matrix

CODE OF RESPONSIBILITY

It is the responsibility of every MVHS student to know and follow school rules. By doing so, you will be a productive and successful member of the MVHS learning community. Student behavior is expected to reflect the MVHS mission of educating students by creating and promoting an environment of academic excellence. We expect for our students to be self directed learners who demonstrate concern and respect for others. Students who make poor decisions will be held accountable for their actions.

This matrix lists the most common violations, but other forms of behavior may also result in discipline. California State law says that a student may be disciplined, suspended or recommended for expulsion based on "reasonable cause". Please note that the discipline matrix also applies before and after school (on the way to school, on the way home from school) and at school sponsored activities. Students with disciplinary issues or uncleared attendance will be placed on a "NO GO LIST" for student activities, including athletics. Administrative team monitors student activity privileges.

| Behavior Expectation: | School Rule Based Upon CALIF. EDUCATION CODE | 1st Consequence | 2nd Consequence | Severe or Repeated Violations |
|--|---|--|---|---|
| DRUGS/ALCOHOL | | | | |
| <i>MVUSD utilizes InterQuest Canines for random school facility searches. The primary goal of this program is to discourage students from bringing anything illegal to campus.</i> | | | | |
| <i>Students confronted with any situation regarding drugs/alcohol are expected to: 1) Walk away; 2) Report the incident to an administrator; 3) Not accept any drugs, alcohol or dangerous objects; 4) Immediately report to an administrator if something has been placed on your person or in personal belongings (backpack, PE locker, car, purse or wallet).</i> | | | | |
| Model positive behavior and contribute to the well-being of the school community. | Alcohol or illegal drugs are not allowed on any part of campus including parking lots or at any school related activity. You may not unlawfully possess, use, sell or otherwise furnish or be under the influence of, or unlawfully offer, arrange or negotiate to sell, any controlled substance, alcoholic beverage or intoxicant of any kind. Nor can you sell, deliver or otherwise furnish to any person another liquid substance or material and represent the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant. | Five day suspension. Behavior contract. For sales, mandated referral for expulsion, M.P.D. involvement. | Five day suspension. Recommendation for expulsion. For sales, mandated referral for expulsion. M.P.D. involvement. | Five day suspension. Recommendation for expulsion. For sales, mandated referral for expulsion. M.P.D. involvement. |
| SMOKING, POSSESSION OF TOBACCO OR SMOKING PARAPHERNALIA | | | | |
| Engage in higher-level thinking and contribute to a clean school environment. | You may not possess or use tobacco or any product containing tobacco or nicotine. Nor may you possess or unlawfully offer, arrange or negotiate to sell any drug paraphernalia. | Referral to M.P.D. with citation and referral to Smoke-Free program. | Second offense and thereafter - two day Suspension, referral to M.P.D., citation. | Three to Five Day Suspension, referral to M.P.D., citation. |
| ROBBERY, THEFT AND EXTORTION | | | | |
| Act with personal integrity and follow school behavioral expectations. | You may not commit or attempt to commit robbery, theft or extortion nor may you steal or attempt to steal school or private property. | Three to Five day suspension and referral for possible expulsion. Behavior contract. Police involvement. | Three to five day suspension and referral for possible expulsion. Police involvement. | Five day suspension and referral for possible expulsion. Police involvement. |
| THROWING FOOD/OBJECTS | | | | |
| Contribute to a clean and orderly school environment and treat others with respect. | You may not cause or attempt to cause damage to school or private property. | Two to five day suspension. | Three to five day suspension. | Three to five day suspension. |
| WEAPONS | | | | |
| Uphold a culture of safety and respect for others and contribute to a positive school culture. | Use or possession of any dangerous object is prohibited. You may not possess, sell or otherwise furnish any firearm or knife, or any explosive or other dangerous object. Nor may you possess an imitation firearm, meaning a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. | Five day suspension. Behavior contract. Possible recommendation for expulsion. Referred to M.P.D. | Five day suspension. Referred for expulsion. Referred to M.P.D. | Five day suspension. Referral to MPD. Referred for expulsion. |
| DEFIANCE/DISRUPTION | | | | |
| Think about character before acting out and make the right choices for your future. | You may not use disrespectful language, disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties. | OCD class suspension or suspended one to five days, parent conference. | Three to five day suspension. Behavior contract. | Suspended five days. Recommended for alternative placement and/or for expulsion. |
| GAMBLING | | | | |
| Use every opportunity to make the right choices and positively influence others. | Gambling in any form is not permitted on campus and may result in suspension. | Saturday School. | Two day suspension. | Three day suspension. |
| DEFINITIONS: OCD - On Campus Detention M.P.D. - Murrieta Police Department SARB - Student Attendance Review Board S.R.O. School Resource Officer | | | | |

MVHS Discipline Matrix – continued

CODE OF RESPONSIBILITY

| Behavior Expectation: Respect, Integrity, Teamwork, Excellence | School Rule Based Upon CALIF. EDUCATION CODE | 1st Consequence | 2nd Consequence | Severe or Repeated Violations |
|---|--|--|---|---|
| LEWD CONDUCT/PORNOGRAPHY | | | | |
| Model positive behavior and act with personal integrity. | Public display of affection beyond holding hands is not appropriate in the school environment. Lewd conduct or possession or viewing of pornography of any type will not be tolerated. You may not commit an obscene act or engage in habitual profanity or vulgarity, which includes cursing. | One to five day suspension and possible referral to M.P.D. | One to five day suspension and possible referral to M.P.D. | One to five day suspension and referral to M.P.D. and possible referral for expulsion. |
| FIGHTING/HARASSMENT/HAZING | | | | |
| <i>Students experiencing harassment or intimidation are expected to do the following to avoid an altercation and disciplinary action: 1) Walk away; 2) Report the incident to a administrator; 3) Seek help from a teacher, campus security, counselor or administrator to resolve the situation.</i> | | | | |
| Treat others with respect and compassion and do everything possible to resolve conflicts peacefully. | Fighting, harassment or intimidation are not tolerated. You may not cause or attempt to cause or threaten to cause physical injury to another person or willfully use force or violence upon the person of another, except in self-defense. You may not harass, threaten or intimidate any student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that student for being a witness, or both. Nor may you engage or attempt to engage in any form of hazing. | Three to Five Day Suspension. Referral to Conflict Resolution/Anger Management Program. Possible charges filed with M.P.D. and/or arrest. | Four to Five Day suspension. Referral to Conflict Resolution/Anger Management Program. Charges filed with M.P.D. and/or arrest. | (Within the student's tenure in MVUSD) Five Day Suspension, arrest by M.P.D. involuntary transfer, possible expulsion, charges filed with M.P.D. |
| DAMAGED/STOLEN SCHOOL/PRIVATE PROPERTY - VANDALISM | | | | |
| Model positive behavior and act with personal integrity. | You may not cause or attempt to cause damage, or steal or attempt to steal, school or private property. Restitution will be required for all damaged/stolen property and charges will be filed with M.P.D. | Two to five day suspension. Behavior contract. | Five day suspension | Five day suspension and/or referral for expulsion. |
| ACADEMIC DISHONESTY | | | | |
| Take personal responsibility for academic performance and act with integrity. | Academic dishonesty includes but is not limited to: cheating, copying from other sources homework, projects, tests, notes, using notes without permission, forging, altering or duplicating school or teacher documents or signatures, plagiarism and text messaging regarding test data or information. | Loss of credit for assignment/test/project with no make-up permitted, parent notification, conference with AP/Counselor and Saturday school. | Loss of credit for assignment/test/project with no make-up permitted, parent notification, conference with AP/Counselor and Two Day Suspension. | Conference with AP/Counselor and parent, student 'withdrawn' from class, notation of unsatisfactory conduct on transcript. Student scheduled in OCD remainder of semester. No early release/late start granted. Replacement course for semester not allowed. Credit can only be recovered in summer school. |
| ELECTRONIC DEVICES | | | | |
| Engage in classroom activities and utilize effective work habits. | Students are asked not to bring any type of electronic devices (cell phones, MP3/MP4, CD players, ipods, cameras etc.) to school. When any electronic device is visible or in use during instructional time, the student will be sent to the grade level administrative office. <i>No head phones of any kind are allowed on campus.</i> | Referral to the administrator for disruption and OCD for the remainder of the period. | Referral to the administrator for disruption, OCD for the remainder of the period and 30 min. after school detention. | Third offense and thereafter- considered defiance - see Discipline Matrix/Defiance. Suspension to OCD the following day. |
| TRUANCY | | | | |
| Embrace the culture of continuing education and follow school behavioral expectations. | A truancy is defined as: a student who is found off campus, out of class or out of bounds during the school day without a hall pass. | OCD suspension or Saturday school and possible citation by SRO. | OCD suspension or Saturday school and referral to SRO. | OCD suspension or Saturday school, referral to SRO and possible referral to SARB. |
| TARDINESS | | | | |
| Display a motivation for learning and utilize effective work habits. | Timeliness to class is an essential aspect of academic success. Students who are not in class when the bell rings are deemed tardy. Students who are more than 30 minutes late to any class are deemed truant. | Tardy lock-out/detention and loss of warm-up points. | Habitual tardiness results in after school detention. | On campus suspension and possible referral to SARB. |
| STUDENT PARKING | | | | |
| Students must obtain a parking permit from the Bookkeeper which must be visible in the parked car at all times. | Student parking is only permitted in student designated lots. Cars must follow vehicle code guidelines to be parked safely. See Parking Program in Student Handbook for details. | Municipal citation issued. | Municipal citation issued. | Parking permit revoked with no refund of fee. |
| DRESS CODE | | | | |
| Contribute to a positive school culture and model positive behavior. | All students will dress in compliance with the MVHS Dress Code. See Dress Code in the Student Handbook for details. | Change clothing- student waits in OCD until proper clothing is received. | Change clothing-wait in OCD until proper clothing received. | Considered defiance. Suspension one to five days. See Defiance. |
| DEFINITIONS: OCD - On Campus Detention M.P.D. - Murrieta Police Department SARB - Student Attendance Review Board - SRO - School Resource Officer | | | | |

ATTENDANCE POLICIES

Call the attendance line at 951-696-1408

(24 hours – 7 days a week)

Press #1 for attendance; Press #1 again to report absence.

READMITTANCE PROCEDURES

MVHS recognizes the importance of communications when dealing with attendance policies. Parents, if your student is absent, please contact the attendance office on the day of the absence. The number is listed above. California Ed Code states that teachers do not have to give make-up work for unexcused absences. For an absence to be marked excused, parents must clear absences within three days. Students should report to the attendance windows upon their return with a written note; however, if the parent or guardian has already phoned in, the student can just go straight to class.

ATTENDANCE CONSEQUENCES

Truancy is defined as:

- Students who are off campus or out of class without permission
- Unexcused absence
- Students with a pass out of class who stay past permitted time
- Greater than 30 minutes late to the first period of the day
- Greater than 10 minutes late to subsequent classes throughout the day

CONSEQUENCES FOR TRUANCIES

Parent notification and Saturday School or OCD. The student will be responsible for bringing school work to do. All school policies apply to Saturday School.

REPEATED OFFENSES

Continued offenses will result in suspension. Any student with excessive truancies will be referred to the School Resource Officer (SRO) and a truancy ticket will be issued.

UNVERIFIED ABSENCES

The Murrieta Valley Unified School District Board of Education desires to emphasize the importance of school attendance.

Therefore, students in grades nine through twelve, with excessive unverified absences (20 absences per semester) shall receive a failing grade and shall not receive credit for the class(es), Board Policy 5121.

TARDY CONSEQUENCES

Students who arrive late to school for any reason for the first period of the day report to the attendance office before they can be admitted to class. **Note: Students miss points for bell ringer activities and instruction when tardy! Missing these points will affect their grade.** After five tardies, students are referred to the Assistant Principal/Counselor for an intervention. After six tardies students will be assigned OCD. For all other periods, the school conducts tardy sweeps. Students not in class when the bell rings after break or lunch will be escorted to On Campus Detention where the OCD teacher assigns the students work. **Getting to class on time and being prepared to learn is extremely important.**

LEAVING MESSAGES FOR STUDENTS

Please make transportation and other arrangements before your student comes to school. The office is not responsible for delivering messages to students, but Students will be notified by P.A. during break or lunch. We want to minimize interruptions to encourage classroom learning and academic success.

TO REPORT AN ABSENCE

Please call the attendance 24-hour voice mail at (951) 696-1408. Press "1" for attendance and then press "1" to report an absence. Please contact us on or before the day of your student's absence and leave the following information: a) the student's last name

(spell the last name), b) date of absence, c) reason for absence, d) your name and relationship to the student and e) a contact phone number. Absences not reported and not cleared within three school days will result in un-cleared truancies with consequences, i.e. detention or Saturday School.

TO CALL IN AN OFF-CAMPUS PASS FOR A STUDENT DRIVER

To assure your student's safety and to eliminate forged notes, please call (951) 696-1408, press "1" for attendance, wait for the prompt then press "2" to speak to a clerk. Please call at least one hour prior to the time the student is required to leave. You may also call the attendance 24-hour voice mail any day before your student is to leave with the departure information (student name, time leaving, student driver/parent pickup, reason for leaving and whether returning/not returning to campus). If you send a note with your student, you will be contacted by the attendance office to verify the note. If we are unable to contact you, your student will not be allowed to leave campus.

TO PICK UP A STUDENT EARLY

Parents/Guardians are required to come to the attendance office, present picture identification, and sign an Off Campus pass in order to pick up a student. Students will not be released to any individual not listed on their emergency card unless prior arrangements are made with the attendance office. Any individual picking up a student is required to show picture identification. If your student is riding with another student, please leave that information with us. Please understand that if you wish to pick up a student after 2:00 p.m., it may take longer due to staffing situations and dismissal procedures but the attendance office will do the best it can to get your student to the office. If a student leaves without a pass, it will be considered a truancy and you will not be able to clear the absence. You must notify the attendance office prior to your student leaving campus.

ARRIVING LATE TO SCHOOL

Please provide a written note or call the attendance office if your student is late for school and please indicate the reason for the late arrival i.e. (illness, doctor's appointment or personal). Instruct your student that he/she needs to report to the attendance office when arriving at school in order for the absence/tardy to be cleared. Be aware that the teacher's tardy policy is still in effect even if a parent clears the tardy. Your student is considered truant until the absence is cleared. The school can only clear absences with a verified written note or telephone call from a parent/legal guardian. Please include the date(s) of the absence, reason for the absence, and sign the note. Students cannot write and sign notes for parents. This is considered a forgery and students will receive a student behavior referral to administration. Please keep in mind that teachers require absences to be cleared by the next class meeting. Email messages cannot be accepted.

PERSONAL BUSINESS /FAMILY TRIPS

Students who miss school for pre-planned family trips or other personal business need to notify the office prior to the start of the absence. They must also notify each teacher in writing five school days in advance if they want to request work for the period of time they will be absent. These absences are unexcused according to state guidelines. It is the student's responsibility to turn in makeup work on the day the student returns to school. Please note that makeup work completed during personal business/family trips may not coincide with class work and academic progress may be adversely impacted. We strongly recommend personal business/family trips be scheduled during breaks.

POLICY FOR CLASS CHANGES AND GRADES

At Murrieta Valley High School, registration is based on a year long schedule. Students are enrolled in a full seven period day with the exception of Juniors and Seniors who are in good standing with academics, discipline, and graduation requirements. Schedule changes can only be considered for the following four criteria:

1. An incomplete schedule/scheduling conflict.
2. Course already completed.
3. Prerequisite not met.
4. Missing graduation requirement.

During the first 10 days of each semester, parents and students may request a schedule change by completing the following: A request in writing to the appropriate counselor stating the cause and justification for a possible class change. After the request has been submitted, a Counselor will evaluate the class change request. No requests will be granted after the 10th day of the semester. **NOTE:** Class changes are limited based on class enrollment. Students must follow their original schedule until they have received a hard copy of the revised schedule, if a schedule change is granted. The last day to change classes for First Semester is August 24, 2011 and Second Semester is Jan. 25, 2012.

WITHDRAWAL FROM CLASS

A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record. The student must continue to be enrolled in required courses for graduation and the required number of instructional minutes per day. A student who drops a course after the first six weeks of the semester shall receive a W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

FINAL EXAMS

Each semester ends with a final exam or culminating activity in each subject area. These are usually scheduled for the last 2-3 days of the semester. Final exam grades do not become semester grades, but are usually an important component of that semester grade. Finals can not be taken early. Make up exams are permitted for excused absences only by making arrangements with the Principal's Secretary.

GRADING SYSTEM

Most courses at MVHS are taught on a semester basis and are worth five credits per class per semester. Grades are computed on a four point scale:

A = 4 pts. B = 3 pts. C = 2 pts. D = 1 pt. F = 0 pts.

IB courses, dual enrollment courses and Advanced Placement classes use a five point grading scale:

A = 5 pts. B = 4 pts. C = 3 pts. D = 1 pt. F = 0 pts.

All computerized progress reports and the Semester I report card are delivered to the classroom. Parents are notified by phone. The Semester II report card is mailed approximately one week after final exams are completed. Weekly and daily progress report **forms** are available for students in the Guidance Center and at the attendance windows.

JROTC, physical education and teacher assistant courses are not academic and are not included when completing the GPA for GPA

verification forms. Teacher assistant courses earn PASS or FAIL only.

LIBRARY INFORMATION

HOURS

The library at MVHS is open from 7:00 a.m. to 3:30 p.m. Monday through Friday.

Late start opening is at 9:45 a.m. Closing for meetings or exams are posted on the library doors and announced school-wide. Students may come in before school and after school, during break and during lunch. During class time students must present a pass to visit the library from class. After school, Monday through Thursdays, the library is used for tutoring. Students may visit the library after school by presenting student I.D. and signing in.

GENERAL INFORMATION

(951) 696-1408 ext. 5288

A current Murrieta Valley High School ID card is required to check out library books and textbooks. Student ID with the Internet logo is required to use a computer in the library. Computers are assigned at the library front desk. **Printing from library computers is 10 cents per page.**

Library books are checked out for 3-week period. **No fines are charged for overdue books.** Students are sent reminders via auto-dialer or e-mail. Failure to heed reminders results in restriction from book check-out and computer use in the library.

Textbooks are also checked out through the library. Students keep their textbooks at home. Class sets are available in the classrooms.

There are copies of every textbook in the reference section for students to use in the library.

All library and textbooks are returned or paid for at the end of the school year. With the exception of textbooks for AP or IB classes, books cannot be kept over the summer. .

Leisure reading and lifelong learning are encouraged at MVHS. Check the displays or ask for book recommendations.

Please contact Susan Cline, Teacher-Librarian, at scline@murrieta.k12.ca.us with any questions or concerns.

LIBRARY WEB SITE

Our "traditional" library houses a collection of over 30,000 books, multimedia materials, and magazines. Our "virtual" library is accessible via the library web page: <http://www.murrieta.k12.ca.us/mvhs>. Click "Library" under Quick Links. The **library web page** has links for help with research projects, online databases, newspapers from around the world, leisure reading links, book blog, and more.

Online Databases

(Linked from library web-page so click the icons and enter password information or use the URL as given.)

There are 4 extensive online databases which require special web addresses and passwords:

EBSCO

Reference books, magazines, newspapers, state and country reports, TV transcripts, primary source documents, images:

<http://search.ebscohost.com>

User ID: **mvhs** Password: **nighthawks**

Infotrac (Cengage E-Books)

Specialized encyclopedias & reference books in many subject areas

<http://infotrac.galegroup.com/itweb/murr37944>

Password: gomvhs

QuestiaSchool

Full-text database with access to hundreds of books, magazine, journals, newspapers, and encyclopedias:

<http://www.questiaschool.com>

Each student is assigned a unique log-in. This information will be given during research projects in the library.

HEALTH OFFICE PROCEDURE

1. Go to Health Office—Ask for pass or go during break or lunch.
2. We will help you contact parent. PLEASE DO NOT TEXT PARENT AND EXPECT US TO CALL YOU OUT OF CLASS. This is time-consuming and rude to your teachers.
3. If you are not a driver, an adult must walk in and sign you out.
4. You MUST go home if you have a temperature of 100.0 F or greater.

EMERGENCY CARDS

Please keep information on this card current. It is the only way to locate parents in the case of an emergency or if a student is ill. Students are not dismissed from school due to illness or injury unless a parent, guardian or designated person is notified. Call 696-1408 ext. 5257 to update change of home, work or cell phone numbers. We need to **have at least two local phone numbers** that we can contact. Also, please note any health concerns regarding your student that either we or the hospital may need to know.

IMMUNIZATIONS

All students must provide proof of immunizations prior to registration. Starting in July of 2011, proof of a pertussis shot given on, or after, the 7th birthday is required in addition to the 3 polio, 3 DPT, 2 MMR and 3 Hepatitis vaccines. You may obtain these immunizations from your personal physician or a local clinic.

You may check the District website for more information about requirements, or call the nurse at (951)696-1408 x5292.

MEDICATION

Ed. Code 49423 states that any student taking medication during school hours, must fill out an authorization form in the health office and it must be signed by the doctor and the parent. This form is available on the MVHS website as well as on the District website. Medication must be brought by the parent/guardian to school in the original labeled container. Medications cannot be brought to school and kept in purses or pockets unless written permission is on file in the Health Office (only inhalers, epipens and diabetic supplies). This also pertains to ANY over-the-counter medications. Also, if your student takes medication at home for a health problem, a three day supply is recommended to keep at school in the event of an emergency or disaster.

SPORTS PHYSICALS

Any student planning to participate in a sport (including spirit groups) must have a sports physical. The Athletic Department will notify students/parents when physicals will be scheduled at school.

HEALTH PROBLEMS

If a student has any health problems we need to be aware of, such as arthritis, scoliosis, hearing loss, heart problems, diabetes, allergies, etc. please notify the School Nurse so we can work together in making necessary adjustments to ensure each student's success at MVHS. Feel free to contact the health office if you have any health concerns or questions.

HEALTHY STUDENTS LEARN BETTER

Joanne Rooney ext. 5257

Barbara Shuman R.N. ext. 5292

ACTIVITIES / CLUBS

WELCOME

Welcome to Murrieta Valley High School! We hope you will join a team, club or organization as part of your educational experience at MVHS. Our student activity program has received national recognition and we hope you take part in many of the dances, assemblies, community service projects, recognition programs or cultural events that are sponsored during the school year. The Activities Office is located in the Hawk Rock Cafe and you are always welcome to stop by our offices to find out about upcoming events, get class ring order packets, purchase tickets for events or find out information about clubs or organizations. We want to work with you to create programs that will make your high school a memorable one. We also have a student store in the Hawk Rock Cafe. We offer Nighthawk spirit items such as sweatshirts, t-shirts or hats, school supplies and snack items. Join us as we continue to develop Nighthawk Pride!

ASB CARDS

ASB Cards are the main source of income for our campus activities, recognition programs and athletic events. The ASB Card is an identification card and provides a variety of discounts for Murrieta Valley High School students:

- A class t-shirt.
- Free admission to home athletic events (CIF Playoffs and tournaments are excluded)
- A discount at social events, dances and cultural events.
- A discount on your yearbook and video yearbook when purchased at registration.
- Discounts at local businesses throughout the community.

The ASB Card is priced at \$35.00. Activities supported by ASB Cards are social events, academic recognition programs, athletic recognition programs, cultural programs, assemblies, publications such as the yearbook and newspaper and academic clubs and organizations. We hope you will purchase an ASB Card and save money while you attend MVHS.

There is a \$10 replacement charge for lost or damaged I.D. Cards **ACADEMIC LETTERS & RECOGNITION PROGRAMS**

MVHS sponsors a number of academic recognition programs during the school year. During the fall semester of each year academic letters are awarded to eligible juniors and seniors based on their cumulative grade point average. In order to be eligible for an academic letter a junior or senior must have a 3.5 cumulative grade point average and an ASB Card.

GENERAL POLICY FOR SCHOOL-SPONSORED EVENTS

1. Administrators and faculty members have full authority to admit, refuse admission to, or dismiss any student /guest from any event.
2. All MVHS students bringing a guest to MVHS events are responsible for their guest's conduct.
3. Participants at events are to be courteous, friendly, and polite. School regulations apply to students and visitors at all times during the event.
4. All events will be scheduled at the discretion of the Principal, Activities Director, and Student Government.
5. **At all events**, all students will be asked to present a Student ID card at the ticket office and at the entrance door.
6. Guests at formal school dances will be required to obtain a guest pass before the dance and present a **photo ID and the guest pass at the entrance door**. Guest passes are due at the Activities Office twenty-four hours before the scheduled event. No guest passes will be issued at the time of a dance. Murrieta Valley High School students must bring their I.D. card when attending school dances and activities.
7. Students are not to loiter on or near campus after school events. At events at other sites, the same rule applies.
8. **Students or guests who do not display appropriate behavior at a school event will be required to leave. Parents will be contacted and required to pick up their son/daughter immediately. Until such time as they arrive, the student or guest will remain with the administrator in charge.**
9. **Any student placed on home or in-school suspension by an administrator or who is on expulsion status may not attend or participate in school events for the duration of the suspension or expulsion.**

NIGHTHAWK DANCES

Several school dances are held during the school year. Some dances follow athletic events, while others are for an entire evening such as

the Winter Formal, a semi formal dance open to all MVHS students. Students must have I.D. cards to attend any school dance. Students must attend school on the day they attend a dance. The cost of dances varies with the length of the dance, and in most cases, a savings is enjoyed by ASB card holders. When your guest for the semi-formal/formal dance is not a student of Murrieta Valley High School, you must obtain a guest pass from the Activities Director, have it signed by the guest's school and obtain a signature of approval from your grade level administrator. If your guest does not attend another high school, you must have a copy of their driver license. **REMINDER: All Murrieta Valley High School students are responsible for the action and behavior of their guests. All guests must be under the age of 21.** A student who leaves the dance may not return. All students who attend the big 3 dances (**Homecoming, Winter Formal and Prom**) must have no un-served discipline on their school record.

To prevent inappropriate dancing and ensure the safety of all students, dance rules listed on the permission slip are enforced.

PERFORMANCE GROUPS

| | |
|---------------|-------------------|
| MARCHING BAND | PERFORMANCE CORPS |
| CHAMBER CHOIR | CONCERT CHOIR |
| JAZZ BAND | DANCE TEAM |
| DRAMA | |

CLUBS/ORGANIZATIONS

Murrieta Valley High School offers a variety of clubs on campus. Below is a list of groups currently chartered by ASB. A Club Rush Day is held during the first semester of each year in the courtyard where you can meet members and sign up if you are interested. New clubs may be formed if they meet school and District guidelines. Contact the Activities Director or member of the ASB cabinet if you wish to start a new club. Clubs meet during lunch. Listen to the daily bulletin for meeting dates and places. Sampling of clubs:

| | | |
|-----------------------|------------------------|------------------------------|
| Aerobic Fitness | Fellowship of | Nighthawk Robotics |
| Animal Awareness | Christian Athletes | Science Olympiad |
| Anime Club | Friends of Nighthawk- | SiSe Puede |
| ASL | Library | Sports & Entertainment |
| AVID | Friday Night Live | Marketing |
| Ballet Folklorico | Friends of Rachael | Sports Medicine |
| California Scholastic | Future Entrepreneurs | Student Venture |
| Federation (CSF) | Gay/Straight Alliance | S.A.I.G.E. Club |
| Chess Club | The Image (Yearbook) | Thespian/Drama |
| Choir | Interact Club | Society |
| Crimson Cadets | Leathemecks | The Talon (school newspaper) |
| Dance Production | Mentoring Club | Uniting Special Needs |
| Drama Thespian | Model United Nations | Impact |
| Earth Club | National Honor Society | Virtual Enterprise |
| Equestrian Club | Nighthawk Garage Club | World Language Club |
| Engineering Cub | Nighthawk Productions | Yearbook |
| FHA | The Peace Club | Young Knights |
| Fashion Club | PLUS | |

CSF MEMBERSHIP REQUIREMENTS

The California Scholarship Federation is an elite organization which recognizes academic excellence. Membership is based on grades earned each semester. Students can apply for membership during the first four weeks of a semester, based on the previous semester's grades. Students must earn a total of 10 CSF points to qualify. An "A" counts as 3 points; "B" counts as 1 point. One additional CSF point shall be granted for

a grade of A or B in an AP, IB, or Honors course, up to a maximum of two such points per semester. Membership is not possible with any "D" or "F" grade. CSF is open to students after the first semester of 10th grade. If students qualify for 4 semesters (one in the senior year), they will graduate as a CSF life member. If students qualify all 6 semesters, they will graduate as a 100% member. Membership is not automatic, mandatory, or retroactive. Students must apply each semester to qualify, and must complete additional community service requirements.

ACADEMIC ELIGIBILITY

All students involved in co-curricular activities must pass AT LEAST 5 classes and earn AT LEAST a 2.0 G.P.A. (C average). A student who falls below the 2.0 level will be ineligible for participation until the next grading period. If the student achieves a 2.0 or above, he/she will become eligible again. Eligibility is determined every 6 weeks. 9th grade eligibility is determined by the 8th grade second semester grades. Please note that this includes athletes, band members, actors, field trip participants and any other school sponsored activities.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school level students. NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service and character. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service. Students interested in applying for membership must meet rigorous character, leadership, and academic criteria.

Once a member of the MVHS chapter, a student must maintain a 3.50 cumulative grade point average, be enrolled in an advanced course, and remain active in school sponsored community service or the student membership will be subject to review.

PHYSICAL EDUCATION

UNIFORMS

All students are expected to dress in their physical education uniform for physical education class. The uniform consists of a grey MVHS T-shirt and shoe laced rubber soled tennis/athletic shoes. Socks must also be worn. In addition to the uniform, students may wish to wear sweats for cold weather days. Black MVHS sweatshirts, sweatpants, and hooded sweatshirts are also available for purchase. Pants, jeans, jackets and flannels are not permitted.

Sweats may be red, black, grey, white or navy blue. Sweats may not be cutoffs, and may not have any lettering or designs other than Murrieta Valley High School designs and logos. The Physical Education Department will not accept half shirts, torn or altered shirts, or clothing with inappropriate writing displayed. Student's **name must be written clearly on the front** of his/her physical education shirt and shorts and should

be written in any other physical education attire to prevent loss or theft. Borrowing or sharing uniforms between students is prohibited.

Clean physical education uniforms are available for loan to students who have an emergency or economic need. The student's I.D. Card is required in order to borrow a uniform for class.

LOCKS/LOCKERS

All physical education students will be assigned locks with their assigned small locker. All students enrolled in a physical education class will be assigned by their teacher a specific small locker to store their physical education uniform, socks, athletic shoes and sweats. The corresponding large locker will be available during that student's physical education class only to store his/her street clothes and personal belongings. Students are responsible for transferring and securing their own belongings. **There is no sharing of locks or lockers. Students are not to give their combination to other students.**

If a student forgets his/her combination he/she must present his/her I.D. Card in order to be given his/her combination by a physical education teacher. Assigned locks and lockers remain the property of MVHS and are on loan to students. Each student will be financially responsible for the care of his/her assigned lock and locker.

MVHS reserves the right to remove by key or by cutting all unauthorized locks (locks placed on a locker not assigned to that specific student or locks left on large lockers by students who do not have physical education that period). The school accepts no liability for lost or stolen clothes or locks. Students are required to clean out their lockers at the end of the semester. Anything remaining in or on the lockers will be removed and discarded.

Dance, Aerobics and Aquatics

Teacher will make suggestions for attire and footwear on the first day of class.

ATHLETIC PROGRAM

ELIGIBILITY REQUIREMENTS

To participate in athletics at Murrieta Valley High School a student must:

1. Have earned a minimum 2.0 or "C" grade point average on a 4.0 scale.

(See Board Policy 6145 A&B). Students first entering high school from the eighth grade and not meeting initial eligibility requirements due to a grade point average below 2.0 will be allowed one probationary period to remain eligible to participate in interscholastic athletics. The probationary period shall not exceed the Fall progress report period or be allowed for any other time other than the period from the start of the school year to the first 30-day progress report.

2. Complete the following paperwork:

- Physical completed by a doctor.
- MVHS Athletic Participation Handbook
- Consent/Release form.

d. Insurance number (all athletes are required to possess insurance).

3. To receive any awards, letters or certificates, you must purchase an ASB sticker.

SOUTHWESTERN LEAGUE TEAMS AND TRAVEL DIRECTIONS.

Chaparral Pumas: 27215 Nicolas Road, Temecula. 15 S exit

Winchester Road, E. to Nicolas Rd., Left to School.

Great Oak Wolfpack: 22555 Deer Hollow Way, Temecula. 15 S to Hwy 79 S to Indio exit. S to Pechanga Parkway. R to Pechanga Rd. L to school.

Murrieta Mesa Rams: 24801 Monroe Ave, Murrieta East on California Oaks to Monroe, right on Monroe to school.

Temecula Valley Bears: 31555 Rancho Vista Rd., Temecula. 15 S to Rancho California Rd., Left on Rancho California, R on Ynez, Left on Rancho Vista.

Vista Murrieta Broncos: 28251 Clinton Keith Road, Murrieta. East on California Oaks to Clinton Keith. Right on Clinton Keith Road to school.

ATHLETIC PROGRAMS

| <u>FALL</u> (AUG-NOV) | <u>WINTER</u> (NOV - FEB) | <u>SPRING</u> (FEB - MAY) |
|--|--|--|
| 3 levels Football | 3 levels Boys | 3 levels Softball |
| 3 levels Girls | Basketball | 3 levels Baseball |
| Volleyball | 3 levels Girls | Co-ed Track – |
| Co-ed Cross Country | Basketball | 2 Levels Boys; |
| – | 2 levels Girls Water | 2 Levels Girls |
| 2 levels Boys; | Polo | 2 levels Boys Tennis |
| 2 levels Girls | 2 levels Boys Soccer | 2 levels Boys Golf |
| 1 level Girls Golf | 2 levels Girls Soccer | Co-ed Swimming – |
| 2 levels Girls Tennis | 3 levels Wrestling | 2 Levels Boys; |
| 2 levels Boys Water | 3 levels Cheerleading | 2 Levels Girls |
| Polo | | 3 levels Cheerleading |
| 3 levels Cheerleading | | |

MINIMUM GRADUATION REQUIREMENTS

To earn a high school diploma from Murrieta Valley High School, a student must:

1. Successfully complete a minimum of 230 semester credits. (Class of 2013 and beyond)
2. Successfully complete the specific requirements as indicated below:

| | | |
|--|------------|---------------------|
| a. ENGLISH | 4 years | 40 SEMESTER CREDITS |
| b. MATHEMATICS | 3 years | 30 SEMESTER CREDITS |
| Algebra 1 required | | |
| c. SCIENCE | 3 years | |
| <i>Physical Science</i> | | |
| <i>Life Science</i> | | |
| Additional Science | | |
| d. SOCIAL SCIENCE | 3 years | |
| <i>Modern World History – 10th</i> | | |
| <i>U.S. History- 11th</i> | | |
| <i>U.S. Government/Economics -12th</i> | | |
| e. VISUAL AND PERFORMING ARTS | 1 year | 10 SEMESTER CREDITS |
| *UC/CSU requires one year of the same Visual/Performing art. | | |
| f. WORLD LANGUAGE | 1 year | 10 SEMESTER CREDITS |
| g. PHYSICAL EDUCATION | 2 years | 20 SEMESTER CREDITS |
| h. HEALTH | 1 semester | 5 CREDITS |
| INTRODUCTION TO COMPUTERS/CAREERS | | |
| i. GENERAL ELECTIVES | 1 semester | 5 CREDITS |
| 50 SEMESTER CREDITS | | |
3. Community Service: Each student must participate in 40 hours of volunteer work in an approved non-profit community service project/program. (Must be a non-profit organization).
4. Demonstrate competency by passing the California High School Exit Exam in English and Mathematics. (CAHSEE).
5. Complete Senior Exit Interview.

SPECIAL NOTE: Class of 2012 students need to complete 250 total credits. Senior Exit Interview not required for class of 2012.

How to Earn Alternative Credits Toward Graduation

Students may earn college credits while still attending high school. The following three criteria must be met to earn these credits: (Ed. Code 48800)

1. The course subject is included in the high school course of study or is approved by the high school Counselor.
2. The student must be in good academic standing at the high school.