



## MVHS Student & Parent Handbook

This handbook is intended to serve as a quick reference guide for MVHS students and parents.

Our goal at MVHS is to provide each student and parent with:

- A campus environment that is safe, welcoming and built upon mutual respect
- A rigorous academic environment that challenges and prepares students for success after high school
- An engaging high school experience that is full of happiness and pride.



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# MOUNTAIN VIEW HIGH SCHOOL

## BELL SCHEDULES



HOME OF THE  
*Cougars*

MONDAY/TUESDAY/THURSDAY/FRIDAY					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:45	9:57	72 min	1A	1B	1C
9:57	10:07	10 min	Passing		
10:07	11:19	72 min	2	3	2
11:19	11:24	5 min	Passing		
11:24	12:36	72 min	4	4	3
12:36	1:16	40 min	LUNCH		
1:16	2:28	72 min	5	6	5
2:28	2:33	5 min	Passing		
2:33	3:45	72 min	7	7	6

\*40 minute lunch includes a 5 minute passing period at beginning and end

WEDNESDAY - EARLY RELEASE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:45	9:39	54 min	1A	1B	1C
9:39	9:49	10 min	Passing		
9:49	10:43	54 min	2	3	2
10:43	10:48	5 min	Passing		
10:48	11:42	54 min	4	4	3
11:42	12:22	40 min	LUNCH		
12:22	1:16	54 min	5	6	5
1:16	1:21	5 min	Passing		
1:21	2:15	54 min	7	7	6

CLASS MEETING SCHEDULE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:45	9:52	67 min	1A	1B	1C
10:02	11:09	67 min	2	3	2
Class Meetings : students not in class meeting attend period below					
11:14	12:46	92 min	4	4	3
12:46	1:26	40 min	LUNCH		
1:26	2:33	67 min	5	6	5
2:38	3:45	67 min	7	7	6

ASSEMBLY SCHEDULE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:45	9:47	62 min	1A	1B	1C
9:57	10:59	62 min	2	3	2
11:04	11:49	45 min	Assembly		
11:54	12:56	62 min	4	4	3
12:56	1:36	40 min	LUNCH		
1:36	2:38	62 min	5	6	5
2:43	3:45	62 min	7	7	6

ADVISORY SCHEDULE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
8:45	9:51	66 min	1A	1B	1C
10:01	11:07	66 min	2	3	2
11:07	11:37	30 min	Advisory Time*		
11:42	12:48	66 min	4	4	3
12:48	1:28	40 min	LUNCH		
1:28	2:34	66 min	5	6	5
2:39	3:45	66 min	7	7	6

\*Students will remain in the 2nd block class period during Advisory time

2 HOUR DELAY SCHEDULE					
Start	End	Minutes	A (RED)	B (BLACK)	C (WHITE)
10:45	11:34	49 min	1A	1B	1C
11:39	12:28	49 min	2	3	2
12:28	1:08	40 min	LUNCH		
1:08	1:57	49 min	4	4	3
2:02	2:51	49 min	5	6	5
2:56	3:45	49 min	7	7	6

# Student Expectations

We prioritize creating a community and overall student experience where students feel a sense of pride and belonging at Mountain View. We know our students and community members are exceptional and so we uphold the highest of expectations for us to thrive together. Below are specifics on how Cougars show up and show out for themselves and our community.

## Schoolwide Expectations for Students and Staff

	Technology	Social	Routines
Classroom	<ol style="list-style-type: none"> <li>1. Phones placed in classroom cell phone holder</li> <li>2. No earbuds</li> <li>3. iPad Fully Charged</li> </ol>	<ol style="list-style-type: none"> <li>1. School appropriate language</li> <li>2. On task</li> <li>3. Build connection</li> </ol>	<ol style="list-style-type: none"> <li>1. Respect the Space and Materials</li> <li>2. Be on time</li> <li>3. Engagement bell to bell</li> </ol>
Halls and Commons	<ol style="list-style-type: none"> <li>1. No cellphones during instructional time</li> <li>2. Cellphones OK During Passing</li> <li>3. Only Take Photo/Videos of Those Who Agree</li> <li>4. No bluetooth speakers</li> </ol>	<ol style="list-style-type: none"> <li>1. School appropriate language</li> <li>2. Build connection</li> </ol>	<ol style="list-style-type: none"> <li>1. Move With Purpose</li> <li>2. Be on Time</li> <li>3. Pick up after yourself</li> <li>4. Hall pass visible during instructional time</li> <li>5. Do not prop doors open</li> </ol>
Restrooms	<ol style="list-style-type: none"> <li>1. NO Photos or Video for Any Reason.</li> </ol>	<ol style="list-style-type: none"> <li>1. School appropriate language</li> <li>2. Give Privacy to Others</li> </ol>	<ol style="list-style-type: none"> <li>1. Do Your Business and Go</li> <li>2. One Per Stall</li> <li>3. Keep it Clean</li> <li>4. Report and Stop Vandalism</li> <li>5. Take Only What You Need (TP, products)</li> </ol>
Cafeteria	<ol style="list-style-type: none"> <li>1. Cellphones OK</li> <li>2. Only Take Photo/Videos of Those Who Agree</li> <li>3. No bluetooth speakers</li> </ol>	<ol style="list-style-type: none"> <li>1. School appropriate language</li> <li>2. No horseplay</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up after yourself</li> <li>2. Wait Your Turn</li> </ol>
Parking Lot	<ol style="list-style-type: none"> <li>1. Only Take Photos/Video of Those Who Agree</li> </ol>	<ol style="list-style-type: none"> <li>1. No hanging out in vehicles</li> <li>2. Respect Others' Vehicles</li> <li>3. Be respectful of our neighbors (speed, sound, language)</li> </ol>	<ol style="list-style-type: none"> <li>1. Parking pass required</li> <li>2. Pick up after yourself</li> <li>3. Lock Your Vehicle</li> </ol>
Open Periods	<ol style="list-style-type: none"> <li>1. Cellphones and earbuds ok</li> <li>2. No bluetooth speakers</li> </ol>	<ol style="list-style-type: none"> <li>1. School appropriate language</li> <li>2. No horseplay</li> </ol>	<ol style="list-style-type: none"> <li>1. Obtain open period pass from attendance</li> <li>2. Go to library, cafeteria, or off campus</li> <li>3. Be on time</li> </ol>



Cell phones — to maintain the integrity of an academic environment students are not permitted to access their cell phones or earbuds during class time without teacher permission. Cell phones should be turned off or silenced and placed in the classroom holder or a closed backpack to limit distractions ("off & away"). During class time students are not allowed to use cell phones in the hallways/bathrooms or common areas unless they have an open period pass. Students can freely access their cell phones before school, during passing periods and at lunch time.

### Cell Phone and Earbud Procedure

1. If a student's phone/earbud is seen by a staff member during class time (bell to bell) it will be confiscated for the rest of the day. Family will be contacted immediately and student picks up device at the attendance office at the end of the school day. Multiple occurrences will result in guardians having to come and get the device(s) and a guardian-student-admin meeting may occur.

Community neighbors — students are expected to respect the local neighborhood that surrounds our campus. Students shall not litter, loiter, trespass or be a nuisance to our neighbors.

Dress code — MVHS requires students to dress in a manner that creates a safe and comfortable learning environment for all students and staff. MVHS's policies are based on our district's [Student Code of Dress](#), and is summarized here:

- Clothing and jewelry should not display pictures or insignias that are crude, profane, or sexually suggestive, or which advocate racial or religious prejudice, or which depict drugs or alcohol or any illegal activities
- All clothing should cover underwear, undergarments, and private parts. Underwear and undergarments include but are not limited to bralettes, lingerie, or, unbuttoned pants/rolled down pants.
- Gang-related clothing is not allowed

School staff reserve the right to determine dress code violations. Students will be asked to change their clothing if needed.

Fees & fines — Students and parents can pay for school-related fees and fines by accessing our [TouchBase](#) computer system. All fines must be paid for students to participate in extracurricular events including athletics, dances and graduation.

Hall passes — students should always have an approved hall pass with them while in the halls during class time. Hall passes will not be granted during the first and last 10 minutes of class.

Open periods — if a student has a hole in their schedule (an "open period") they can assemble in the cafeteria or library to study or complete schoolwork. They must obtain an

“open period” pass and display it in either location. Students can get an open-period pass from the attendance office. Students are not allowed to roam campus or linger in the hallways. Students who remain on campus are expected to not interrupt the learning environment.

**Parking** — to park on campus students are required to register for a parking permit with our Attendance Office. Proof of vehicle ownership is required. Parking stickers should be placed on the inside front window of the driver’s side. In order to maintain a parking lot that is safe for all, students are expected to follow all driving rules while on campus, including but not limited to:

- Maintaining a speed limit of 10mph
- Parking in designated spaces only
- Not hanging out in vehicles during class time
- Ensuring all passengers have permission to leave campus

**Public Displays of Affection (PDA)** — School is a public setting. Holding hands, hugs and quick kisses are permitted in our building. PDA that goes beyond these simple displays of affection are not allowed on campus. School staff reserve the right to determine PDA violations. Students who violate PDA guidelines are subject to disciplinary consequences and/or a parent meeting.

**Sportsmanship** — as spectators, students and parents are expected to behave with the utmost integrity and model appropriate behavior. All cheers, comments and actions shall be in direct support of one’s team. No cheers, comments or actions shall be directed at one’s



opponent or at contest officials. Some examples of unacceptable conduct include but are not limited to: disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.

# Attendance Policy & Procedures

Students who attend school regularly are more likely to have success in school, graduate on time, and speak positively about their high school experience. Our goal is to have every student attend 90% of the time or more.

To report or clear an absence parents can:

- Contact our 24-hour Attendance line at (541) 355-4415
- Provide a note to our attendance office

Parents have 48 hours to clear an absence.

The table below describes some common examples of excused and unexcused absences:

Excused Absences	Unexcused Absences
Student illness	Cutting class
Medical / dental appointment	Overslept
Family illness or medical emergency	Missed bus
Bereavement	Leaving campus without checking out
Religious holiday	Arriving tardy and not attending class
Participation in a school-sponsored activity	Participation in a non-school sponsored activity
School suspension	Arriving tardy and not attending class

A student who leaves campus during the school day is required to check out with the attendance office. Students returning to campus from an absence are required to check in with the attendance office.

## Attendance related to athletics & school-sponsored activities:

In order to participate in practice, contests or after-school activities students are required to attend classes for the full day. If students return to school after 12pm midnight for a school-sponsored event their coach or advisor may authorize their excusal from the first class period the following day. The coach/advisor will notify the attendance office prior to the start of the next school day. Because regular school attendance is important to student success, the staff at MVHS will monitor attendance and implement supports, interventions, and, if necessary, consequences to try to alter behavior and encourage students to attend school more regularly.

Tardies:

Tardies are when students do not go to their assigned class periods on time based on the day’s bell schedule. We know that students are better connected to their peers and have more success when they are not missing valuable instruction- here at Mountain View we teach bell to bell.

Unexcused absences:

Each week our attendance team will run a report of students with one or more unexcused absences from the week before. Both the attendance and administrative teams will follow up with the student and families if problems with attendance persist. Attendance protocols start over at each quarter. [\(Unexcused Absence Policy\)](#)

**School-sponsored Dances** — participation in school-sponsored dances is a privilege, and an important part of the high school experience. Students must attend school 80% of the time or more to be eligible to attend. At times students experience extenuating circumstances that prevent them from attending school frequently. If you fail to hit the 80% attendance mark, but fall within 70-79% attendance and would like to file an appeal to attend a dance, please contact your alpha administrator.

Attendance and Extracurricular Participation Guide

80% attendance or higher	Good to go and keep it up
70-79% attendance	Please complete an appeal form and connect with your alpha administrator:  Monica Hanson, Students A-J monica.hanson@bend.k12.or.us Matt Kitchen, Students K-Z matt.kitchen@bend.k12.or.us
69% attendance or lower	Appeals will not be accepted unless proactive communication has already occurred between the family and school

**Makeup work** — students who will be out of school for an extended time are encouraged to communicate with their teachers directly to discuss makeup strategies. A student who has an excused absence will have an opportunity to do makeup work for full credit. At a minimum students will be granted one day for each day absent plus one additional day to makeup work. Teachers will provide alternative procedures for students to makeup class participation points. Teachers may only allow a maximum of 50% credit for makeup work submitted by a student who was truant or had an unexcused absence.



## MVHS STAFF



### School Services

Announcements / distribution of materials — school announcements are available on the TV screens in the commons and cafeteria. Only school sponsored events and activities are allowed to be advertised on campus. Please see the Activities Director to submit an announcement or hang a poster on campus.

Area change requests (ACR) — students who live outside of the Mountain View attendance boundary are required to submit an Area Change Request form. This requirement applies to all students, even current students who move while already attending MVHS. ACR forms and further information can be found [here](#). Families can check their attendance boundary by using the map or the bus route tool posted online [here](#).

Break room — Students who need to take a break during class time may visit the break room. The break room (B2) is a space for students who need to focus on self regulation with permission from their teachers. The room is also used to house our In-school suspension (ISS) program. Our ISS coordinator supervises students in completing assignments, and encourages students to reflect on ways to improve and/or resolve behaviors and conflicts. The break room has resources available to engage in self-reflection and mindfulness activities.

Breathalyzer tests — in order to provide school functions that are safe and sober, MVHS reserves the right to perform a breathalyzer test to anyone in attendance.

Bus information — BLS schools provides bus transportation for students. More information can be found [here](#). Our district also offers a smartphone application called [“My Bus Stop”](#) that helps parents track their student’s bus route.

Cafeteria — our cafeteria is open three times daily (breakfast, brunch and lunch) to provide students with the nourishment they need to be successful while at school. Information about student meal accounts and school menus can be found [here](#).

College & Career Center — our C&CC is available for students who are interested in exploring internship and job opportunities as well as learning more about colleges and the college application process. More information about our C&CC and opportunities available can be found [here](#).

Communication with parents — our official and most-used means of communicating with parents is via email. Parents are encouraged to register for [ParentVUE](#) and [Canvas Observer](#) contact our counseling office to ensure we have updated email addresses on file. Occasionally throughout the year we will send information home via US Mail.

Communication with students — our official means of communicating with students is via email using their school-sponsored email address and Canvas- our online learning platform. Students are encouraged to stay in the habit of checking their school email frequently. [StudentVUE](#) is a program available to students on their school-sponsored iPads, that allows them to track grades and communicate with school staff.

Courses offered — each year we update our curriculum guide to provide students and parents with information about courses we offer. The [curriculum guide](#) can be accessed online or visit the counseling office for a printed copy.

Dances — students should bring their MVHS student ID with them to attend dances. Guest passes for certain dances can be obtained from the activities office. All school rules apply at dances. Breathalyzers may be used prior to student entrance. Students must attend school 80% of the time or more to attend a dance (see “*Extracurricular participation* in the *Attendance* section for further information).

FAN (Family Access Network) — here at MVHS we have a dedicated FAN advocate to help connect students and families to essential services such as food, shelter, heating, health care, clothing and more. FAN advocates link children and families to critical basic need services with the goal of keeping children healthy and in school. Our FAN Advocate’s office is in the media center; she can be reached by phone at (541) 355-5683. Text only at (408) 758-0472.

**Graduation requirements** — graduation requirements can be found in our curriculum guide. The [curriculum guide](#) can be accessed online or visit the counseling office for a printed copy.

**iPads** — all MVHS students will receive a school-issued iPad. We strongly encourage families to purchase insurance. Students are responsible for taking care of the iPad, cover, charging brick and charging cord and can be fined for losing or damaging those items. If your iPad is lost or stolen please visit the Library as soon as possible. Students who leave MVHS during the school year must return all iPad items prior to unenrolling. Students who misuse their iPads are subject to disciplinary consequences. More information about our district's iPad program can be found [here](#).

**Library / Media Center** — the media center is open from 8:15am — 4pm (closes at 2:05pm on Wednesdays). Here students can read or check out books and get support with iPads, assignments or projects. Students are welcome to work in the media center during open periods or during class time (with teacher permission) as long as the work is for academic purposes. Books are checked out for three weeks at a time. Overdue library fines are .10 cents per day, with a \$5 maximum fine. Enjoy food outside of the media center; drinks are allowed.

**Lockers** — students can request a locker by visiting the attendance office. Lockers are given on a first come, first serve basis and priority is given to underclassmen.

**Lost & Found** — students can bring or look for lost items in the attendance office. Unclaimed items will be donated to a local charity.

**Medications** — if a student requires medication during the school day a parent or guardian must bring the medication to our school nurse; students cannot bring medication to and from school (exception — asthma inhalers). This includes over-the-counter medications like ibuprofen and Tylenol. If a parent would like school staff to administer medication, or prefer their student self-administer medication, the following forms must be completed and returned to the school nurse:

[Medication permission form](#)

[Medication self-administration form](#)

Additional information can be found [here](#) on the BLS website.

**Security cameras** — for the protection of students, staff and school property, cameras are in place in numerous areas around campus. Information obtained from camera recordings may be used in the investigation of school rule violations or criminal activity.



**Visitors** — During regular school hours, all visitors must report directly to the main office to obtain permission to visit. All visitors are required to sign in and out through the district visitor management system with an approved form of identification (valid state driver license, passport or Consulate or Military ID) and visibly wear their provided visitor badge while on campus. Visitors who fail to check in with the school office or wear the provided visitor's badge will be asked to leave the school facility. Students from other schools are not permitted to attend classes at MVHS without prior permission from administration. For further details on the district visitor guidelines, please review the BLS [Visitors to District Facilities KK-AR](#).

## SafeOregon, First Step, and Bias Incident Reporting

SafeOregon is a system for students to report harmful or potentially harmful behavior against other students, school staff, or the school site. Use SafeOregon if you, or someone you know, is struggling or are in danger of being hurt, or need help from an adult and you're not sure who to tell. SafeOregon reports are anonymous and confidential. Anonymous means you don't need to leave any information about yourself when reporting a tip. Confidential means you can leave your name but will only be shared with school administration or possibly law enforcement if someone needs help immediately. You can include your contact information if you want someone to follow-up with you or you have questions.

- You can report a tip in five different ways:
  1. Access the "First Step" app on your school iPad
  2. Online at [www.safeoregon.com](http://www.safeoregon.com)
  3. Call or text 844.472.3367
  4. Email [tip@safeoregon.com](mailto:tip@safeoregon.com)
  5. Download the FirstStep mobile app to your mobile phone
- You can include a photo or screenshot with your tip when using the mobile application, web form, or when sending an e-mail.
- You can send a tip 24 hours a day, any day of the year. All tips are reviewed by SafeOregon staff and sent to the most appropriate place for follow-up.
- Use 911 to report an emergency if you or someone you know needs immediate help.
- SafeOregon is for serious concerns and focuses on sharing important information, preventing tragedies and saving lives. It's against Oregon law to misuse SafeOregon. Prank tips or deliberate false reports may be investigated by law enforcement.
- If you have feelings of self-harm or suicidal thoughts, you can reach out to someone in four different ways:
  1. Online at [OregonYouthLine.org](http://OregonYouthLine.org)
  2. Call 1.877.968.8491
  3. Text "teen2teen" to 839863
  4. Download the FirstStep mobile app to your mobile phone
  5. If you need immediate help, please call 911



## Bias Incident Reporting

Mountain View High School with the support of Bend La Pine School District use the Bias Incident Report Form so that anyone in our community can identify and respond to bias incidents. Each of us is responsible to ensure that students, families, staff, and community members feel a sense of belonging and dignity in our schools. This involves actively promoting equity and inclusion, and standing up against harmful acts that run counter to these values. If you observe or experience a bias please use the QR codes located around school or use this link: <https://bit.ly/ReportBLS>. Please see below to learn more about our explicit response to bias incidents.

## Welcoming and Inclusive Cougar Culture

Here at Mountain View we believe that if community members come together to create positive and loving environments, we will strengthen and maintain a strong school culture that supports student learning and their overall school experience. Building strong relationships and practicing proactive strategies will drastically decrease the number of incidents, and then consequences, that will be needed throughout the year. This will allow us to continue to develop our strong relationships and positive, loving environments where students and teachers can feel a sense of pride and belonging.

Our community values are displayed throughout our building in MV Cares:



## Response to Hate Speech and Bias Incidents

In order to live out our values and prioritize creating an environment that is truly equitable and inclusive, the Mountain View High School administration team and staff are putting into immediate effect explicit policies that prompt clear actions when inequities and bias incidents occur. These policies will provide necessary clarity to our community and support our efforts in educating about and responding to hate speech, biases, and harassment that hinder our abilities to grow and maintain a safe and caring school for every student. These updated policies are supported by these Bend La Pine's board policies:

[Non-Discrimination](#)

[Every Student Belongs](#)

[Sexual Harassment](#)

[Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying](#)

Definitions:

Hate Speech- abusive or threatening speech or writing that expresses prejudice on the basis of ethnicity, religion, sexual orientation, sexual identity, or similar groups. This includes but is not limited to slurs and other derogatory terms as well as symbols such as nooses, symbols of neo-Nazi ideology and the battle flag of the Confederacy.

Bias Incident- a person's hostile expression, verbal or written, toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin. Bias incidents may include derogatory language or behavior and may inflict physical or emotional damage and or trauma.

School Action:

1. Hate speech/Bias incident is reported to administration verbally or through bias incident reports being submitted (both pathways result in documentation being filed to our Diversity, Equity, and Inclusion department and administration)
2. Investigation occurs- the hardest part about hate speech and psychological/emotional attacks are they aren't always visible. It can become a "they said" situation. Disciplinary action requires evidence and it is the responsibility of every staff member to (1) trust the person coming forward is sharing their truth and (2) respond accordingly following this protocol. Regardless of evidence an educational conversation will take place.
3. Pursue restoration and harm reduction whenever possible- this may look like a restorative conversation, reflection work, apologies, etc. based on the incident and the comfortability of each person involved
4. Disciplinary Action
  - a. First time offense will include, but not be limited to:
    - i. Crucial conversation with administrator that includes review of our policies and goal of MV Cares
    - ii. Parents and adult supports informed of incident

- iii. Student signing [Anti-Bullying and Harassment Commitment](#)
- b. Repeated offense
  - i. In-school or out-of-school suspension based on the incident and severity
  - ii. Provisions of the personalized Anti-Bullying and Harassment behavior contract followed
  - iii. Completed reflection work
  - iv. Crucial conversation with administrator
- c. Chronic offenses- Identified pattern of behavior
  - i. Out of school suspension with possible school removal, change of placement, and or expulsion

## MVHS Collaborative Problem Solving

It is important to have open lines of communication so students, parents and staff have an avenue to be heard and problem solve together. At times, issues arise; these issues or concerns can typically be solved with open and effective communication. As adults it is important that we model for our students how most problems can be solved by working together. Below outlines some basic avenues for communication should issues arise. It is expected that the student will be included in any meeting to be a part of the problem-solving process, unless agreed upon otherwise. In all situations outlined below, our administrative team will work together closely to help ensure a fair and equitable process for all involved.

### Concern about a student grade or class assignment:

1. Contact the teacher to express concern and work directly with the teacher to resolve the issue
2. If it is not resolved at the teacher level, contact the student's counselor or the assistant principal and work with them to resolve the issue. The assistant principal may consult with the principal.
3. If the concern is not resolved at the building level it can be appealed to the director of high schools

### Issue that involves a teacher:

1. Contact the teacher to express concern and work directly with the teacher to resolve the issue
4. If it is not resolved at the teacher level, contact the student's assistant principal and work with them to resolve the issue. The assistant principal may consult with the principal.
5. If the concern is not resolved at the building level it can be appealed to the director of high schools

### Issue that involves a coach:

1. Contact the coach to express concern and work directly with the coach to resolve the issue

6. If it is not resolved at the coach level, contact the athletic director to work with them to resolve the issue. The athletic director may consult with the principal.
7. If the concern is not resolved at the building level it can be appealed to the director of high schools

#### Concern about a disciplinary action:

1. If the disciplinary action was taken by a teacher or campus monitor, the student and/or parent should contact them directly to express their concern
8. If the concern still exists, the student or parent can contact the assistant principal. The assistant principal may consult with the principal.
9. If the concern still exists, the student or parent can contact the director of high schools

## Academic Integrity Policy

MVHS is committed to excellence and maintaining the highest standards and expectations for academic integrity among all students. We believe that students learn and grow from challenging themselves and doing their own work. Academic dishonesty is using a person's work, concepts, ideas or documentation without giving proper credit to the source. Using or providing unauthorized materials for assignments or tests or falsifying school records are also forms of academic dishonesty. Some examples of academic dishonesty include:

- Looking at someone else's test or quiz or allowing them to look at yours
- Using unauthorized notes on a test or quiz
- Copying another student's work or allowing them to copy yours
- Having unauthorized access to an exam or quiz
- Using a digital device to share or receive information about a test or quiz
- Collaborating on work that is intended to be done independently
- Lying about attendance or the ability to complete assignments or assessments
- Submitting work that is not your own (e.g. turning in a paper you did not write)
- Copying or closely paraphrasing written work that is not your own without proper citation
- Using any sort of AI tool to write assignments for you

A teacher's professional judgment guides the implementation of the MVHS Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the policy, evaluating evidence and determining whether the policy has been violated. Teachers should work with administration throughout the process.

## Discipline Response



Every student reserves the right to attend a safe, welcoming and inclusive campus free from danger or distractions that may impede the learning process. It is the responsibility of both staff and students to foster a safe and enriching environment. Students will be held accountable for actions that are detrimental to our learning environment and will be given tools to learn from their experiences and grow. MVHS subscribes to a progressive-discipline approach that provides students an opportunity to learn and reflect on their actions and do better in the future. Below is a list of disciplinary consequences that can be utilized by MVHS staff:



- **Detention** — detention occurs during lunchtime. Students are required to report to the detention classroom immediately after getting food
- **SIT time** — SIT stands for “Student Improvement Time.” SIT time occurs after school on Wednesdays from 2:15 — 3:45pm
- **ISS** — ISS stands for “In School Suspension.” Students are required to work on school work during ISS. Students may also be required to “give back” to our school community by providing community service to our campus during ISS time. Students may be asked to reflect on the behavior that led to ISS and to provide a written or oral reflection
- **Suspension** — this consequence temporarily removes a student from the school setting. In certain situations a student may not be able to return to school until specific pending action occurs. Suspensions are determined by administration and are not to exceed 10 days unless a specific situation requires an extended suspension. Students are not allowed to be on school property or participate in extracurricular events while suspended
- **Expulsion** — this consequence permanently removes the student from the school setting for the remainder of the semester or for one calendar year. Students are not allowed to be on school property or participate in extracurricular events while expelled

If you are interested in reviewing our graduated discipline plan, definitions, and consequences further, please feel free to read our detailed responses [here](#).

## Where do I go?

If you are concerned about yourself or someone else at school:

- › If it is urgent, contact any school staff member immediately
- › Contact your school counselor
- › Use the First Step app on your school iPad

Visit the Attendance office if:

- › You are feeling sick, or need to see the nurse
- › You need to report or clear an absence
- › You need to check-out or check-in to school
- › You lost a personal item
- › You have a locker problem
- › You need to reach a campus monitor
- › You need to reach our school resource officer
- › You want to report vandalism
- › You want to report a spill that needs to be cleaned up

Visit the Athletics / Activities office if:

- › You want information about any sport or club
- › You would like to submit a school-wide announcement
- › You would like to hang posters around campus
- › You have questions about a school-sponsored event
- › You want to bring a guest to a dance
- › You have questions about our Leadership program

Visit the College & Career Center if:

- › You would like information about internships or job opportunities
- › You would like information about college and the application processes

Visit the Counseling office if:

- › You would like to check in with you counselor
- › You are having academic or personal issues and would like to speak to a trusted adult
- › You would like to learn more about our academic programs
- › You are moving or withdrawing from school
- › You need a transcript
- › You have issues with your schedule

Visit the Library / Media Center if:

- › You would like to check a book in or out
- › You would like help with research or school work
- › You have an iPad issue
- › You would like a quiet place to read, study or do work
- › You need to contact our FAN advocate

Visit the Main office if:

- › You want to pay for school fees or fines
- › You would like to connect with an administrator
- › You have general questions and aren't sure where to go or who to ask

