

Mission Viejo High School

National Blue Ribbon School
California Distinguished School
California Exemplary Arts Education School



Student Handbook 2023-2024

Principal's Message



Dear Mission Viejo High School Parents and Students,

I would like to welcome our new students and families to Mission Viejo High School. Each year, the Mission Viejo High School Student Handbook is updated to include the most current information relating to our school's policies and procedures. The 2023-2024 MVHS Student Handbook contains valuable information about our school and the student behavior standards that we expect from every Diablo student.

In order to continue to maintain a safe and orderly environment, **it is important that every student and parent/guardian review the handbook**, including the sections relating to Student Behavior, Dress Code, Disciplinary Guidelines, Safety, Academic Honesty, Computer Policies, and Attendance Procedures.

The MVHS Student Handbook contains important information regarding the school's Guidance Support Services, Activities Programs, co-curricular opportunities; In addition, we have included contact information for our staff, district/school calendar and bell schedules. Needless to say, many hours are spent putting together the handbook for you. It is essential for all students and parents/guardians read this handbook in order to understand the policies and procedures at MVHS.

Lastly, I wish our new students and returning students a wonderful 2023-2024 school year. I look forward to meeting you!

Sincerely,

A handwritten signature in cursive script that reads "Tricia Osborne". The signature is written in black ink on a light-colored, slightly textured background.

Mrs. Tricia Osborne
Principal
Mission Viejo High School

Saddleback Valley Unified School District

Mission Viejo High School Administration

Mrs. Tricia Osborne, Principal
Mr. Cina Abedzadeh, Assistant Principal, Guidance & Curriculum
Mr. Michael Zides, Assistant Principal, Supervision (9th/10th) & Facilities
Mr. Troy Roelen, Assistant Principal, Supervision (11th/12th) & Athletics
Mr. Steve Hardy, Director of Student Activities

Guidance

Mrs. Maria Garcia, Counselor (A-C) - extension 235170
Ms. Janelle Gusiff, Counselor (D-He) - extension 235139
Ms. Lauren Rodriguez, Counselor (Hi-Mc) - extension 235121
Mr. Philip Noh, Counselor (Me-R) - extension 235120
Mrs. Jennifer Frisk, Guidance Counselor (S-Z) - extension 235110
Mrs. MaryAnn Brady, Student Services Technician (A-Ga) - extension 235125
Ms. Gloria Alvarez, Student Services Technician (Ge-N) - extension 235126
Mrs. Jennifer Boucher, Student Services Technician (O-Z) - extension 235128
Ms. Pattie McClure, Guidance Secretary - extension 235123
Mrs. Shannon Gustafson, School Psychologist - extension 235168
Mrs. Andrea Echezarreta, Bilingual Community Liaison - extension 235145

Office Manager

Mrs. Renee Derakhshanian - extension 235101

ASB Office

Ms. Raquel Cochran, Secretary/Accounts Clerk - extension 235103

Attendance

Mrs. Jamie Miranda, Attendance Clerk (A-K) - extension 235130
Mrs. Claudia Flores-Avila, Attendance Clerk (L-Z) - extension 235131

Supervision/Business Office

Mrs. Stephanie Vrabel, Secretary - extension 235118

Supervision/Athletics Office

Mrs. Monique Davidson, Secretary - extension 235116

GENERAL INFORMATION

25025 Chrisanta Drive, Mission Viejo, CA 92691
(949) 837-7722 Phone
(949) 830-0782 Fax

<https://www.svusd.org/schools/high-schools/mission-viejo>

MISSION STATEMENT

Mission Viejo High School develops students' highest potential within a rigorous and relevant, standards-based instructional program which encourages a balanced and healthy lifestyle that engages and supports all students.

Table of Contents

ACADEMIC HONESTY POLICY	14	STUDENT BEHAVIOR GUIDELINES	5	· School Choice Process	34
ACTIVITIES	35	· Behavior Expectations	5	· Special Education	28
· ASB Officers	36	· Demerits	5	· Standardized Testing Program	34
· Associated Student Body	37	· Detention	8	· Student Support Services	25
· Co-Curricular Clubs	38	· Dress Code	9	· Weekly Progress Reports by Request	32
· Curricular Clubs on Campus	38	· Harassment/Bullying Policy	7	· Withdrawal from School	33
· Dances	37	· Non-Discrimination Policy	8	· Work Permits	27
· Eligibility for ASB Office/Student Council	36	· Privileges Program	5	INTERNET/ELECTRONIC USE	10
· Eligibility for Extra-Curricular Activities	37	· Saturday School	8	· Acceptable Use Policy	10
· Fundraisers	38	· Sexual Harassment Policy	7	· Cell Phones	12
· Good Standing/Requirements	37	· Suspension/Expulsion/Substance Abuse	6	· Electronic Devices	12
· Honors & Awards	37	· Other Expellable Offences	6	· Filming on Campus	12
· I.D. Cards	38	· Text-A-Tip	9,15	· Internet Use Policy	12
· Non-Curricular Clubs	38	· Vulgar Language	8	SCHOOL CALENDAR	46
· Student Store	39	GUIDANCE	25	SCHOOL MAP	45
ATHLETICS	39	· Alternative Education Programs	29	SCHOOL OPERATIONS	44
· Attendance	40	· Calculation of Weighted GPA	33	· Food Service	44
· Athletic Directors	39	· California Scholarship Federation (CSF)	28	· Library	44
· Coaches Contact Information	41	· Career Guidance	27	· Textbooks/Chromebooks	44
· Complaint Procedures	42	· Class Change Policy	32	· Using School Facilities	44
· Donations/Contributions	40	· Coastline Regional Occupational Program	27	SCHOOLWIDE POLICIES	16
· Eligibility Requirements	39	· College Counseling	26	· Campus Cleanliness	18
ATTENDANCE	20	· Communication with the School	26	· Classroom Visitations	15
· Period Absences Procedures	21	· Community Service Requirements	32	· Communication to Students	16
· Unexcused Absence/Truancy Procedures	20	· Core Classes	27	· Designated Drop off Locations	19
· Unexcused Tardy Procedures	21	· Course Recommendation & Registration	32	· Emergency Cards	19
IMPORTANT ATTENDANCE REMINDERS	22	· Credit & GPA Deficiencies	29	· Field Trips	15
· Closed Campus	24	· CTE (Career & Technical Education) Courses	27	· Guest Passes	15
· College Visits	23	· Grade Reports	31	· Library Use	16
· Early Dismissals	22	· Grade Transcripts	26	· Lockers & Personal Property	17
· Excessive Absences	22	· Graduation Requirements	30	· Lost & Found	17
· Forgery	22	· Helpful School Publications	34	· Lunch Privileges	15
· How to Clear an Absence	22	· Home Teaching Due to Illness or Injury	30	· Out of Bounds Areas	15
· Independent Study Contracts	23	· Homework	34	· Parking Policy	18
· Make-Up Work Guidelines	23	· Honors Organizations	28	· Prescription & Non-Prescription Medication	19
· Readmits	22	· Honors, AP, and IB	33	· School Bus Transportation	18
· Tardy Sweeps	22	· Independent Study	34	· School Safety	19
· Truancy Consequences	20	· Online Grades	31	· Skateboards & Bikes	17
				· Tutorial Guidelines	17
				· Visitor Policy	15
BELL SCHEDULES	70			UNIFORM COMPLAINT PROCEDURES	49

SCHOOLWIDE POLICIES & PROCEDURES

BEHAVIOR EXPECTATIONS

Saddleback Valley Unified School District (SVUSD) students are held to the highest standards of behavior at all times:

- SVUSD students are to be respectful of themselves and others
- SVUSD students are to be responsible for themselves, their actions, and their healthy choices
- SVUSD students are to be exemplary representatives of themselves, the programs in which they participate, the schools in which they attend, and the greater community in which they thrive.

We believe in a positive approach to behavior intervention and expect students to accept responsibility for their actions and subsequent consequences. SVUSD high schools use demerits to account for detention hours accrued by students for a variety of school rule violations.

Demerits

1 demerit = 1 hour of detention.

Students can remove demerits by serving the assigned consequences through detention, Saturday School, etc. on or before the date assigned. Failure to serve the discipline consequences will result in earning additional demerits and intervention counseling as well as the loss of privileges.

One-Hour Detention

A one (1) hour detention = One (1) demerit earned. One (1) demerit will be removed from the student's record if the detention is served on or before the date assigned. Failure to serve the detention will result in one (1) additional demerit being assigned.

Two-Hour Detention (Campus Beautification)

A two (2) hour detention assignment = Two (2) demerits earned. Two (2) demerits will be removed from the student's record if the detention is served on or before the date assigned. Failure to serve the detention will result in two (2) additional demerits being assigned.

Saturday School

A four (4) hour Saturday School assignment = Four (4) demerits earned. Six (6) demerits will be removed from the student's record if the Saturday school is served on or before the date assigned. Failure to serve the Saturday School will result in the Saturday School being rescheduled and two (2) additional demerits being assigned.

School Service – Students may also recover demerits earned through hours of school service. School service must be coordinated and approved by the Assistant Principal of Supervision prior to being completed. Two (2) demerits will be removed for each hour of school service being completed.

PRIVILEGES PROGRAM

Privileges within SVUSD are defined as, but are not limited to:

1. Dances
2. Field trips
3. On-campus parking
4. Promotion & senior activities
5. Commencement ceremony

Students with six (6) or more demerits will be placed on the **loss of privileges** list until they have zero (0) **TOTAL** demerits. Students that are placed on the following contracts will also be on the **loss of privileges** list and will remain on the list for the duration of the contract term noted below.

Tardy contract. A student is placed on a tardy contract by earning 6 tardies in a single class. The student will be placed on the **loss of privileges** list when the student reaches the 10th tardy in that class. The student will remain on the **loss of privileges** list until the end of the semester that the contract is assigned.

Attendance contract. A student is placed on an attendance contract by getting 6 or more single period truancies throughout the school day. The student will be placed on the **loss of privileges** list when the student reaches 16 total period truancies. A student will remain on the **loss of privileges** list until the end of the semester that the contract is assigned.

Behavior contract. A student may be placed on a behavioral contract for suspendable offenses and/or inappropriate behavior in a classroom or throughout campus. A student will remain on the **loss of privileges** list throughout the duration of the contract.

Ethics violation. If a student violates an ethics contract by getting a third ethics violation during their probationary period, the student will be placed on the **loss of privileges** list for the remainder of the current semester and all of the subsequent semester.

The **loss of privileges** list will be generated quarterly in conjunction with the co-curricular eligibility cycle. The list will also be updated prior to every school dance (when tickets go on sale). To prevent students from being placed on the **loss of privileges** list, **students with one (1) or more demerits will receive notification from the discipline office of their demerit total once per month.**

Students will be removed from the **loss of privileges** list by the Assistant Principal of Supervision as soon as they have zero (0) **TOTAL** demerits.

SCHOOLWIDE POLICIES & PROCEDURES

Activities. Students placed on the *loss of privileges* list are NOT permitted to participate in any of the activities listed above until they have zero (0) **TOTAL** demerits.

Dances. Students placed on the *loss of privileges* list are NOT permitted to purchase dance tickets until they reduce their **TOTAL** demerits to zero (0). Students will have until the day before the last day of ticket sales to reduce their total demerits and be permitted to purchase a ticket to attend the dance.

On-campus Parking. Students placed on the *loss of privileges* list will have their parking pass taken away (without refund), until they reduce their **TOTAL** demerits to zero (0). As soon as the student is removed from the *loss of privileges* list, the parking pass will be reinstated.

JURISDICTION

In accordance with the State Educational Code, the school has authority to enforce the following rules while on the school grounds, at any school-sponsored activity, or on the way to or from school or a school activity (Ed. Code Sec. 48900). All parents and students should be aware that school regulations extend significantly beyond school hours and boundaries for the welfare of all. As a school, our primary responsibility is to provide a safe and orderly environment for the entire MVHS community.

DISCIPLINE GUIDELINES **SUBSTANCE ABUSE**

The Board of Education of the Saddleback Valley Unified School District is sincerely dedicated to providing a safe and secure environment for all pupils. It is also the Board's goal to keep our campuses free of alcohol and drugs and to educate pupils about the harmful effects of substance abuse. This notice is provided in compliance with the requirements of state and federal law as a part of SVUSD's drug, alcohol, and tobacco prevention programs, and in accordance with state health and safety codes. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco/nicotine product, vapor product, or e-cigarette product on District or school premises or as a part of any of its activities or events, regardless of location, is wrong, harmful and strictly prohibited at all times. This includes grounds, public access areas, parking lots, vehicles, etc. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco/nicotine will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action, up to and including suspension, expulsion, and/or be required to satisfactorily complete an online intervention class and participate in a school or community intervention program selected by the District in conformance with law. [HSC 104420]

SUSPENSION/EXPULSION – SUBSTANCE ABUSE

Suspension/expulsion means that a student may not attend any school in the District for a period of time as determined by the Board of Education or its administrative designee (s). A pupil may be suspended or recommended for expulsion for committing an expellable offense (as described below):

1. While on school premises
2. While at a school-related activity
3. While going to and from school or a school-related activity, including lunch period on or off campus
4. For any violation at any time or place which reasonably relates to and substantially interferes with the normal course of school activities or another student's ability to participate in or benefit from school activities.

Any student for whom there is reasonable cause to suspect the possession or use of alcohol, drugs/narcotics, controlled substances, anabolic steroids or non-prescription drugs, or for whom there is reasonable cause to suspect the selling or furnishing of alcohol, drugs/narcotics, controlled substances, (including over the counter medication) or anabolic steroids, or substances represented to be alcohol, drugs/narcotics, controlled substances, anabolic steroids or non-prescription drugs, shall be immediately suspended from school for 5 days and all school activities pending the outcome of an investigation. If the allegations are substantiated, the pupil will be placed on a behavior contract that will prohibit participation in extracurricular activities for a prescribed period of time (with a minimum of 45 school days) and a possible recommendation for expulsion. Failure to respond to corrective action or repeated violations of drug, alcohol, controlled substance, or dangerous object violations will result in a recommendation for expulsion [EC 48900(b), 48915 (a), 48911, BP 5144.1, AR 5144.1]

OTHER EXPELLABLE OFFENSES

Any student for whom there is reasonable cause to suspect he/she has committed any one of the 22 offenses listed below (including violations associated with gang activity on campus or in any way related to a school activity), may be suspended from school and all school-related activities pending the outcome of a subsequent investigation. If the allegations are substantiated, the pupil will be placed on a behavior contract that will prohibit participation in extracurricular activities for a minimum of 45 school days, and may be recommended for expulsion. If the student is suspected of committing acts listed as numbers 1-7 below, law enforcement will be contacted as required by law. If progressive consequences fail to bring about proper conduct, or the student presents a danger to the other persons, the student may be recommended for expulsion for any of the offenses listed below:

SCHOOLWIDE POLICIES & PROCEDURES

1. Caused, attempted to cause, or threatened to cause serious physical injury to another person, or willfully used force except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive devices, or other dangerous object, including replicas, without permission of school officials.
3. Committed or attempted to commit robbery or extortion.
4. Assault or battery upon any school employee.
5. Committed or attempted to commit sexual assault or sexual battery as defined in EC 48900 (n) and corresponding Penal Code provisions.
6. Use, sale or possession of illegal drugs or controlled substances, alcoholic beverages, or an intoxicant of any kind.
7. Offering, arranging or negotiating to sell or deliver a material represented to be a controlled substance.
8. Caused or attempted to cause damage to school property or private property (this includes graffiti).
9. Stole or attempted to steal school property or private property.
10. Possessed or used tobacco/nicotine or tobacco/nicotine products including vapor devices and e-cigarettes.
11. Committed an obscene act or engaged in habitual profanity or vulgarity.
12. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. An "imitation firearm" is a replica that is so similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
15. Bullying or Cyber Bullying as defined in EC 48900 (r) and EC 32261.
16. Committed, engaged in, or attempted to engage in hazing as defined in EC 48900 (q).
17. Harassed, threatened, intimidated, or retaliated against a pupil witness.
18. Committed harassment, threats, or intimidation directed toward an individual or group which is sufficiently severe or pervasive so as to have the actual and reasonably expected effect of disrupting the educational process in general or for any specific pupil.
19. Committed or threatened to cause an act of hate violence.
20. Committed terrorist threats against school officials or school property.
21. Committed sexual harassment as defined in EC 212.5.
22. Offered, sold or arranged/negotiated to sell/provide the drug Soma.

Students who have knowledge of other students who are in possession of a weapon or an object represented to be a weapon or any other dangerous object on school facilities

or at a school-related activity shall immediately report this information to a certificated staff member. Failure to do so shall be considered defiance of authority and is subject to appropriate disciplinary action.

To enforce these policies, the District will use its legal authority to search grounds, facilities, and student lockers as necessary and appropriate. The Board of Education has unanimously agreed to place a high priority upon keeping the schools within the District safe for all students, and free from dangerous objects/weapons, drugs, alcohol and other chemical substances.

The Board of Education intends to accomplish this goal by enforcing its stated policies and procedures. It is most important that parents and students fully understand the Board of Education's intent because students who violate this policy are subject to progressive consequences up to and including expulsion from the schools of the District. [EC 35291, EC 48900, BP 5144.1, AR 5144, 5144.1]

SEXUAL HARASSMENT POLICY

The District and Mission Viejo High School are committed to maintaining a school environment that is free from harassment and/or bullying based on gender, gender identity, or gender expression. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process in accordance with this policy. [BP 5145.7]

PUBLIC DISPLAY OF AFFECTION

MVHS believes that students should not be involved in excessive hugging, kissing or grabbing at school. Inappropriate behavior will result in disciplinary action. ***Consequences may include:*** Lunch Detention, Saturday School, and Parent Contact.

HARASSMENT/BULLYING POLICY

Programs and activities shall be free from harassment/ bullying with respect to a student's actual or perceived sex, gender, or gender expression, ethnic group identification, race, national origin, religion, color, physical or mental disability, ancestry, age, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent. [BP5145.3]

MVHS will not tolerate any gestures, comments, threats, or actions, written, verbal, or physical, which cause or threaten to cause or are likely to cause bodily harm or

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

personal degradation. These actions will not be tolerated at any school activity whether on or off campus. Any type of behavior that is motivated by hostility to the victim as a member of a group is considered a hate crime and will not be tolerated. Students are expected to be kind and show respect to others. Depending on the severity of the offense, the student may be counseled, assigned Saturday School, be suspended, and/or recommended for expulsion. In addition, the Orange County Sheriff Department will be called when warranted.

NON-DISCRIMINATION POLICY

The District and Mission Viejo High School are committed to equal opportunities for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, gender identity or expression, sexual orientation or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District shall promote programs that ensure that discriminatory practices are eliminated in all District activities. [BP 0410]

VULGAR LANGUAGE

Verbal abuse means the use of profanity, vulgar words, phrases, or gestures or other types of language that are considered uncomplimentary, demeaning, or threatening when directed toward another person. Vulgar language will not be tolerated on campus or at school related event/activity, especially when directed toward faculty and/ or staff. **Consequences may include:** Lunch Detention, Saturday School, Intervention Class, and Parent Contact.

PROFESSIONAL JUDGMENT

Rules will be enforced fairly, firmly, and consistently in a manner that is legal, equitable and just. Professional judgment will be used by administrators to determine the consequences of specific incidents. Most types of school discipline issues are listed in this handbook; however, it is impossible to list every issue that might interfere with the smooth operation of the school. Administrators have the responsibility and authority to deal with all issues even though the specific issue might not be listed in this handbook.

DISCIPLINARY MEASURES

MVHS encourages and teaches students to be responsible for their own conduct. In cases where students require supplementary discipline, the following options exist. Parents are encouraged to actively support this part of their children's education.

A. Detention

Students may be assigned a detention from their respective teachers and/or staff for a variety of reasons relative to school behavior.

Consequences: Students will earn one (1) demerit for every hour of detention assigned. Students who continually miss their detention assignments will be referred to the Assistant Principal of Supervision and may be assigned Saturday School or Intervention Class along with additional demerits.

B. Saturday School

Students who have behavior infractions and/or are truant from school could receive a Saturday School from 8:00am to 12:15pm. As much as possible, parents are notified by mail and by phone when a student is assigned to Saturday School.

SATURDAY SCHOOL RULES

1. Students must bring schoolwork, books, and study materials. They will not be admitted without work to do.
2. All school rules and District policies are in effect. Students are expected to obey the requests of Saturday School teachers.
3. Students requesting a sack meal must see the Cafeteria Manager and complete the proper form no later than the Thursday before they are attending Saturday School. Payment for the sack meal, if applicable, must also be provided to the Cafeteria Manager by that Friday in order to receive the meal on Saturday.
4. The only acceptable excuse for missing a Saturday school assignment is illness or family emergency, which must be supported by a parent's note on the following Monday. **A one-time reassignment will be made.**

NOTE: Students **may not** reschedule Saturday school assignments. Only a parent/guardian may reschedule the assignment in advance, via phone call (949)837-7722 ext. 235116 or note delivered to the Discipline Office. All Saturday school reschedules/or changes must be done **before 11:00am** on the Friday before the scheduled Saturday school. **No Exceptions.**

5. If you are tardy to Saturday School, you will not be permitted to attend.
6. If you leave early from Saturday School, you will not get credit for serving.
7. If you miss Saturday School for an unexcused reason, the following will result:

Consequences: Students will receive two (2) additional demerits for failing to serve a Saturday School assignment. Students who continually earn Saturday

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

School assignments and/or fail to serve their assignments will be referred to the Assistant Principal of Supervision and may be assigned additional discipline consequences (Saturday School, Intervention Class, etc.) along with additional demerits. Parents will be notified. ***Repeated failure to serve Saturday School may result in off-campus suspension and possible involuntary transfer to continuation school.***

SATURDAY SCHOOL – Absence Recovery

With parent permission Saturday School may be used to recover lost funding as a result of a full day student absence. Therefore, the District would like to credit your student's Saturday School assignment against a previous all-day absence. Unless we are notified otherwise, your receipt of this notification will serve as parental permission for your student to attend Saturday School as an absence "makeup day" in lieu of mandatory attendance for a disciplinary infraction.

C. Suspension

One to five day duration. The student may not come on campus nor attend or participate in any school activity, including ROP classes, for the duration of the suspension.

D. Expulsion

Student may not attend any school in the SVUSD for the duration of the expulsion.

E. Transfer

A student may be involuntarily transferred to a continuation school or alternative educational setting if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. [Education Code 48432.5]

Say Something app

Keeping schools safe is everyone's business. Please help us by talking to your children about the consequences of unsafe behavior. Your student(s) can confidentially report suspicious individuals or unusual activity around the campus through our **Say Something app** at 1-844-5-SAYNOW. You can also anonymously report a tip via at **www.saysomething.net**.

DRESS CODE

Mission Viejo High School recognizes its obligations to provide an educational environment which will prepare students for successful and productive adult lives. In an effort to meet this goal, while on campus or at school sponsored events, students shall be dressed in a manner which reflects the local school standards as determined by administrators, teachers, support staff, parents, and students through a collaborative process and in accordance with Education Code Sections 35183 and 32282(a). Local standards shall ensure that student dress will not detract

from or interfere with the educational process, both on campus or in the classroom, or with school safety, while complying with legal standards. Local standards provide for alternative means of expression, consistent with Education Code Sections 48907 and 48950 and shall be content-neutral in their application. Although MVHS believes that the major responsibility for the cleanliness, grooming, and dress standards rests with the individual parents, the school has the responsibility of assuring that the health, safety, and general welfare of all students are safeguarded and promoted.

Prohibited on Campus or School Sponsored Events **Clothing that disrupts the orderly operation of the campus or which could be construed as immodest, unsafe, or extreme is not permitted.**

1. Clothing which displays gang insignia or which could reasonably be construed as gang-related, including, but not limited to, initialized belt buckles, dangling belts below waist level, trench coats, pants not worn at waist level, or which are sagging or oversized, bandanas of any color are NOT permitted. Any combination of clothing which law enforcement agencies currently consider gang related is prohibited.

2. Clothing or Tattoos which are obscene, libelous, slanderous or which cause a substantial disruption of the orderly operation of the campus are not permitted; including, but not limited to, clothing or tattoos which reference or imply words, symbols or graphics, alcohol or tobacco products, drugs or violence, or which display sexual references, sexist, racist, vulgar, or hate messages, and gang related and/or gang affiliated (tagging crew) references. Any derogatory message directed towards any person or group is prohibited. Students may be required to cover up tattoos for any of the above reasons.

3. Clothing, accessories, and/or personal items which could be used/or perceived as weapons, such as spiked clothing, shoes, wrist/ankle bands, spiked rings, brass knuckle belt buckles, or wallet chains are not acceptable. Spikes that are worn in eyebrows, ears, lips, or other body parts are not acceptable. Steel-toed shoes and/or boots are not allowed.

4. Clothing that is revealing or that exposes undergarments is not permitted. See-through blouses with bandeau underneath, strapless/ or tube tops, sports bras worn as a shirt, and transparent clothing is not permitted. Only 1 to 3 inches of skin is permitted to be exposed in the midriff area. No skin from the waist to the armpit is permitted to be visible. Shirts must be worn at all times.

5. Shorts or skirts must cover the student's entire backside. Shorts or skirts that are above knuckle length on all sides of the garment or that expose undergarments due to being torn, ripped, or frayed are not permitted.

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

6. Clothing which covers the face is not permitted (with the exception of religious garments). Your face must be visible when wearing any type of headgear. Hoods are not allowed to be worn in the classroom.

7. Shoes must have a hard sole and be worn at all times.

8. All students must wear appropriate workout attire during athletics. If you choose to wear your athletic uniform during the academic day, it must follow the dress code policies listed above.

9. Sleepwear that violates dress code policy and blankets are not permitted on campus /or in the classroom.

Consequences:

First Offense – Warning, clothing change/PE clothes

Second Offense – Lunch Detention, clothing change/PE clothes, parent notification

Third Offense – Lunch Detention, clothing change/PE clothes, parent notification

Fourth Offense –Parent meeting

*Saturday School may be offered at administrator's discretion in lieu of the above consequences.

Prohibited Trends

MVHS and SVUSD shall address changing gang-related trends or identifying clothing, which adversely impact school safety or orderly operations to keep the local standards current. MVHS will review the standards policy at least annually with a group consisting of staff, parents, and students. *The administration may make modifications to the Dress Code when appropriate. Exceptions can be made on School Spirit Days.*

PROFESSIONAL JUDGMENT

Rules will be enforced fairly, firmly, and consistently in a manner that is legal, equitable and just. Professional judgment will be used by administrators to determine the consequences of specific incidents. Most types of school discipline issues are listed in this handbook; however, it is impossible to list every issue that might interfere with the smooth operation of the school. Administrators have the responsibility and authority to deal with all issues even though the specific issue might not be listed in this handbook.

INTERNET USE & ELECTRONIC DEVICES

The SVUSD Acceptable Use Policy (AUP) outlines behavior expectations and consequences for student use of the internet and electronic devices while on the Mission Viejo High School campus. Mission Viejo High School's policies related to cell phones, electronic devices, internet use, and computer use follow the AUP.

SVUSD ACCEPTABLE USE POLICY (AUP)

Purpose

1. It is the policy of Saddleback Valley Unified School District (SVUSD) to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. This document serves as the guidelines and expectations of all employees, students, and other individuals working within SVUSD with regards to acceptable use of network and online resources.

Responsibilities

User Responsibilities

1. Use of electronic media provided by SVUSD is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Users may not use the district Internet system for commercial purposes.

Guidelines

Access to Online Materials

1. The material users may access through the district's systems should be for educational use only. Use of district systems for entertainment purposes and/or non-academic social media use is strictly prohibited.
2. Users will not use the district systems to access, publish, send, or receive any material in violation of applicable law. This includes, but is not limited to: material that is obscene; child pornography; material that depicts or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that promotes or advocates illegal activities, material that promotes the use of alcohol, tobacco, or weapons; material that advocates participation in hate groups or other potentially dangerous groups; materials that promote illegal behavior; material protected as a trade secret or material that can be construed as harassment or disparagement of others based on their race/ethnicity gender, sexual orientation, age disability, religion, or political beliefs.
3. Students who mistakenly access inappropriate information must immediately report such access to a teacher or school administrator.
4. Students may not download apps or software on district-purchased devices or alter system configurations unless they have received approval from a teacher or administrator.

Safety

1. To protect users' personal contact information, users shall not share online students full name or information that would allow an individual to locate a student including: family name, home address or

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

- location, work address or location, or phone number.
2. Any message a user receives that is inappropriate or makes him/her feel uncomfortable should be reported as well. Students should not delete such messages until instructed to do so by a school staff member.

Unlawful, Unauthorized, and Inappropriate Uses, Activity, and Language

1. Users shall not attempt to gain unauthorized access to the district Internet system or any other computer system through the district internal or external systems. This includes logging in to someone else's account and/or accessing someone else's files.
2. Users shall not use the district systems to engage in any other unlawful act, including arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person.
3. Users shall avoid inappropriate language in their electronic communications including collaborative communications within software such as commenting in Google Docs.
4. Users shall not post information that could cause damage or danger of disruption to offices, schools, organizations, or persons.
5. Users shall not engage in personal attacks, including prejudicial or discriminatory attacks. This includes knowingly or recklessly posting false or defamatory information about a person or organization.
6. Users will not harass or bully another person. Cyberbullying is prohibited by state law and district policy.

AI, ChatGPT, Plagiarism, Copyright, and User Agreement Infringement

1. Users will not plagiarize works from any source.
2. Users will not inappropriately share or reproduce a work that is protected by a copyright including songs, digital images, movies, or other artistic works.
3. Users must honor their user agreements with personal accounts such as Netflix, and other streaming/software accounts where the terms of use prohibit using the account for anything other than "personal and noncommercial use." SVUSD does not guarantee access to these services.
4. When introducing a new software or app to more than one district device, the user, department or site must purchase enough licenses for each device the user adds it to. Legal action may be taken in such cases that an app or software has not been purchased for each device in cases where the license agreement requires it.

Personal Devices

1. Permission to have a device at school is contingent upon an understanding and agreement of this AUP policy. In student cases, parents must have this understanding and agreement.
2. All costs for data plans and fees associated with devices are the responsibility of the owner.
3. Mobile devices with Internet access capabilities are required to use district provided Internet through the district's filtered network while on school property.
4. Student use of personal devices during class time must be authorized by the teacher.
5. Users may not photograph, videotape, or record any individuals without the written permission of the teacher or administrator and the students being photographed. Recordings made in a classroom require the advance written permission of the teacher or administrator.
6. Users may not take, possess, or share obscene photographs or videos.
7. Users may not photograph, videotape, or otherwise record instructional materials and assessments.

System and Account Security

1. Users shall not share passwords or account information and must take reasonable precautions to prevent others from using your accounts. This includes NT Username/Passwords and district wifi passwords.

Privacy

1. Users should not expect privacy in the contents of their personal files and in their overall district Internet use on the district systems. All internet usage is monitored. Violations will be reported to site and/or district personnel who will conduct further investigations as warranted.
2. Parents have the right to request to see the contents of their student's files and/or Internet history at any time.

Vandalism

1. Vandalism, in addition to physical damage, is also defined as any malicious attempt to access, harm, alter, or destroy data, data of another user, or any other agencies or networks that are connected to the system. This includes but is not limited to creating/uploading viruses or hacking.

Violations of this Agreement

1. In the event there is a claim that a user has violated the law or this policy, the user's access to the district's computer resources may be terminated and/or offending users may be disciplined under SVUSD's discipline guidelines.
2. SVUSD will cooperate fully with local, state, or

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

federal officials in any investigation related to any unlawful activities conducted through the district systems.

Responsibility for Loss or Damages

1. Users can be financially responsible for any harm that might result from the user's intentional misuse of the system. In the case of student misuse, parents will be held responsible.
2. The district assumes no responsibility for the loss, destruction, or theft of any personal devices including but not limited to cell phones, computers, and/or personal electronic devices. School officials and district office staff are not required to investigate lost or stolen personal electronic equipment.
3. The district is not responsible for online material accessed off campus on a non-district network.
4. If a district-purchased device is checked out to a student with written parent permission for use off-campus, parents can be held financially responsible for loss or damage to the device.
5. Devices should not be left unattended.

Actions

1. The principal or administrator may cancel a user's privileges whenever the user is found to have violated this policy.
2. Inappropriate use may include discipline under SVUSD's discipline's guidelines, suspension or expulsion, in accordance with law, school, and Board policy.

CELL PHONES

Cell phones should not be seen or heard between 7:17 am to 3:26 pm, except during snack and lunch. In permitting student possession of cell phones, the District and MVHS assumes no liability for the loss or damage to the device or its misuse by another person.

1. Cell phones may not be used and must be turned off and out of sight while a student is in the classroom or when directed by a district employee.
2. Cell phone rules apply to students attending Saturday School.
3. Earpieces, earphones or headphones are not to be visible at any time during the day on campus and will result in the same consequences as a cell phone violation (see below).

A cell phone that disrupts class, an assembly, or other school activity during the regular school day will result in the following consequences:

1st Offense - Verbal warning by teacher, violation form submitted for entry into discipline record
2nd Offense - Verbal warning by teacher, violation form submitted for entry into discipline record, conference with the Assistant Principal of Discipline,

parent notification, and lunch detention assigned
3rd Offense - Verbal warning by teacher, violation form submitted for entry into discipline record, parent notification, and Saturday school assigned
4th Offense - Verbal warning by teacher, violation form submitted for entry into discipline record, parent notification, and one day of intervention class assigned

NOTE: Individual teachers may allow cell phone/electronic device use in their classroom for related study or research. If a student violates the teacher's specific instruction about use, consequences will be assigned.

ELECTRONIC DEVICES (Tablets, Net books, etc.)
See AUP above. *MVHS will not be responsible for the loss, theft, or damage to any personal items, including Chromebooks, tablets, phones, iPods, etc. that a student chooses to bring to school.*

Consequences

Misuse of electronic devices other than cell phones will result in the same consequences listed above. (See cell phone consequences above)

FILMING ON CAMPUS WITHOUT AUTHORIZATION

It is the District's position that camera phones and devices with recording functions pose a threat to the privacy rights of individuals, exploitation of personal information, and compromise the integrity of educational programs. Accordingly, the use of camera or recording functions on electronic devices is prohibited at all times on school campuses and during the school day. Students in possession of cell phones on school grounds that contain inappropriate, violent or pornographic pictures/videos, inappropriate or harassing text messages, or information stored for the purposes of cheating academically will face more serious disciplinary action. Students who use a wireless communications device to photograph, videotape or otherwise record individuals without their permission, or whose wireless communications device is visible while in a test environment, will have his or her phone confiscated and held by a school official until it is determined that a criminal act was not committed. (AR 5131. See Acceptable Use Policy beginning on page 10.)

ANY STUDENT THAT VIDEOTAPES A FIGHT may receive consequences up to and including possible suspension for assisting in the creation of a hostile educational environment, willful defiance of school authority and/or disruption of school activities.

INTERNET USE POLICY

Using the MVHS network is a privilege, not a right, and the privilege may be revoked permanently at any time for unacceptable conduct. To use the network, students must adhere to the Saddleback Valley Unified School District

STUDENT BEHAVIOR EXPECTATIONS & GUIDELINES

Acceptable Use Policy, as well as, the following Mission Viejo High School Use Policy:

Unacceptable conduct includes, but is not limited to, the following:

1. Accessing or exploring online locations or materials that are inappropriate for school assignments;
2. Allowing another unauthorized student to help, coach, observe, or join your activity on the Internet;
3. Troubleshooting or fixing any software, hardware, or system problem, files or other components of a system;
4. Falsifying internet permission/authorization;
5. Posting inappropriate messages on the internet such as hateful, sexual, or drug-related information;
6. Threatening messages directed at school personnel will result in prompt referral to law enforcement and possible expulsion.
7. Loading of unauthorized software, including hacking tools or anything which threatens the security or operation of the network will result in suspension, permanent loss of school computer use, loss of credit, and possible involuntary transfer. Any action that threatens the network threatens the educational process for every student on campus and will be dealt with severely, up to and including suspension and law enforcement referral for possible vandalism of school property.
8. Students are never to use any teacher, staff or faculty member's passwords. **The consequence for using a teacher, staff or faculty member's passwords may include: Elimination of the student's Internet Privileges, Saturday School, Intervention Class, or Off-Campus Suspension.**

COMPUTER USE

The following rules/expectations help manage student behavior in computer areas. These computer use items are also addressed in the Acceptable Use Policy above.

DAMAGE OR THEFT OF EQUIPMENT

Any students who would intentionally damage or steal equipment or parts first shall be liable for any financial costs. Secondly, they will be removed from class with a grade of "F" or excluded from the library for the balance of the semester. Any student who makes illegal copies of software or brings into class any illegal copies of software will receive Saturday School.

PRINTING

Printers are available in the library for students to use. A computer program monitors printing. Students are strongly encouraged to deposit money into their printing accounts during registration. Money may be added to a student's account during the year in increments of \$1

dollar or more. Please see the library staff for more details.

Note: Students may request a refund of their unused balance during the month of June only; otherwise the remainder will be donated to the MVHS Printing and Technology Fund.

SOFTWARE ABUSE

Any student caught intentionally altering software or "trashing" software will be assigned a Saturday School and will also have his/her computer use privilege revoked for the remainder of the school year.

INTERNET ABUSE

Any student found to be intentionally using the internet contrary to the rules set down in the contract signed by them and their parents will be assigned to a Saturday School and will have their internet privileges revoked for the balance of the year. Additionally, if any of the above mentioned offenses occur, the parents will be contacted by the instructor who observed the misuse. Students who alter grades will have those grades changed to 0; will be put on an Academic Honesty Contract, their computer privileges revoked for the year and be subject to a suspension for a minimum of three days.

ACADEMIC HONESTY POLICY

ACADEMIC HONESTY

Students of the Saddleback Valley Unified School District are subject to an Academic Honesty Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related test are subject to this policy.

Cheating includes looking at another student's paper, taking credit for work that is not your own, talking, or using an electronic device during an exam. It also includes using technological means to acquire assistance or provide assistance. Helping another student cheat on an exam, homework or other assignment is also a violation of the Academic Honesty Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

MAJOR STATE, NATIONAL or INTERNATIONAL EXAMS

A student who violates the Academic Honesty Policy while taking a major state, national, and/or international examination (such as CAASPP, AP, IB, PSAT, SAT, ACT, etc.) jeopardizes the academic reputation, integrity, and future of all other students within the district. Therefore, he/she will receive the following consequences in addition to those outlined in the directions for administration of the specific test. All consequences apply for the semester that the incident occurred plus the following semester or trimester if the student attends Silverado High School or is in intermediate school. Summer session is not considered a semester under this regulation.

1. Administrator will assign off-campus suspension not to exceed five (5) days.
2. Administrator will contact parent/guardian regarding the incident.
3. Student may be removed from academic programs.
4. Student will receive no academic recognition at award events and/or participate in celebratory, promotion, and graduation ceremonies throughout the duration of the consequence.
5. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) in compliance with the by-laws of each organization.
6. Student will be ineligible and/or removed from any elected or appointed leadership position.
7. Student may be recommended for other disciplinary action as deemed appropriate.

ACADEMIC HONESTY IN CLASSROOM SITUATIONS

The following action will be taken in regards to students in violation of the Academic Honesty Policy.

High School Academic Honesty Policy (Grades 9-12)

FIRST OFFENSE

1. Teacher notifies school administration prior to

contacting parent with details of offense and explains consequences including Academic Honesty Contract.

2. Automatic "0" (Failure) on assignment or test.
3. Student given a "U" in citizenship for the semester/trimester.
4. Parent contact and contract signed.
5. Documented in student discipline file.
6. Placed on contract in all classes for the remainder of the semester/trimester and the entire next semester/trimester. Notification of student's contract communicated to student's current teachers.
7. If the Academic Honesty Policy violation occurs in a student aide class, the student may be transferred to another course.

SECOND OFFENSE (The second offense by the student during the period of time on contract)

1. Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Automatic "0" (Failure) on assignment or test; "U" in citizenship and work habits in the class in which the second offense occurred.
3. Student may be suspended off campus not to exceed 3 days.
4. Student remains on contract in all remaining classes through the rest of the semester/trimester and the entire next semester/trimester.
5. Parent conference.
6. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
7. Student will receive no academic recognition, including valedictorian or salutatorian status, at awards events or graduation ceremony if the offense occurs while on contract.

THIRD OFFENSE (The third offense by the student during the period of time on contract)

1. Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Student assigned "F" in class which violation occurs at high school level.
3. Student may be suspended up to 5 days.
4. Student will lose privileges for the remainder of the semester/trimester in which infraction occurred and one additional semester/trimester.

The accused student must file a written appeal within ten working days from the date of infraction. Students who wish to appeal these penalties may do so to the local site Academic Committee. This committee is composed of three members; two teachers, and an administrator. A student committee member may be added at the accused student's discretion. The student committee member will be selected by school site administration. The student committee member will have an advisory capacity.

SCHOOLWIDE POLICIES & PROCEDURES

(Saddleback Valley Unified School District AR 5131.9)

CLOSED CAMPUS

Mission Viejo High School is a closed campus. Students are not permitted to leave the campus without school and parent permission with the exception of the lunch privileges for upperclassmen. A student that leaves campus without school permission will be subject to school discipline.

LUNCH PRIVILEGES

Juniors and Seniors may only leave campus at lunch if their behavior remains acceptable and they show their student ID when leaving campus each and every time.

Freshmen and Sophomores are NOT allowed to leave campus at lunch or any other time during the school day unless with an approved off campus sticker. Any junior or senior who takes a freshman or sophomore off campus at lunch will receive a Saturday School.

Consequences for leaving campus at lunch without permission:

First Offense – Lunch Detention & parent contact

Second Offense – Saturday School & parent contact

Third Offense – Administration Detention & parent contact

CLASSROOM VISITATIONS

Parents may request to visit their child's classroom. We require a 24-hour notice for this visitation. Please make the request in writing to the Assistant Principal in the Discipline Office.

GUEST PASSES

Non-students may only attend school athletic competitions or other school events, which are open to the public. Guest passes are not issued for class visits or for visitors to be on campus during school hours.

VISITOR POLICY

Visitors who have official business are requested to register in the Main Office at the reception desk or at the Discipline Office front desk. Students are not allowed to bring non-students on campus for any reason.

Trespassers may be cited.

OUT OF BOUNDS AREAS

The following areas are considered out of bounds during school or lunch hours (unless with your teacher/coach/advisor and class):

- La Paz Medical Center & Shell gas station (before, during, and after school)
- Chrisanta Drive
- 700 Bldg.
- Auto shop
- Agriculture area

- The railroad track area is off limits at all times
- All lower athletic fields
- 800 building (portable classrooms)
- Outdoor basketball courts, tennis courts, and stadium
- Faculty parking lots
- Student parking lots unless arriving or departing school
- Center of 200, 300, and 500 buildings during lunchtime
- Gymnasiums, pool, weight rooms, and PE locker rooms (unless with your P.E./Athletics coach)

The following areas are ALSO off limits to juniors and seniors leaving campus at lunch:

- Park areas on corner of La Paz and Chrisanta
- Deli & Liquor store near corner of La Paz and Muirlands
- Medical Plaza on La Paz and Chrisanta
- Out of bounds areas listed above

Consequences:

First Offense – Warning

Second Offense – Lunch Detention and/or Administration Detention

Third Offense – Saturday School and/or Administration Detention

11th & 12th graders with repeated offenses may lose their privilege to leave campus at lunch

Consequence of Being on Another Campus During the School Day:

First Offense – Saturday School

Second Offense – Saturday School and/or Administration Detention

VOLUNTARY OFF CAMPUS FIELD TRIP/ACTIVITY

Students who wish to participate in a school-sponsored field trip during the school day must submit a "Voluntary Off-Campus Field Trip/Activity" form to their advisor one week prior to the event. Students must receive written consent from each teacher whose class will be missed before they are allowed to participate in the event. Consent from the teacher will be based on whether missing class will adversely affect his/her grade. Students who have performances or competitions required by co-curricular classes shall be excused from school as long as their teachers are notified and they maintain eligibility.

SCHOOLWIDE POLICIES & PROCEDURES

COMMUNICATIONS/DELIVERIES TO STUDENTS

In order to maintain an appropriate and uninterrupted learning environment for all students, **we will not:** Relay phone messages to students **except** in the case of an absolute emergency, such as a medical emergency. In such an emergency, the message will be delivered to the student. Please remind students of doctor and other appointments and transportation arrangements *before* the student leaves home in the morning.

A RESPONSIBLE ADULT LISTED ON THE EMERGENCY CARD MUST COME IN & SIGN THE STUDENT OUT OF SCHOOL. STUDENTS WILL NOT BE RELEASED OVER THE PHONE.

Additionally, **we will not** make deliveries of items to classrooms. Students may come to the office during breaks or at lunch to pick-up items such as forgotten lunches, etc. **Students may not receive deliveries on campus from vendors (food, flowers, balloons, etc.) The MVHS office staff will not accept such deliveries.**

HALL PASSES

Students are expected to be in class during instructional time. If a student needs to be out of the classroom to use the restroom, the student must get permission from the teacher and ask to take the hall pass. During class time, students are not permitted in the restrooms without a hall pass. Students that need to conduct school business in the office (i.e. schedule change, get an early dismissal, re-schedule a Saturday school, etc.) must do so during break, lunch, or after school unless they receive a call slip from the office. The office call slip will serve as the student's hall pass. Students out of class without a hall pass will be assigned a lunch detention. *Students are NOT to use the vending machines during class time.*

VENDING MACHINES

The snack and beverage machines on campus are to be used at snack, lunch, or before and after school only and **NOT** during class time.

Consequences:

First Offense – Student will receive a warning

Second Offense – Student will be assigned a lunch detention

Third Offense – Student will be assigned a Saturday school

LIBRARY USE

A quiet atmosphere is maintained in the library, making it an ideal place to study, read, do homework, or work on research assignments. Students are to adhere to the following guidelines while in the library or using library resources. Failure to follow these guidelines may result in the loss of library privileges.

General Expectations

- Food, drinks, and gum are not allowed in the library.
- Cell phones & electronic devices should be silenced

in the library.

- To access the library during class, students will need to bring a written pass from their teacher and sign in at the circulation desk.

Computers

- Our library is equipped with approximately 40 computers as well as wireless access student use. Each computer station is networked and contains all library applications including our MVHS library catalog, Mission Viejo Public Library Catalog, the Internet and Microsoft Office XP. Students are expected to know and follow the SVUSD Acceptable Use Policy while working on electronic devices and computers inside the library.

Username/Password

- Each student is assigned an individual username and password that allows him or her to save word processing and other web-based curriculum sites to their own document folder. Students may **ONLY** use their own log-in password.

Text & Library books

- **A current student ID card is REQUIRED to check out books.**
- Students are responsible for the textbooks checked out to them. Any damage of a textbook or loss of a textbook will be charged to the student. Students must pay for lost textbooks before new books are issued. All textbooks must be returned to the Library by the last day of finals each school year. Books not returned by the last day will be considered "Lost" and must be paid for before registration. Senior diplomas will be held until all books have been returned or paid for, and all fines are cleared.
- Students may check out three library books for a period of 4 weeks. Books may be renewed as many times as needed, as long as no one else has requested them.
- Library fines are \$.10 per school day. All overdue fines must be paid to renew a book. Overdue notices are sent to students' 3rd period class.

Say Something app

Keeping schools safe is everyone's business. Please help us by talking to your children about the consequences of unsafe behavior. Your student(s) can *confidentially* report suspicious individuals or unusual activity around the campus through our **Say Something app** or at **1-844-5-SAYNOW**. You can also anonymously report a tip via **www.SaySomething.net**.

SCHOOLWIDE POLICIES & PROCEDURES

TUTORIAL GUIDELINES

MVHS Tutorial program was created to provide students with many intervention opportunities designed to increase academic achievement. It is important to emphasize that “tutorials” can be turned into “*Mandatorials*”, which are currently used by some teachers. A “*Mandatorial*” is simply requiring a student to attend a specific tutorial to receive additional help.

Other Specific Tutorial Guidelines

- Tutorials are held Tuesday – Friday each week with the exception of minimum days.
- Teachers hold tutorial for their current students only; exceptions will be announced by individual teachers at their own discretion.
- A student will be required to sign up with our tutorial app (Flextime) to schedule their tutorial appointments.
- When the tardy bell rings, campus security and administration will “sweep” students into one of their assigned classes. Students that remain out of class will be taken to the Assistant Principal of Discipline for the rest of tutorial. **A lunch detention will be assigned for the first offense and a Saturday School will be assigned for the second offense.** These students are considered truant. Any further consequences will result in Saturday school, parent conference, or major dance being taken away.
- Students must check in with ID card upon arrival to assigned tutorial.
- PE mile make-ups are available to current **P.E. students only!**
- The library is **NOT** open for tutorial.
- The Career Center may have college or military recruiters during tutorial, so listen to the announcements but must sign up through flextime app and cannot override a mandatorial.
- Group Projects: Ask the teacher who assigned the group project if you can work together in his/her class. Group work can be disruptive to others making up a test or getting help.
- Everyone must be inside during tutorial.

Remember: This is for you! Use this time wisely. **Electronic Devices are not to be used during tutorial without the direct permission/instruction of the teacher!**

LOCKERS & PERSONAL PROPERTY

Students will be assigned a locker. It is the responsibility of the student to provide their own lock. If administration or law enforcement finds a need to search a locker, for safety concerns, locks brought from home will be cut off and not replaced by the school. **DO NOT SHARE YOUR COMBINATION.**

Lockers are issued to students as a convenience. The school is **not** responsible for losses from these lockers.

Personal property (backpacks, calculators, etc.) brought to school is done so at the student’s own risk.

Students should avoid bringing large amounts of cash, expensive jewelry or other valuables to school. Laptop computers or other personal property should never be left in lockers overnight or on weekends, or unattended on campus.

Students are encouraged to buy school-issued combination locks for use in school issued lockers and/or P.E. locker rooms. **Students are required to lock up all possessions while in P.E. or athletics!** These locks will be available for sale in the Student Store. Students may bring their own lock.

- **Never** leave your possessions on top of your P.E. locker.
- **Never** leave your backpack/possessions/athletic gear unattended or in an unlocked locker.
- Keep all possessions in a locked locker at all times. Do not bring valuables to P.E.!

Mission Viejo High School Is **Not** Responsible For Lost/Stolen Items.

LOST AND FOUND

Personal items that are found on campus will be taken to the Reception area in the front office. Lost books will be taken to the Library. Items that are not claimed within a reasonable period of time will be donated to charity.

SKATEBOARDS, BIKES, E-BIKES

To ensure the safety of students and staff as well as their freedom from distraction, **bikes, e-bikes, skateboards, shoes with wheels, in-line skates, etc., are not permitted to be used on campus.** Students who ride bikes or skateboards to school ARE NOT PERMITTED TO RIDE THEM ACROSS CAMPUS. Skateboards and bikes must be stored and locked on the racks located by the large gym. Students must provide their own locks, but locks can also be purchased at the student store.

Consequences:

First Offense – The disallowed items will be confiscated. The item may be returned only at the end of the school day.

Second Offense – The item will be confiscated and may be retrieved only by the parent/guardian and a Saturday School w ill be assigned.

SCHOOLWIDE POLICIES & PROCEDURES

CAMPUS CLEANLINESS

MVHS students are expected to keep the campus clean by picking up after themselves and placing their trash in trash cans. There is no excuse for students littering on campus. Students that refuse to pick up their litter will be considered defiant and will receive additional consequences.

Consequences: Trash pick-up during lunch, Detention, Saturday School or Administration Detention.

PARKING POLICY

In order to maintain safety and to protect the property and lives of our students and staff, the following parking procedures have been established by the Saddleback Valley Unified School District and the MVHS school administration.

1. ONLY Juniors and Seniors will be allowed to park on campus with a current parking permit. *Sophomores & Freshmen are not permitted to park on campus or purchase a permit. Sophomores may purchase a parking pass 2nd semester.*
2. Students can only park in Student Parking Lots with a purchased parking permit.
3. Students are NOT permitted to park in ANY Faculty/ Staff Parking Lot until **after** 3:26 pm. *Vehicles may be towed on the first offense.*
4. No parking on any red curbs or adjacent to planters.
5. Visitors must park in the designated visitor parking area with a valid visitor parking permit.
6. All cars must be parked in **marked stalls** only. Parking in an unmarked area will be considered a parking violation and the vehicle may be towed.
7. Students are not allowed to be parked in the following areas: on campus, on the basketball courts adjacent to the fields and tennis courts, visitor & staff identified areas/lots, and by the baseball fields.
8. The speed limit on campus roads and in the parking lot is 10 mph.
9. All vehicles should be locked at all times. SVUSD is not responsible for theft, damage, vandalism etc.
10. There will be no parking allowed at the north end of the campus (Agriculture Farm and Tech. Ed. area) except students with Auto Shop permits. These cars must be parked in the stalls provided.
11. Bikes and mopeds must be locked and parked in the Bike Rack area located near the large gym. If parked anywhere else on campus, the locks may be cut off and the bikes impounded.
12. Inappropriate use of a vehicle in a school parking lot could result in the loss of parking lot use and privileges. In addition, Saturday School could be assigned.
13. Use of a motor vehicle to harm, attempt to harm, or threaten to harm an individual, another motor vehicle in the school parking lot, or a school facility is an action that will be referred to law enforcement

14. Parking permits are required to park on MVHS campus. There is a fee to purchase a parking permit on a yearly basis. Lost or stolen permits will NOT be reissued, a replacement permit can be purchased after a 6 week waiting period. Permits are not transferable! Purchasing a permit from another student is not permissible. Students may only park in their designated assigned spot. Spots will be assigned upon purchase of a parking permit on a first come first serve basis.
15. MVHS Parking Permits do not authorize students to park on permitted residential streets.
16. Hours of enforcement for parking lots will be every school day until 3:26 PM. Parking permits must be displayed and visible while parking in the school parking lot.
17. The upper parking lot, by the stadium will be open parking for all students after lunch, with or without a parking permit.
18. Forgery of parking permits will result in confiscation of forged permit and student will not be allowed to park on campus for one calendar school year.

Please note that students with repeated parking lot violations throughout campus can and will have their cars towed at the owner's expense.

Consequences

(Students who own an MVHS parking permit):

First Offense – Violation Notice, vehicle may be towed.

Second Offense – Violation Notice, Saturday School assigned, and vehicle may be towed.

Third Offense – Vehicle will be towed.

Fourth Offense – Saturday School assigned and permit will be revoked for the remainder of the year.

Consequences

(Students who DO NOT own an MVHS parking permit):

First Offense – Violation Notice, vehicle may be towed.

Second Offense – Vehicle will be towed.

SCHOOL BUS TRANSPORTATION

When a passenger is in violation of rules of conduct, he may be reported to the Assistant Principal of Discipline by means of a "School Bus Conduct Report".

Consequences (School Bus Conduct):

First Offense – Saturday School

Second Offense – The student may be denied district transportation services for three days.

Third Offense – The student may be denied district transportation services for two weeks.

Fourth Offense – The student may be denied district transportation services for the remainder of the school year. Serious offenses that occur on the school bus may be cause for immediate denial of district transportation

SCHOOLWIDE POLICIES & PROCEDURES

services and additional discipline consequences.

PRESCRIPTION & NON-PRESCRIPTION MEDICATION

Medical treatment is the **responsibility of the parent/guardian** and an authorized health care provider.

Medication, both Prescription and “OTC” (Over the Counter) may only be given during school hours if it is deemed absolutely necessary by the Health Care Provider.

- Visit: https://www.saddlespace.org/healthservices/welcome/cms_page/view
- Click on **HEALTH FORMS** to download necessary forms.)

FORMS:

1. Parent/Doctor Request for Medication / Solicitud para la administracion de medicamentos
2. Parent Request for OTC (Over the counter) Medication
3. Permission for Student to Carry Emergency Medication (age 10 or over)

Note: Only for Asthma Inhaler or Epi-Pen

If medication is to be administered at school, ALL of the following conditions must be met:

An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. A written statement signed by the licensed (doctor) authorized health care provider/dentist specifying the reason for the medication, the name, dosage, time, route, side effect, and specific instructions for emergency treatment must be on file at school.

1. Medication must be in your child's original, labeled pharmacy container written in English.
2. All liquid medication must be accompanied by an appropriate measuring device.
3. Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
4. A separate form is required for each medication.

Medication must be delivered to the school by the parent/guardian or other responsible adult. The only exception is for Special Education students who ride the bus; their medication can be transported by the bus driver to the school. A signed request from the parent/guardian must be on file at school. The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible.

Children are NOT allowed to bring or have medication in their possession.

The **ONLY** exceptions are if the student is age **10 or older** and if approved in writing by physician (Only

Asthma Inhalers or Epi-Pens). **All appropriate forms must be completed and signed.**

SCHOOL SAFETY

A comprehensive emergency procedure plan is in place that is practiced on a regular basis to ensure the safety of students and staff in case of fire, earthquake, tsunami or any emergency situation. Copies of this plan are made available to all staff and also to parents and community members.

Mission Viejo High School continues to be one of the safest high school campuses in Orange County. The school has plans for responding to all emergencies. Plans are regularly reviewed and practiced so that students and staff will know what to do when an emergency comes. Additionally, the administration works on a regular basis with the Orange County Sheriff Department to revise plans. During the school year, at weekly administrative meetings, school administrators and the SRO (School Resource Officer) review school safety concerns and issues. Also, the latest pertinent information from the OC Sheriff Department regarding school safety is always reviewed. *Safety is of the highest priority on our campus.*

DESIGNATED DROP OFF LOCATIONS

If you or your student is picking up or dropping off another student, please do so only at the designated drop off areas. **The front parking area (Lot 1) is not a student drop-off or pick-up zone. The only parents who should enter this lot are those who have an appointment in the front office.** If you are dropping off inside the school lot area, please pull up to the curb area in front of the gym before stopping to drop off your student. Stopping or parking in a red zone is illegal. If you are dropping off your student along Chrisanta, please remember to look before pulling away from the curb.

Mission Viejo High School has multiple entrance and exit routes for vehicles. These routes are clearly marked with signage and/or painted lines. Campus Supervisors are assigned to monitor driver adherence to driving regulations. MVHS has asked the *Orange County Sheriff Department* to take an active role in monitoring vehicular traffic and parking on campus.

EMERGENCY CARDS

Every student must have an emergency card on file in the office. Only those people listed on the card have permission to release a student from school. Accurate contact information is critical in an emergency situation. **Address and emergency contact changes should be made promptly by contacting your Student Services Technician.**

ATTENDANCE POLICIES & PROCEDURES

Please remember that MVHS does not have a “Call-In” attendance system. All absences must be cleared by note or parent email per the instructions given in this section.

Mission Viejo High School believes that regular attendance plays a key role in student achievement and recognizes its responsibility under the law to ensure that students attend school regularly. Mission Viejo High School shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. [AR 5113]

IRREGULAR ATTENDANCE

Irregular attendance is one of the major constraints in maintaining a quality educational program for high school students. There is no more important variable than time spent on task in the classroom under the guidance of a professional educator. Attendance is taken every day in every classroom and students are required to be to class on time.

Improving student attendance and reducing the dropout rate is a District priority. Pursuant to *EC 48200*, every child from the age of 6 to 18 in the District is required to attend school regularly, unless otherwise provided by law in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same District school attendance rules. The Saddleback Valley Unified School District Board of Education recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy and dropout rates is vital to the learning and achievement of all children. Alternative Education follows a different calendar from the Comprehensive High Schools, and the following policies will be tailored to fit the alternative situation.

Definitions of Irregular Attendance

Unexcused Absence:

Absent with permission due to personal reasons. Examples of unexcused absences include vacation, oversleeping, car trouble, driver test, out-of-town visitors, weddings, missed bus, personal/business reasons, out of gas, and traffic citations.

Truancy:

Absent without permission, not clearing legitimate absence within three (3) school days, and leaving campus during the school day without permission.

Tardy Truant:

A student who is not in class within the first 30 minutes is considered tardy truant.

Tardy:

A student who is not in his/her assigned seat when the tardy bell rings is considered tardy.

Unexcused Absence/Truancy Procedures

The Saddleback Valley Unified School District utilizes the Student Attendance Review Board (SARB) process to address student attendance. The system below is utilized to notify parents/guardians of students who are excessively absent or truant.

Prior to referring a student and/or family to a SARB Hearing, a counselor will meet with the student and make parent contact as an intervention to address the student's attendance issue.

If a student reaches the number of unexcused absences/truancy/tardies listed below for reasons other than an excused absence(s)/tardy, the following action will be taken:

FULL DAY UNEXCUSED ABSENCE/TRUANCY PROCEDURES

3 truanies/unexcused absences/tardies (30 minutes or more)

- Student is identified as a truant per Education Code 48260.
- School site sends Truant Letter #1 to the student's parent/guardian.
- Student is assigned Saturday School(s).
- Student will be referred to a counselor.

6 truanies/unexcused absences/tardies (30 minutes or more)

- Student is identified as a habitual truant.
- School site sends Truant Letter #2 to the student's parent/guardian.
- Student is assigned Saturday School(s).
- School site contacts parent via phone to discuss the absences and/or truanies.
- The student and parent are informed that they will be required to attend a Parent/DA Meeting and may be referred to SARB.

10 truanies/unexcused absences/tardies (30 minutes or more)

- The school site sends out Truant Letter #3 to the student's parent/guardian inviting the parent to a meeting at the school site and to spend the day with their student on campus.
- The site administrator has the parent/student sign a school site attendance contract and informs them of the potential of the SARB Process and Administrative Regulation 5113 that indicates students who are absent

ATTENDANCE POLICIES & PROCEDURES

more than 14 days of school must provide a doctor's note for every absence.

- The site administrator informs the student that they will be required to attend a Parent/DA Meeting (if they have not already done so) and may be referred to SARB if the truancies/ unexcused absences continue.

Beyond 10 truancies/unexcused absences/tardies (30 minutes or more)

- Students who fail to correct the problem and continue to have truancies or unexcused absences will be referred to a SARB Hearing. SARB Hearings are held at the Orange County Sheriff's Department Substation and comprise of a representatives from Orange County Social Services Agency, Orange County Sheriff's Department, Orange County Probation Department and school site and district representatives.
- As a result of the SARB Hearing, the district may choose to file with the Orange County District Attorney or Probation against the student, the parent/guardian or both.

PERIOD ABSENCES PROCEDURES

(7th–12th Grade)

Individual unexcused, truant or tardy truant period absences accumulated throughout the school day

1 - 3 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Detention (s) or Saturday School will be assigned.

4 - 6 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Letter-1 will be sent to parent from the school site notifying them of truancies.
- Saturday School (s) will be assigned.
- Student will be referred to Counselor to address attendance issues and parent will be notified.

7 - 10 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Letter-2 will be sent to parent from the school site notifying them of truancies.
- A detention will be assigned and student will be placed on contract.
- School site administrator contacts parent via phone to discuss the absences and/or truancies and places student on a multiple period contract.

11 - 15 Period Truancies

- Parent will be notified of truancies by the automated messaging system.

- Letter-3 will be sent from the school site to parent notifying them of loss of privileges at 16 period truancies.
- Invite parent to attend school with student to escort student to class.
- Saturday School assigned

16 - 20 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Letter-4 will be sent to parent from Student Services inviting them to meet with the Orange County District Attorney- Truancy Unit as an intervention to correct the behavior.
- Student will be added to the *loss of privileges* list.

Any student who continues to have multiple period truancies beyond the 20 may be referred to a SARB Hearing for remediation.

UNEXCUSED TARDY PROCEDURES

(7th–12th Grade)

Tardies accumulated per period, per semester/trimester

A student who is not in his/her assigned seat when the tardy bell rings is considered tardy. After 30 minutes, a student is considered tardy truant and must check in at the Attendance Office and receive a Re-admit Slip before going to class.

NOTE: Tardies are only excused due to an illness or medical appointment.

It is a reasonable expectation that in order for learning to take place, students must arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help ensure that students arrive to all classes punctually, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent/guardian, teacher, and administration. Tardies are recorded every day in every class period.

Tardy 1-2:

- Teacher gives warning and notifies student of first and second tardy.
- Parent will be notified of tardiness by the automated messaging system.

Tardy 3:

- Teacher notifies student of third tardy.
- Parent will be notified of tardiness by the automated messaging system.
- Teacher assigns a detention.

ATTENDANCE POLICIES & PROCEDURES

Tardy 4-5:

- Teacher notifies student of fourth and fifth tardy.
- Parent will be notified of tardiness by the automated messaging system.

Tardy 6:

- Teacher notifies the student of the sixth tardy.
- Student will receive a Saturday School, Contract and administration contacts parents.
- Administrator assigns Saturday School and places student on a Tardy Contract which states the student may lose privileges if tardies continue.
- Parent/guardian is notified of the contract and terms.

Tardy 7-9:

- Teacher notifies student of seventh, eighth, ninth tardy.

Tardy 10:

- Teacher notifies discipline office of 10th tardy.
- Parent/guardian notified of *loss of privileges*.
- **In addition to the above tardy policy, MVHS has implemented Tardy Sweeps. Randomly, music will be played over the P.A. system halfway through a passing period. This alerts students that we will be in a Tardy Sweep when the bell rings. Teachers will lock their doors when the bell rings to begin class. Any student who is not inside their class when the bell rings will be escorted to the Little theater . On the 1st offense a student will be assigned a lunch detention. On the 2nd offense a student will be assigned a Saturday School. Any further violations will result in additional Saturday Schools and a parent conference with an administrator.**

Students who continue to have tardies may be referred to a meeting with the Orange County District Attorney as an intervention step. If there are further tardies, a student may be referred to a SARB Hearing for remediation.

IMPORTANT MVHS ATTENDANCE REMINDERS

ATTENDANCE OFFICE

MVHS Attendance Office is open from 7:00 a.m. to 3:26 p.m. **Students who are arriving back to campus after an absence should plan on arriving at the Attendance Office windows early to avoid lines.** All absences resulting from a doctor or dental appointment, must be verified by the doctor or dental office (i.e., doctor's stamp). Court appearances also must be verified by a court stamp.

HOW TO CLEAR AN ABSENCE

All absences from class must be cleared through the Attendance Office. To clear an absence the student must submit a note or a parent must email from an email on file **within three (3) school days** of returning back to

school. The note must be *handwritten* (not typed), in *ink* (not pencil), by the *parent/guardian*. The note must be signed by the parent/guardian and include the **student's name, date of absence, and reason for the absence.**

You may also reach us at:

MVHSAttendance@svusd.org

If the parents/guardians are going out of town and leaving their student(s) in school, the Attendance Office must be informed in writing as to who will be in charge of the student while the parent is away.

Failure to clear the absence **within three (3) school days** will result in truancy.

Students who arrive at the attendance office after the tardy bell has rung, for any period, will be issued a tardy by their teacher. *Clearing an absence is not an acceptable reason for being tardy to class.*

READMITS

Students will be given an *excused or truant* "readmit" when checking in with the attendance office following an absence. The "readmit" slip, which the student receives, must be presented to the teacher of each class missed.

An *excused* readmit will be given to students who present a valid note when clearing an absence. A *truant* readmit will be given to students who do NOT bring a valid note when reporting to the Attendance Office after an absence. **Students have three (3) school days to clear the truancy with a valid note. If the absence is not cleared, the truancy will stand and a discipline consequence will follow.**

FORGERY

Notes that are written in student's hand, even with parent permission and emails not sent by the parent/guardian from an email on file, are considered a forgery. A student who has forged a note to obtain a readmit may clear future absences **ONLY** by having the parent/guardian telephone the attendance clerk by 10:00 A.M. **on the DAY OF ABSENCE ONLY.** This consequence is called *NO-NOTES* and will be applied to the student for the remainder of their high school year (s).

EXCESSIVE ABSENCES

When a student has reached 14 absences, a doctor's note will be required to excuse all further absences. If a student does not provide a doctor's note, absences will be unexcused and the student may not be able to make-up missed assignments, tests, projects, etc. (See Full Day Unexcused Absence/Truancy Procedures).

(Continued on page 23)

ATTENDANCE POLICIES & PROCEDURES

(Continued from page 22)

EARLY DISMISSALS

By Parent Request:

All students must check out through the Attendance Office anytime they leave campus *even if* their parents have given them PRIOR permission to come home. All early dismissal requests require a note from a parent/guardian or email **before** the dismissal slip is issued. The request for early dismissals must be turned-in to the Attendance Office as soon as you arrive to school so they will be processed prior to leaving. Students are not permitted to leave class to pick-up their early dismissal slip. **No** early dismissals will be issued over the phone.

Parents/Guardians: Please email

MVHSattendance@svusd.org or send your student with a note in order to request an early dismissal form. Please include the following in the email/note.

- Students first and last name
- Grade
- Exact date of release
- Reason for the release
- Time to be released

If the release is due to a scheduled doctor/dental appointment a doctor stamp/doctor note will be needed when the student returns.

Due to Illness/Injury:

In the case of illness/injury during the day, students **must** come to the Attendance or Health Office to contact a parent/guardian and arrange for pick-up.

- **Failure to obtain an early dismissal will result in the student being marked truant from any missed classes.**
- If the student fails to follow the early dismissal guidelines outlined above, a note **will not** be accepted after the fact.
- **NO** student may leave campus during the school day without Administrative permission.
- Parents **MAY NOT** excuse students after the fact.
- Parents/Guardians **MUST** show ID to check-out student(s) during the school day.

****PARENTS of JUNIORS/SENIORS - PLEASE READ THE FOLLOWING CAREFULLY****

JUNIORS & SENIORS

- Juniors & Seniors must show current Student ID Cards in order to leave campus at lunch (no exceptions).
- Juniors & Seniors who leave campus at lunch and intend to stay off campus must:
- Juniors & Seniors who leave campus at lunch time and

then decide to stay home for any reason must:

- Parent must contact the Attendance Office between 1:00 P.M. and 3:00 P.M. **on the day of the absence at via email.**
- Bring a note from your parent/guardian the following day.
- If the Attendance office is not notified on the day of the absence, a truant will be issued regardless of the note.

COLLEGE VISITS

Upon **advance written request by the parent/guardian** and the approval of the Assistant Principal, a college visit may be considered an excused absence. Students are permitted up to five (5) days for college visits during their junior or senior year of high school.

Please include the following in your written (and signed) request:

- Name of student
- Dates of college visit
- Name of college/university your student will be visiting.

INDEPENDENT STUDY CONTRACTS

When a student has advanced knowledge of a 5-day or more absence from school, he/she should obtain an Independent Study Contract from the Attendance Office. The student must bring a note from the parent/guardian to the Attendance Office at least **two (2) weeks prior** to the absence.

- Upon request, the student will be given the Independent Study Contract forms to be completed by his/her teachers.
- Once the student obtains all their homework assignments and signatures of their teachers, they must return the forms to the Attendance Office ***BEFORE THE ABSENCE BEGINS*** or the absence will be unexcused.
- *After the absence*, the student must return to the Attendance Office for a readmit and further instructions required to complete the contract. At that time the student will be told:
- To turn in all of their completed work to his/her teachers.
- Collect a graded, signed, and dated piece of work from each of his/her teachers and return it to the Attendance Office within one (1) week of returning back to school.

The student will receive unexcused absences for each of the Independent Study dates **UNLESS** this entire process is completed.

CO-CURRICULAR PARTICIPATION

All students who participate in co-curricular activities, including athletics and the arts, **must** attend at least 4-

(Continued on page 24)

ATTENDANCE POLICIES & PROCEDURES

hours of school each day in order to compete in that same day's activity/game.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Poor attendance or excessive discipline problems may restrict participation in extracurricular activities including dances and special events.

GUIDELINES FOR MAKE-UP WORK FOLLOWING AN ABSENCE:

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205) Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

- Students shall be allowed to complete all assignments and tests missed because of an excused absence which can reasonably be provided. This includes Independent Study Contracts.
- At the discretion of the classroom teacher, students may be allowed to complete schoolwork missed during an unexcused absence.
- Students will not be allowed to make up work missed during a truancy.
- The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)
- The student has the responsibility to make arrangements with the classroom teacher for makeup work.
- Upon parent request, the classroom teacher will provide information on makeup assignments during the student's absence in a reasonable and timely manner.

The teacher will use the following makeup schedule in determining the minimal amount of time the student will be allowed for makeup assignments:

- **Work Assigned or Tests Given During an Absence:** A student will be allowed two (2) class periods for each day of absence to make up assignments and/or tests given during the period of absence. However, the student whose first day

of absence is the day of the test will take the test on the day he/she returns to class. Additional time may be given at the classroom teacher's discretion.

- **Work Assigned Prior to an Absence:** Assignments given prior to an absence will be given no additional time but are due on the day the student returns to class. The exception to this rule is the high school long-term project which will be due on the original due date when advance notice of the due date has been given by the classroom teacher. Additional time may be given at the classroom teacher's discretion.
- **Lab Practicum Missed During an Absence:** Classroom lab-type activity assignments shall be made up through individual arrangement with the classroom teacher. Arrangements for a makeup activity shall be made within two (2) days of a student's return to school.

CLOSED CAMPUS

Students are to remain on campus at all times with the exception of the lunch privileges for upperclassmen or approved underclassmen.

Juniors and Seniors may only leave campus at lunch if their behavior remains acceptable and they show their current student ID when leaving campus each and every time.

Freshmen and Sophomores are **NOT** allowed to leave campus at lunch or any other time during the school day, unless with an authorized sticker on their ASB card.

Any junior or senior who takes a freshman or sophomore off campus at lunch will receive a Saturday School.

Consequences for leaving campus without permission:

First Offense – Lunch Detention & parent contact
Second Offense – Saturday School & parent contact
Third Offense – Administration Detention & parent contact

GUIDANCE



STUDENT SUPPORT SERVICES

Mission Viejo High School is an exceptional school with many opportunities available for students. The MVHS Counseling and Guidance Staff make it top priority to serve the various counseling needs of each individual student. MVHS uses the following structure to best serve our students:

Student Services Technicians - Each student is assigned alphabetically by their last name to a *Student Services Technician* (SST) who is primarily responsible for enrolling students, setting up class schedules, and tracking students' graduation requirements and college entrance requirements. The SST will usually remain with the student for the entire four years and will monitor their personal and academic progress.

School Counselors - There are five full-time, fully credentialed *School Counselors*. They support students with their academic, career and social/emotional growth throughout high school. School Counselors address college and career planning, including applying for college and scholarships, crisis intervention and conflict mediation, as well as referring students and their families to the school psychologist or community-based agencies for additional support, when appropriate.

Psychologist - The services of the *School Psychologist* are available to students in need of psychological and educational support services. Students with learning difficulties or other psychological concerns can contact the School Psychologist for assistance. The School Psychologist also helps coordinate the Special Education Department through participation in IEP meetings, assessments, and acting as a liaison for district and county assistance programs.

Assistant Principal/ Guidance & Curriculum - The *Assistant Principal of Guidance & Curriculum* oversees the operation of the Counseling and Guidance Department. They establish the schedule of classes for the school, monitor existing course offerings, instructional and assessment strategies, and evaluate a portion of the teaching staff. They also assist in the development of new course offerings, course revisions, textbook selection, and operation and supervision of the total school. Advanced Placement (AP), International Baccalaureate (IB), and English Language Proficiency Assessments for California (ELPAC) testing are also part of their responsibilities.

Guidance Secretary - The *Guidance Secretary* helps coordinate many aspects of the department and can provide valuable information or direct students and parents to the primary source of information.

Bilingual Community Liaison (Representante de los Padres) – La representante tiene la responsabilidad de facilitar la comunicacion entre la preparatoria y el hogar. Todas las consultas en espanol que usted tenga con respecto a la escuela o el rendimiento de su hijo en ella, pueden hacerse a la extension 235145; 7:30 a.m. – 2:00 p.m.



GUIDANCE - Student Support Services

Mission Viejo Guidance Staff

Mr. Cina Abedzadeh	Assistant Principal - Guidance & Curriculum
Mrs. Andrea Echezarreta	Bilingual Community Liaison
Mrs. Maria Garcia	Counselor (A-C)
Ms. Janelle Gusiff	Counselor (D-He)
Mrs. Lauren Rodriguez	Counselor (Hi-Mc)
Mr. Philip Noh	Counselor (Me-R)
Mrs. Jennifer Frisk	Counselor (S-Z)
Mrs. Kendra Taylor	Guidance Secretary
Mrs. Shannon Gustafson	School Psychologist
Mrs. MaryAnn Brady	Student Services Technician (A-Ga)
Ms. Gloria Alvarez	Student Services Technician (Ge-N)
Mrs. Jennifer Boucher	Student Services Technician (O-Z)

COMMUNICATION WITH THE SCHOOL

When a parent has a concern or question about a student's progress, they should contact the teacher first. Most student/teacher problems can be remedied with parents and teachers working together to help the student meet course requirements. If there is a problem that is not resolved satisfactorily through this line of communication, the Student Services Technician (SST) or Counselor can be contacted to help facilitate communication. If there is still a need for resolution, the administrator who oversees the specific department will be contacted by the SST or counselor for a conference between all concerned parties. We encourage parents to contact teachers as often as necessary to stay current with their student's progress. Email is the preferred method of contact for most teachers. Staff e-mail addresses can be viewed on the MVHS website: <https://www.svUSD.org/schools/high-schools/mission-viejo/academics/teachers-and-websites>.

COLLEGE COUNSELING

The Saddleback Valley Unified School District staff offers a wide range of services to provide information for all students and their parents regarding both high school and post-high school opportunities. Guidance Counselors assist students who plan to attend two or four year colleges with college admissions procedures, testing, and financial aid information. All 9th graders and their parents are invited to an advisement session to complete the four-year high school plan and discuss various post high school options. Evening informational meetings for college and career planning are presented by counselors at strategic times during the school year for each grade level. College/Career Units are also presented within classrooms in conjunction with the evening meetings.

GRADE TRANSCRIPTS

As students progress through high school, they will have various needs for a transcript of their grades, particularly when applying to colleges.

MVHS uses *Parchment* to bring you *Secure Transcript* – a paperless way to send transcripts. To register with *Parchment* and order transcripts, visit the *Secure Transcript* link <http://www.parchment.com/> There is a fee for each transcript ordered. Please contact your student's SST for more information. Unofficial transcripts can be requested directly from the student's SST.

GUIDANCE - Student Support Services

COASTLINE REGIONAL OCCUPATIONAL PROGRAM (ROP)

The Coastline Regional Occupational Program (ROP), part of the Saddleback Valley Unified School District, provides practical, hands-on career preparation, career guidance, and job placement assistance to high school students (and adults). Five career pathways offering a wide variety of career preparation courses are available to students who are at least sixteen years of age or older during their junior and senior years.

Whether a student plans to continue to a university, college, or directly into the workforce, effective job skills and experience are an asset. ROP courses may give students an edge in obtaining entrance into a variety of occupational settings and/or related college/university majors. Examples of the value of the ROP experience for a university/college bound student may be evidenced in a variety of ways (i.e., letters of recommendation from professionals in the field, employability in career-related areas during the university/college years, experience to make appropriate career decisions, etc.).

Please see your School Counselor for additional information and current listing of courses offered.

CAREER GUIDANCE

Each year, our School Counselors provide instruction through Social Science or English classes at each grade level regarding high school graduation, college admissions, and career guidance. These “Career Units” are designed to explore student career interests and opportunities, and to provide crucial information to students regarding the pursuit of those interests through an appropriate career path.

WORK PERMITS

Students under 18 years of age, who are employed, must obtain a work permit. Applications are available online and in the Guidance Office and they are processed by the School Counselor. Work permit applications have important information about the labor laws and legal limits for work hours for specific ages. A 2.0 GPA on the previous progress report is required to obtain a permit. Work permits require 48 hours to process once the completed application is submitted to the School Counselor.

CTE ARTICULATED COURSES

Career Technical Education (CTE) articulated courses taught in district high schools are comparable to those offered by community colleges. Students who earn an “A” or “B” in high school CTE classes and then attend community college after high school will be granted college credit for those courses. Students may then move on to the next higher course level in the specific subject area at the community college.

Each course listed in the High School Course List of the High School Registration Guide that has an articulated agreement with a community college is identified in the Notes section of the table. Most CTE courses articulate with Saddleback College. See Saddleback College’s website for more information: <http://cte.saddleback.edu/ArticulationListings>

Additional CTE courses articulate with Irvine Valley College, Golden West College, Coastline Community College, Orange Coast College, Santa Ana College and Mount San Antonio College. (Ask your MVHS CTE teacher for more information.)

CORE CLASSES

All students are enrolled in a core curriculum. This curriculum consists of: language arts (English), social science, science, and mathematics instruction that prepares students for meaningful transition to various post-secondary options. World languages, computer technology, visual and performing arts, and business & technical education courses augment the core classes to better prepare students for admissions to colleges, universities, vocational training programs and career opportunities. Students with special needs (*Multi-Language Learners, specific learning disabilities, etc.*) are ensured access to the core curriculum.

GUIDANCE - Student Support Services

SPECIAL EDUCATION

Special Education Programs are for individuals with exceptional needs who have been identified as eligible to receive special education and related services in accordance with an Individualized Education Program (IEP).

Students are served with a flexible range of services ranging from college prep courses to self-contained classes.

HONORS ORGANIZATIONS

National Honor Society (NHS)

National Honor Society is a nationally recognized academic society. Selection is based on four criteria: scholarship, service, leadership and character. Students who are academically eligible are then considered for membership by the faculty committee on basis of leadership, character, and service. Membership is limited to 10th, 11th, and 12th graders.



California Scholarship Federation (CSF) Membership—Regular Member

1. Students must apply for membership each semester.
2. To qualify for membership, a student must earn a minimum of 10 CSF points.
3. Classes that qualify for CSF points are divided into three lists. To compute membership points, a student must have taken a minimum of three courses from Lists I and II. Two of these must be from List I and one from List I and II. The fourth courses may be any other course excluding physical education, courses taken in lieu of P.E., any repeated course, and teacher/office aide or clerking. Lists are available at individual school sites.
4. Any grade of “D” or “F,” or a citizenship/work habits mark of “U,” or more than one “N” disqualifies a student for that semester.

CSF MEMBERSHIP REQUIREMENTS

CSF List***	#of Courses Needed	Points*	Description
I	<u>At least 2**</u>	<u>At least 4**</u>	UC’s “A to G” list <i>except</i> for visual and performing art courses
II	Any # from 0 to 5 as long as all requirements are satisfied	<u>At least 7 pts.</u> From I &/or II	Other courses which are of equivalent academic caliber to those in LIST 1
III	No more than 2	Any # from 0 to 3	All other courses awarded academic credit <i>except</i> PE, repeated subjects, and courses involving checking and office/teacher assisting
TOTAL	<u>No more than 5</u>	<u>At least 10</u>	

Points are earned as follows:

A grade of “A” earns 3 CSF points

A grade of “B” earns 1 CSF point (except that a grade of “B” in Honors AP or IB Class earns 2 CSF points)

A grade of “C” earns 0 CSF points

A grade of “D” or “F” in any subject debars the student from membership for that semester

***Except for students using grades earned during their senior year (when these students are allowed to use one (1) or no LIST I courses to earn the necessary 7 points from LISTS I and II.*

****LISTS I, II and III are available from the CSF sponsor at each school site.*

GUIDANCE - Student Support Services

CSF Seal Bearer or Life Member

Requires four semesters of membership (applied for and accepted) based on grades earned in grades 10-12. Grade 9 does not count towards Seal Bearer or Life Membership. One semester of membership must be based on grades earned in 12th grade. A Life Member must be a member all six semesters (grades 10-12).

Scholarship Competitions

Students may represent their high schools in academic competitions such as Orange County Academic Decathlon (OCAD) and Mock Trial. These students compete for school and individual awards.

CREDIT & GPA DEFICIENCIES

When students fail a class, they receive no credit for that particular class. If the course is specifically required for graduation (*see Graduation Requirements*), they must make up the class prior to graduation. An “F” grade can have a negative impact on the student’s academic record in two different ways:

1. The student becomes credit deficient toward the goal of 220 credits required to graduate.
2. If the course is specifically required for graduation, it could prevent graduation unless remediated.

Students can make up credits by taking an extra class during the school year with a period 0-6 schedule, through an additional class in the evening at Adult Education, or by taking a 10 credit ROP course after school hours. When students have failed multiple classes and have fallen more than 30 credits behind their grade level, it is recommended that a transfer to an Alternative Education program should occur (where additional credit earning options are available) until the student has returned to the proper credit level. School Counselors can help students and parents with a remediation plan to help make up credits. It should be noted that grade deficiencies can also have a negative impact on college admissions requirements.

ALTERNATIVE EDUCATION PROGRAMS

Alternative Education programs help assist a student who has not been successful at the comprehensive high school. Student transfers are usually initiated by the student and parent seeking this type of help and they are processed through the Supervision Office. Problems that may lead to Alternative Education are: truancy, multiple failures, credit deficiency, GPA deficiency and behavioral problems. The Alternative Education settings are more individualized in nature and often provide a student with a “fresh start” from wherever they may be in their educational process. The SVUSD provides two alternative settings: *Silverado High School* and the *Virtual Academy*. Both programs are held on the same campus across from the District Offices at Peter A. Hartman Way and Jeronimo Road.

SVUSD Virtual Academy is designed for the student who can work independently, utilize online curriculum, and check in with teachers weekly.

Other alternatives are available through private sources and the Orange County Department of Education, but they are not linked directly to the SVUSD curriculum like *Silverado High School* and the *Virtual Academy*. See the High School Registration guide online for more information.

Silverado High School services the majority of alternative students with a comprehensive curriculum and subject specific teachers working together in a four period day.

GUIDANCE - Student Support Services

HOME TEACHING DUE TO ILLNESS OR INJURY

Occasionally, a student will have a serious illness or sustain a serious injury during the school year. When this occurs and the affliction will keep the student out of school for longer than a three-week period, the first option to consider is an independent study program through the **SVUSD VIRTUAL ACADEMY**. If the student is absolutely unable to leave the home, the parent should make an appointment with the School Psychologist, Guidance Counselor or Assistant Principal of Guidance & Curriculum. If home teaching is deemed appropriate, it will be necessary for the parent to bring in documentation from a physician and fill out the request forms. All home teaching requests must be approved by the District Office. Once approved, District Office staff will assign the specific teacher and notify the parents. The home teacher then contacts MVHS teachers to gather material being covered in the student's classes during the absence. Home teachers provide one hour of academic assistance per school day. This helps facilitate a smooth transition back into the classroom at the end of the absence. Students on home teaching withdraw from MVHS during their illness and receive a separate grade from their classroom teacher that matches the regular classroom grades with some necessary accommodations.

GRADUATION REQUIREMENTS

Attendance Requirement: Four years of attendance at the senior high school or its equivalent. Any exception must be planned and approved by the SVUSD Superintendent and the Governing Board.

To receive a diploma from a comprehensive high school in the SVUSD, a student must be in attendance at a comprehensive high school for their last semester prior to graduation. A student may receive a comprehensive high school diploma if all requirements are completed by the end of the last SVUSD summer school session regardless of the site location of summer school. However, summer graduates may not participate in the June graduation ceremony.

Community Service Requirement: A student must submit verification of a minimum of eight (8) hours of community service or an equivalent project to be completed during their high school career. This requirement must be completed by **February 1** of the senior year.

Subject & Unit Requirement: To receive a diploma from the Saddleback Valley Unified School District, a student must earn the following minimum units of credit:

220 TOTAL UNITS		
Grade Level	Course	All Classes Units
9-12	English	40
9-12	Mathematics*	30
9-12	Science** Biology (10) Chemistry (10) Third Year Course (10)	30
10	World History	10
11	U.S. History	10
12	Civics	5
12	Economics	5
9-12	Health	5
9 (10-12)	Physical Education***	20
9-12	Fine Arts and/or Foreign Language and/or Applied Arts/Technical	10
9-12	Electives	55
	TOTAL	220

*The 30 units of Mathematics must include the content of the SVUSD Algebra 1 course. Students completing Algebra 1 according to SVUSD placement criteria (BP 6152.1) at the intermediate school will have met one year of the high school mathematics graduation requirements and must complete an additional 20 units of advanced math at the high school level. No high school units will be granted for completing Algebra 1 at the intermediate level.

**All students in the class of 2022 and beyond must complete Biology of the Living Earth, Chemistry of the Earth, and a 3rd year of science of their choice.

***All 9th grade students must enroll in PE or a sport both semesters, as well as an additional two semesters either in 10th, 11th, or 12th grade. No students will receive credit for more than eight (8) semesters of physical education.

GUIDANCE - Student Support Services

GRADE REPORTS

Grade reports are posted electronically on the Parent Portal eight (8) times during the school year – at the middle of each quarter and at the end of each quarter. All reports are considered progress reports except the reports at the end of the second and fourth quarters. The second quarter report is the permanent record for the 1st semester and the fourth quarter report is the permanent record for the 2nd semester. The 2023 – 2024 calendar for grade reports is given below:

	Type of Grade Report	Report Available (via Parent Portal)
1st SEMESTER 8/14/23 - 12/22/23	1 st Quarter Progress ⁺	9/25/23
	1 st Quarter Grades ⁺	10/23/23
	2 nd Quarter Progress ⁺	12/4/23
	1 st Semester Grades* (included on transcript)	1/16/24
2nd SEMESTER 1/8/24 - 5/30/24	3 rd Quarter Progress ⁺	2/21/24
	3 rd Quarter Grades ⁺	3/29/24
	4 th Quarter Progress ⁺	5/6/24
	2 nd Semester Grades* (included on transcript)	6/10/24
<i>These dates are subject to change</i>		
*Only semester grades appear on each student’s transcript		
+Teachers are only required to report grades of C– or lower on the progress reports		

ONLINE GRADES

You may access your child’s grades at the progress report and grade report periods through the Family Portal at (<http://www.svusd.org>). You will need to provide your e-mail address and the password, PIN# and Student ID number. Please call your Student Service Technician if you have problems logging on.

WEEKLY PROGRESS REPORTS BY REQUEST

While all parents are encouraged to access student grades online, there are instances where a student has been experiencing academic difficulty and parents may wish a more detailed explanation from the teacher that may include student behavior and work habits. This request can be made in an email to each teacher from whom you would like to receive information. Since teachers are already supplying online grades, it is recommended that this type of update only be requested for specific classes where the student is struggling and that these requests be made only occasionally or for a short time span when needed.

COMMUNITY SERVICE REQUIREMENTS AND PROCEDURES

1. Each student must complete at least 8 hours of community service during their high school career.
2. Obtain a “[Community Service Verification Form](#)” **online** or from the guidance office.
3. Select an organization/agency where you would like to volunteer your service. Service must be done for non-profit organizations that benefit the community as a whole such as religious organizations, community programs, charitable organizations or volunteer activity done through a school service club like Key Club or NHS. (Service counted toward class credit, court probation credit, or for fundraising efforts that directly or indirectly benefit the student is not acceptable for the community service requirement. Service performed for friends, family members or businesses is also unacceptable.) If there is any doubt whether a service activity qualifies, please call the Guidance Office for pre-approval.
4. After completing your service, obtain all verification signatures on the Permission and Verification form and immediately return the form to your Student Services Technician. This should be done prior to the end of the junior year.

GUIDANCE - Student Support Services

COURSE RECOMMENDATIONS AND THE REGISTRATION PROCESS

Students have access to all levels of classes on the high school campus provided they have met the prerequisite sequential courses. Students are encouraged to refer to the [District Registration Guide](#) and to seek the advice of their teachers and counselors when considering the placement of each of their courses. Other factors that should be considered when creating their schedules include each student's extra-curricular commitments and additional responsibilities outside of the classroom. At MVHS, the importance of balance and stress management is discussed with the students on a regular basis. Students wanting to attend four-year universities directly out of high school should also be checking for the specific admissions requirements on each individual website of the universities that they plan to attend. Students wanting to play sports at the collegiate level should also be adhering to the NCAA and/or NAIA requirements and should request an appointment with their counselors for further discussion.

Courses are available in the following levels:

- Basic (for students who qualify with an IEP)
- College-Prep/Standard courses
- Honors courses (please note that not all SVUSD Honors courses are weighted by the UC and CSU system)
- Advanced Placement (AP) courses
- International Baccalaureate courses (IB)

The MVHS schedule of classes is built each year upon student course requests. In order to properly assign teachers to courses and create the schedule in time for the Fall semester, it is imperative that we finalize all Fall student schedule requests prior to June 1. **No schedule change requests will be honored after June 1st.**

CLASS CHANGE POLICY

Teacher Changes

All student schedules are completed by Aeries, the SVUSD Student Information System. The computer balances all class sizes and assigns teachers to students in a random manner. To maintain proper class balance, students/parents may not request a schedule change to accommodate a teacher of their choice. For the same reason, class changes are not used as a remedy when a student experiences difficulty with a particular teacher. Every other option for resolving a student/teacher problem will be attempted before a class change is explored, (i.e., e-mail communication with teacher, telephone conference with teacher, parent/teacher conference).

Class Changes

Parents and students should be aware that once schedules are picked up on the first day of school, **no changes will be made to that schedule.** By this time, the schedule should have been checked at Diablo Days, and teacher recommendation, graduation needs, and class balancing have all been factored into the resulting schedule. The Guidance Department is consumed with enrollment of new students during the opening days of school and cannot make unnecessary and disruptive class changes. The only exceptions are cases where an error was made in placing a student in the wrong level class or where there is obvious duplication or omission of a class. Students approved to enroll on an Athletic team are also an exception.

Adding and Dropping a Class

All adds and drops are subject to need, space availability in the school schedule and District enrollment guidelines. **Students may only be approved to add a new class to their schedule within the first fifteen (15) school days from the start of the semester.** All classes will be subject to this time limitation. Students will be allowed to drop a class from their schedule with no penalty within the first thirty (30) school days from the start of the semester.

Students who drop after the 30th day will receive a failing grade (W/F) on their permanent record for the semester for that class.

WITHDRAWAL FROM SCHOOL

When families move or change schools, the student needs to officially withdraw from school. This is done by having parents notify the school, in writing. The parental note should be taken to the SST several days prior to the date of withdrawal. On the last day of attendance at school, the student reports to the Guidance Office at 7:45 a.m. and receives a withdrawal form from the SST, which the student then takes to each of his/her teachers throughout the day. The teachers enter the current grade on the form, which will become the official withdrawal grade for the class. The student also returns all textbooks and equipment, along with their I.D. card and parking permit. At the end of the day, the student returns the completed form to the SST. The student will receive a copy of the withdrawal grades to take to the new school, along with a copy of the immunization record and transcript.

Parents should carefully consider the timing of a school change by consulting the Guidance Staff at both MVHS and the new school to avoid any loss of credit for completed work.

GUIDANCE - Student Support Services

HONORS, ADVANCED PLACEMENT (AP) & INTERNATIONAL BACCALAUREATE (IB) COURSES

Mission Viejo High School and the Saddleback Valley Unified School District believe that students can benefit from taking a rigorous, academically challenging course of study during their high school careers. IB diploma candidates are considered the top students in any high school. Earning the IB diploma sets students apart from the many applications colleges receive each year and earn special attention in the college admission process. MVHS boasts of having the highest number of IB Diploma candidates in the SVUSD and also a high number of students taking Advanced Placement (AP) exams with a very high passing rate as compared to the County, State and Nation. MVHS offers AP courses in the following subject areas: World History, U.S. History, Human Geography, English Language, English Literature, Environmental Science, French Language, Spanish Language, Studio Art, Biology, Physics, Computer Science and Calculus. In an effort to encourage enrollment in Honors, AP and IB courses, Board Policy 6141.1 was adopted. This policy allows students to receive weighted grades for enrollment in these courses.

A passing grade in one of these courses will earn more grade points than a non-weighted course. Weighted grades will influence the overall high school grade point average (GPA). Courses designated as weighted grade courses will be assigned a bonus point of .20 for each course for the SVUSD grade point average.

Students taking Honors, AP or IB coursework will develop strong academic skills and consequently have a higher probability of acceptance into competitive college majors (i.e., architecture, business administration, computer science, engineering, nursing and physical therapy). Students will also strengthen their preparation for college admissions examinations. These courses are more academically rigorous than other college preparatory classes which justifies the weighting of the grade.

Advanced Placement courses specifically prepare students to take the College Board Advanced Placement Examination where college units may be granted for a passing grade on the exam. The *International Baccalaureate* courses prepare students in a similar manner for IB exams which also receive college credit.

All Honors, Advanced Placement, and International Baccalaureate classes meet the GATE requirement of a qualitatively different program for students who have been identified as “Gifted and Talented.”

CALCULATION OF WEIGHTED GPA Grade Point Average

1. Compute the regular GPA as if there were no weighted grades (A=4, B=3, C=2, D=1, F=0).
2. Assign bonus points for each weighted class taken (.20 points per weighted class) for Honors and Advanced Placement classes with grades of “C” or better. “D” and “F” grades do not receive bonus points.
3. Average the bonus points over the number of semesters involved in the GPA (total bonus points divided by the number of semesters).
4. Add the previously computed GPA and the average bonus points to obtain a weighted GPA.

STANDARDIZED TESTING PROGRAM

Mission Viejo High School students will be involved in several State and/or National assessments in the Spring of the upcoming school year including Advanced Placement (AP), International Baccalaureate (IB), California Assessment of Student Performance and Progress (CAASPP), and Physical Fitness Testing (PFT).

Students may be able to register for the PSAT for a Saturday testing date to be determined.

In addition, information regarding the SAT and ACT college entrance examinations can be found in our Career Center and online at:

<https://collegereadiness.collegeboard.org/sat/register> and <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>.

INDEPENDENT STUDY

Independent Study – Physical Education (off-campus)

Independent Physical Education (IPE) is intended for Pre-Olympic/Elite/Nationally ranked athletes competing in a sport at the highest competitive level possible for their age group. Competing in and ranking in a lower level does not qualify for IPE. For more information regarding IPE and the application process please contact your Guidance Counselor.

SVUSD Virtual Academy

Virtual Academy is the independent study school for the Saddleback Valley Unified School District. The school is designed for students who can work independently, utilize online curriculum, and meet with teachers weekly. A minimum GPA of 2.0 is necessary for enrollment and potential success at the Virtual Academy.

HOMEWORK

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion. Homework

GUIDANCE - Student Support Services

serves to reinforce what is taught in the classroom and, as such, is practiced independently as an extension of the previous day's lesson or as a preparation for the next lesson. The recommended length of total homework assignments for grades 9-12 is 1 hour to 2½ hours. Longer or shorter assignments are appropriate at times, depending on the degree of difficulty and/or where the class is within the unit of study.

(See Attendance Policies for guidelines on make-up work due to absence.)

The following types of homework shall be considered appropriate:

1. Review – preparing for examinations
2. Observation – significant TV programs/specials
3. Interviews
4. Correction of graded papers
5. Reading – novels, magazines, textbooks
6. Completion of unfinished assignment begun in class
7. Research – work on long-term assignments
8. Memorization
9. Drill work on spelling words, math concepts, etc.
10. Miscellaneous activities – creative arts, crafts, notebooks, maps

Assignments made prior to an absence will be given no additional time, but are due on the day the student returns to class. Additional time may be given at the teacher's discretion. The exception to this rule is the long-term project/assignment which will be due on the original due date when advance notice of the due date has been given by the teacher.

Under the guidance of their classroom teachers, students will:

- ***Develop regular study habits and the self-discipline basic to effective study and the ability to work independently.***
- ***Complete their homework assignments and return them, when requested.***
- ***Learn to manage their time more effectively.***

Homework assignments are extensions of the classroom lesson and, as such, are an integral part of the student's achievement record. The successful completion of homework assignments and their cumulative weight shall be considered by the teacher in arriving at the student's final grade.

THE SCHOOL CHOICE PROCESS

The School Choice Policy of the Saddleback Valley Unified School District allows parents to request any school in the District for their child to attend, if space is available, at the "school of choice." Transfers between SVUSD schools is restricted during the school year. The School Choice process provides a once per year transfer opportunity that involves an application window in December and January for a possible change to the requested school for the next school year. For specific information, please contact the School Choice office at (949)586-1234 or visit <https://www.svUSD.org/>.

HELPFUL SCHOOL PUBLICATIONS

Budget permitting, the following District publications are distributed at different times to students throughout the year and are available to parents and students upon request and are also available online at:

<https://www.svUSD.org/schools/high-schools/mission-viejo>

- MVHS Student Handbook
- Course Description Guide and Program Planning High School Planning Guide
- High School Registrationregular classroom for successful completion. Homework Guide



ACTIVITIES

Activities Office Staff

Activities Director - Mr. Steve Hardy
ASB Accounts Clerk - Ms. Raquel Cochran

The goal of the Activities Office at Mission Viejo High School is to involve as many students in school life as possible. Involvement in school activities improves student achievement, allows students to develop their talents, and makes school more enjoyable. In addition to the athletics, Mission Viejo High School has a wide variety of excellent programs and extra-curricular activities for students to join.

MVHS Fight Song

Mission Viejo High School,
Fight on to win the game
We are the scarlet and the gold,
Victors ever strong and bold
Now we're out to win the ball game,
Proudly our banners fly
Diablos spirit never fails,
Go you Mission Viejo High!

ALMA MATER

Alma Mater hail thee
Proudly we sing thy praise
To the memory of thy name
Now our voices raise

And to the hills and valleys
Symbols of days gone by
Loyal sons and daughters we
Mission Viejo High



Pablo Diablo

Mascot—Diablo

School Colors—Scarlet & Gold

GO DIABLOS!

ACTIVITIES



ASB OFFICERS 2023-2024

ASB President: Aimee Ferrer
ASB Vice President: Tina Liu
ASB Treasurer: Aly Glass
ASB Secretary: Hana Bawani
Publicity: Kaleb Sparks
Activities: Claudia Lane
Senior Class President: Griffyn Pugh
Senior Class Vice President: Mariam Almasry
Junior Class President: Chloe Horn
Junior Class Vice President: Blake Skidmore
Sophomore Class President: Avary Napoles
Sophomore Class Vice President: Maddie Jacobsen
Freshmen Class President: Amy Almasry
Freshmen Class Vice President: Cosette Dubose
Athletics Commissioners: Ava Tabangcura & Maddy Espley,
Hype/Spirit Commissioners: Alexander Frost, Zale Ming, & Alexis Garcia
Community Service Commissioner: Sophia Bailey
Historian: Davis Howery & Alexy Tisnado
Staff and Student Relations: Cameron Cranmer & Tiana Ballmaier
Arts Commissioner: Logan Doyle
Social Media Coordinators: Avalon Cummings & Brooke Schwarz
Student Member of the School Board: Layla Le
Assemblies Commissioners: Drew Ursulo & Sophie Barraza
Technology Commissioner: Matthew Glick
Clubs Commissioner: Ava Suman
Freshmen Representatives: Anjeli Patel, Holly Coxon, Madison Urslo, & Breanna Glass

ELIGIBILITY FOR ASB OFFICE/STUDENT COUNCIL

ASB office or Student Council candidates must:

1. Be a full-time student at Mission Viejo High School
2. Have a minimum of a 2.50 GPA cumulative, for the semester prior to running for office and maintain that average while in office.
3. Enroll in Leadership Class, third period, for the school year of your term of office.
4. Have no more than one "U" in citizenship or one "F" grade the prior semester
5. A probationary period (waiver) **may not** be used to become eligible for initial candidacy, but may be used on a one time basis to remain in office if not previously used.

6. Any candidate position running unopposed will default to an interview position.

In addition, ASB requires that the student not have: an Academic Honesty violation, suspendable offense (including Intervention Class), and/or expulsion during any time in the current quarter and preceding quarter of the election time-line. (If a student is currently in the leadership class and one of the above offenses takes place, he/she can be immediately dropped from the class for the remainder of the year.) Note: *Students who do not meet the above criteria may appeal.*

ACTIVITIES

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. A student must maintain a “C” average (2.0 GPA) in the previous grading period to participate in extracurricular class activities. Eligibility is determined each quarter.
2. If a student does not maintain a “C” average (2.0 GPA) in the previous grading period, the student is ineligible to participate in the extra class activities for the next quarter. For example, if a student did not maintain a “C” average during the first quarter, the student is ineligible to participate during the second quarter. Eligibility for incoming freshman students is based on the final grading period from 8th grade.
3. A student may earn one “F” and, if the student’s overall GPA is a “C” average, the student will be eligible. A student who earns two “F’s” in one grading period is automatically declared ineligible.

GOOD STANDING

Students must be considered “In Good Standing” to be eligible to attend Winter Formal, Prom, being recognized, or representing ASB: (i.e. Awards Ceremonies, Homecoming, Promo Pictures, Speeches, Graduation, etc.)

REQUIREMENTS FOR “IN GOOD STANDING” STATUS

(During the current quarter and previous quarter)

1. Same as grade eligibility for extra-curricular activities. (See above for eligibility)
2. In addition, the student may not have:
 - Excessive discipline entries
 - An Academic Honesty violation
 - Suspendable offense (including in-house suspension)
 - Extended expulsion
3. A waiver may not be used for the above offenses.

ASSOCIATED STUDENT BODY

All MVHS students are members of the Associated Student Body (ASB). The governing group of the ASB is the Student Council which meets daily. The student council is made up of elected and appointed officers, commissioners, and representatives.

The ASB Student Council is responsible for a variety of activities throughout the school year such as: Elections, Dances, Assemblies, Red Ribbon Week, Philanthropy, Student Body Congress & Class Council Meetings, Pep Rallies, Teacher & Student Recognition Ceremonies, Announcements, Clubs, Award Programs, and our Student Store.

DANCES

Students will be admitted to a school event upon presentation of their Student Identification Card. Once students have entered the dance, they may not leave and return to the event.

Refunds will not be made on dances or other activities after purchase of the ticket.

School dances are school-sponsored activities. Therefore, all MVHS regulations are applicable at these functions whether on or off campus. **Note:** Students are subject to alcohol screening. Students are allowed to bring a guest to designated dances (Homecoming, Winter Formal & Prom), but must obtain a permission slip, 20 years or younger, no intermediate students and have a photo I.D. *Please note: All other dances are for MVHS students only.*

Dance Behavior

Freaking is prohibited. Freaking includes: riding legs, bending over, feet off the ground or front to back dancing. There must be visible separation between partners during fast dancing. Moshing is also prohibited. All boys’ shirts must remain on. School dress code applies to all other dances. (MVHS Administration reserves the right to turn anyone away due to inappropriate dress, i.e., shorts, tennis shoes, midriffs, too revealing, etc.). *Dance Eligibility - see above..*

Reminder: Students must be in Good Standing and not have any outstanding Saturday School assigned to participate in school dances.

HONORS AND AWARDS

Principal’s Honor Roll

These students have achieved a 3.75 Academic GPA by semester.

Diablo Excellence Awards

These awards are presented to those Freshmen, Sophomores, Juniors, and Seniors who have demonstrated classroom excellence during the current year.

Senior Awards Night

Outstanding seniors are presented with scholarships and recognition earned throughout their four years.

Commencement Speakers

Members of the Senior Class must audition for selection as a Commencement Speaker.

Athletic Letters

Athletic awards are granted upon the recommendation of the coach.

ACTIVITIES

Spirit of the Diablo Luncheons

These lunches are provided by PTSO to help teachers recognize students of character and achievement for each semester.

CURRICULAR CLUBS ON CAMPUS

Curricular Clubs are defined as groups that meet outside of our regular class periods. Membership is open to all interested MVHS students. In order to remain active, Curricular Clubs must have a faculty advisor, hold regular meetings, be directly linked to school curriculum, and have all paperwork submitted to the Activities Director. New clubs must be approved by the school administration before they can begin accepting members. Last year's Curricular Clubs included: AVID Club, CSF, Drama Club, Mock Trial, NHS, Physics Olympiad, Science Olympiad, Spanish, Virtual Enterprise, and Yearbook.

CO-CURRICULAR CLUBS

These are activities initiated by the school. They are classes, for the most part, that take place during the regular school day; however, they involve practices and/or performances after school. Examples include: Band, Choir, Dance Production, Journalism, Year-book, Model United Nations, Orchestra, Theater/Drama, Video Production, Leadership, Color Guard, Pep Squad, OCAD and *all* Sports.

NON-CURRICULAR CLUBS

Last year we had many non-curricular clubs. Examples included: Anime', FCA, Hospital Helpers, Disney, Frisbee, True North and many others. See the Activities website for current listings.

Club Rush is held each Fall Semester and paperwork to start a club is available in the ASB Office.

FUNDRAISERS

All fundraisers, including Booster Groups, must go through the Activities Office. If interested, stop by the ASB Room and fill out the necessary paperwork **before** and **after** the event. Fundraisers are on a first-come, first-serve basis.

Please note: We are limited to the number of sales at any given time so plan ahead!!

I.D. CARDS

Every student is issued an MVHS Identification Card at the beginning of the school year or when he/she enrolls. This card must be carried at all times and at all school events.

I.D. cards are required for purchasing all school tickets (i.e., dances, drama performances, athletic games, etc.) and for checking out library books. Lost I.D. cards can be replaced for \$10.00 in the Student Store. **Eligible students are required to carry and display I.D. cards to go off campus at lunch.**

Note: You must show your I.D. whenever you are asked to identify yourself by a staff member or to leave campus. Failure to surrender your I.D. to any staff member is considered defiance.

STUDENT STORE

Our student store is located in the quad and carries all kinds of school and spirit items, including: shirts, hats, sweatshirts, etc. The store is open daily at lunch. We encourage you to come in and check it out!



SVUSD Non- Discrimination Policy

Saddleback Valley Unified School District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity/expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities. Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.

ATHLETICS



Mission Viejo High School
Home of the Diablos



ATHLETIC ADMINISTRATION

Troy Roelen - Assistant Principal, Athletics (949) 837-7722 Ext. 235156

TBD – Athletic Director (949) 837-7722 Ext. 235115

STATEMENT OF PHILOSOPHY

Mission Viejo High School athletic programs are designed to provide students with the opportunities to develop both physical and mental strength. We believe that a successful athletic program helps our athletes develop a sense of pride and self-confidence, and encourages leadership skills. The MVHS Athletic Department participates in the CIF Southern Section's "**Pursuing Victory with Honor**" program. This program stresses the development of the six pillars of character (trustworthiness, respect, responsibility, fairness, caring, citizenship) through athletics. Our athletes learn self-discipline, which will help them through their adult life - where the ability to maintain poise and self-control in all situations is vitally important. We encourage all athletes to strive to excel, and help them understand that the path to success is hard work and determination! Sportsmanship is a key component to our athletic program and all our athletes are required to work diligently to achieve both individual and team goals and meet the athletic standards of the school and district.

- *We believe the most important result of competition is the development of lifelong values and skills.*
- *We believe winning is an attitude resulting from optimum preparation, concentrated effort, and a deep commitment to excel.*
- *Interscholastic athletics is a voluntary program in which participation is a privilege, not a right.*

ELIGIBILITY REQUIREMENTS

MEDICAL CLEARANCE – Absolutely no student will be allowed to practice or compete in any MVHS athletic sport without a certified sports screening or physical by a medical doctor. Athletes must have a registered account with Athletic Clearance.

AGE – Must not be 19 years old before June 15. May not compete on freshman team if 16 or on a sophomore team if 17th birthday is before June 15. May not play on varsity football team until 15 years old without a waiver.

SCHOLASTIC – All Athletes must have passed 20 units (four classes) of new work during the previous grade period. "New work" is classes in which a passing grade had not been previously earned. Summer school grades may be counted. (*This is a CIF requirement and cannot be waived.*) Student athletes must maintain a 2.0 grade point average and can only have one "F" to be eligible. "Incomplete" grades that affect eligibility must be cleared prior to competition.

CITIZENSHIP – All athletes must be students in good standing in citizenship to be eligible. Athletes are allowed only one "U" in citizenship.

WAIVER – A one-time waiver can be used by an athlete to waive the scholastic and citizenship requirements. The student that uses the waiver will be placed on probation and must clear the deficit by the next grade period. Waivers are available from your Student Services Technician in the Guidance Office.

ATHLETICS' ROLE IN EDUCATION

Athletics is an integral part of the curriculum in today's school system. Athletics contributes to students reaching their full potential in every aspect of education. Students gain the attributes of self-discipline and hard work by participating in a solid athletic program. The coaches and athletic program in general should be used as resources for teachers and parents to develop a mature and disciplined student.

Athletics is essential for teaching students persistence, patience and practice, all of which will benefit students long after their high school days. Athletics should both complement and contribute to the overall educational process. For many students athletics is the most effective environment for learning the aspects of teamwork, time management, leadership skills, social relationships, successful mindset, community representation and the desire to achieve high goals, which should be the basic objectives of any sound educational system.

"Pursuing Victory with Honor"

Six Pillars of Character: Respect ♦ Trustworthiness ♦ Fairness ♦ Responsibility ♦ Caring ♦ Citizenship

ATHLETICS

ATHLETIC ELIGIBILITY

1. A student must maintain a “C” average (2.0 GPA) in the previous grading period to participate in extracurricular class activities. Eligibility is determined each quarter.
2. If a student does not maintain a “C” average (2.0 GPA) in the previous grading period, the student is ineligible to participate in the co-curricular activities for the next quarter. Eligibility for incoming freshman students is based on the final grading period from 8th grade.
3. A student may earn one “F” and, if the student’s overall GPA is a “C” average, the student will be eligible. A student who earns two “F’s” in one grading period is automatically declared ineligible.
4. All students participating in athletics are subject to both district and CIF eligibility requirements.

RESIDENCE

All athletes must meet all CIF residency requirements as well as district requirements to be eligible to participate in Mission Viejo High School athletics.

** For questions, regarding athletic eligibility, please contact the appropriate Athletic Director for that sport.*

ATTENDANCE

Athletes may only compete for 8 semesters while in high school.

CO-CURRICULAR PARTICIPATION

All students who participate in athletics, **must** attend at least 4-hours of school each day in order to compete in that same day’s practice/game. Athletes not in school on the day of a practice/game may be declared ineligible to compete on that day.

NOTICE OF OPEN/”FREE” PERIOD

While enrolled in 5th/6th period athletics, student athletes will be meeting with their coaches and teams daily. In SVUSD, 7th period is an “Open” or “Free” Period which means that some of these meetings may not occur during the 5th/6th. period class time, but hold their practices or games at a later time during the day leaving 5th/6th period free. Some student athletes enrolled in 5th/6th period athletics may not have a 6th period class leaving that period “free” prior to attending athletics later in the day. Parents of student athletes acknowledge that a “free” period will be considered non-school hours for their student and that he/she is released from school. As a result, parents of student athletes also acknowledge that the school will have no liability with respect to their athlete’s coming or going to school during the “free” period, pursuant to Education Code Section 44808.

DONATIONS/CONTRIBUTIONS

The Saddleback Valley Unified School District is very proud of the extensive co-curricular programs offered at the comprehensive high schools. Through state funding, the District provides financial support for these programs, which may include stipends for one or more coach/advisor for each program, superb facilities, and general maintenance of the facilities. However, costs exceed limited state allocations, thus necessitating support and requests for contributions from participants.

Contributions are strictly voluntary, and no student will be denied the opportunity to participate in a SVUSD co-curricular activity because of a parent or guardian’s failure to participate in fundraising activities, failure to devote time or resources to the sport, or failure to purchase uniforms, or other accessories or equipment. Parents or students who do not participate will not be publicly identified.

Various programs request additional contributions to fulfill their operating budget which equates to a certain dollar amount per student.

If additional funds to augment the program are not raised, the school may find it necessary to scale back the program.

We are strongly encouraging all parents to contribute to the program. Remember, your contributions are tax deductible.

Additionally, parents and students may be asked to participate in fundraising activities throughout the year in an effort to provide even greater financial support for the program. Participation is highly encouraged. However, lack of participation in these fundraising activities by a parent or guardian will not affect their student’s ability to participate.

ATHLETICS

SPORTS BY SEASON

FALL	Cross Country (Boys/Girls), Flag Football (Girls), Football, Golf (Girls), Tennis (Girls), Volleyball (Girls), Water Polo (Boys)
WINTER	Basketball (Boys/Girls), Soccer (Boys/Girls), Water Polo (Girls), Wrestling (Co-Ed)
SPRING	Baseball, Golf (Boys), Lacrosse (Boys/Girls), Softball, Swimming/Diving (Boys/Girls), Tennis (Boys), Track/Field (Boys/Girls), Volleyball (Boys)

Baseball	Daniel Holley	Daniel.holley@svusd.org	Softball	Clint Watson	coach.clint.watson@gmail.com
Basketball (Boys)	Keith Herbold	Keith.herbold@svusd.org	Swimming/ Diving (Boys)	Andy Garcia	Andrew.Garcia@svusd.org
Basketball (Girls)	Jessica Barber	Jessica.Barber@svusd.org	Swimming/ Diving (Girls)	Chris Smithour	coachchris@mvnadadores.org
Cross Country (Boys)	Robert Belo	CoachBelo@gmail.com	Tennis (Boys)	Troy Roelen	Troy.Roelen@svusd.org
Cross Country (Girls)	Mayra Belo	mayrambelo@gmail.com	Tennis (Girls)	Jeffrey Waldvogel	jeffreykwaldvogel@gmail.com
Football	Chad Johnson	Chad.Johnson@svusd.org	Track/Field Boys	Mike Hoffman	Michael.Hoffman@svusd.org
Golf (Boys/Girls)	Jon Wiemann	Jon.Wiemann@svusd.org	Girls	Brett Paton	Brett.Paton@svusd.org
Lacrosse (Boys)	Mike Smith	8888mas@gmail.com Speedybetty00@gmail.com	Volleyball (Boys)	Ryan Thurlow	Ryan.Thurlow@svusd.org
Lacrosse(Girls)	Jessica Vuozzo	jvuozzo11@gmail.com	Volleyball (Girls)	Brooke Nicholson	mvhsgirlsvb@gmail.com
Soccer (Boys)	Roger Castle	rogercsr@mvfcsoccer.com	Water Polo (Boys)	Brian Berneking	uccalpolo@cox.net
Soccer (Girls)	Kelly Gray	Kelly.Gray@svusd.org	Water Polo (Girls)	Emily Hendries	Emily.hendries@gmail.com
			Wrestling	Juan Dominguez	trjnm71@outlook.com

Athletics Website

<http://www.diabloathletics.com>

ATHLETICS

Athlete and Parent Complaint Procedure

For communication not specific to an individual coach, the first contact for concerns about any phase of the athletic program is the Athletic Director. This may be done either verbally or in writing.

Communication concerning District athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of the program and/or an athlete's participation therein. Please adhere to the following district athletic communication protocol:

1. **Player-Coach**

To empower our athletes to learn personal responsibility, they must communicate their concerns/questions directly to their coach before having someone else do this for them. Complaints regarding an individual coach must be made directly to the coach by the complainant. Every effort should be made to resolve the problem at this stage.

2. **Player-Coach-Parent**

If an issue still needs to be resolved after step 1, the player and coach should set up a meeting which will include the parent (s) or legal guardian (s) of the player. Communication with a coach regarding a concern should never take place at or immediately after a game or event.

3. **Player-Coach-Parent-Athletic Director**

If an issue still needs to be resolved with an individual coach after step 2, please submit the complaint in writing to the Athletic Director and he/she will set up a meeting with all those involved. A complaint form is available for your convenience. The written complaint must contain the following:

- a. The name of the coach or the specific sport, level of competition, and /or the general athletic concern involved.
- b. A brief but specific summary of the nature of the complaint and the facts surrounding the complaint. The complaint must be signed by the complainants (both parent/guardian and athlete.)

Please note that since the player and coach are the only two people who work together on a daily basis, both should be included in all communications.

Appeal - Complaints regarding an individual coach or program not resolved with the Athletic Director will be referred to the school's administrator in charge of athletics for resolution. The administrator in charge of athletics shall receive a copy of the written complaint and a written report of the efforts made to resolve the problem. The complainant shall receive a written response. Complaints not resolved by the school's administrator in charge of athletics will be referred to the site Principal.

Reprisals will not be taken against any parent or student athlete for expressing their concerns or participating in the athlete and parent complaint process.

Because playing time and level or position placement are the sole responsibility of the coach, any complaint or concern will be directed back to the head coach.



SCHOOLWIDE POLICIES & PROCEDURES

FOOD SERVICE

Mission Viejo High School has food service available to students before school, at break, and at lunch. The menus, as well as prices, are available to students online. Free or reduced rates are available to those who qualify. See the Food Service Manager at MVHS school site for details.

USING SCHOOL FACILITIES

The use of any school facility including athletic fields, stadium, pool, classrooms, theater, or multi-purpose room requires a completed and approved Facility Use form. (Available in the front office.) Certain fees may apply for maintenance, custodial staff, and supplies depending on the nature of the event.

TEXTBOOKS/CHROMEBOOKS

➤ Currently, all students are issued Chromebooks.

All textbooks/Chromebooks are checked out and returned through the library. A current student ID card is necessary to check-out any book/Chromebook. All books/Chromebooks issued to students are their responsibility. If a textbook/Chromebook is lost, stolen, or damaged the student will be required to pay the assessed cost. *The cost of an average textbook is \$80 and for a Chromebook it is approximately \$300.*

Books/Chromebooks are checked for damage when they are returned. However, students are encouraged to check their books/Chromebooks when they receive them. If a student notices that the book/Chromebook is damaged from previous use and does not want to be held responsible for it, the student should bring the book/Chromebook to the library staff within two weeks of checking it out.

Books /Chromebooks are checked out to students by a barcode number. They are checked in by that exact same number. Returning another student's textbook/Chromebook will not clear your account.

The school is not responsible for books/Chromebooks lost, stolen or damaged while in a locker or teacher's classroom.

LIBRARY

Our library is a teaching facility in which students receive valuable information. Due to budget constraints, library access will be limited. For Library information, please see the MVHS website Home Page, under the Academics link, then Library Media Center.

Students have free access to many resource books and the Internet. Students can check their library/textbook

accounts by logging into Saddleport, choose the blue "Destiny" icon, log in again for the catalog and "my info" for your textbook list and/or fines.

A student ID card is required to use the Library computers. Student username and password are needed to access the Internet and are issued during registration. **Note: Student Internet is monitored and filtered at the District Office.**

Printers are available in the library for student use. Each black and white page costs .10/page and is monitored by a computer system. Students are strongly encouraged to deposit money into their printing account with an initial deposit of \$5 at Diablo Daze registration.

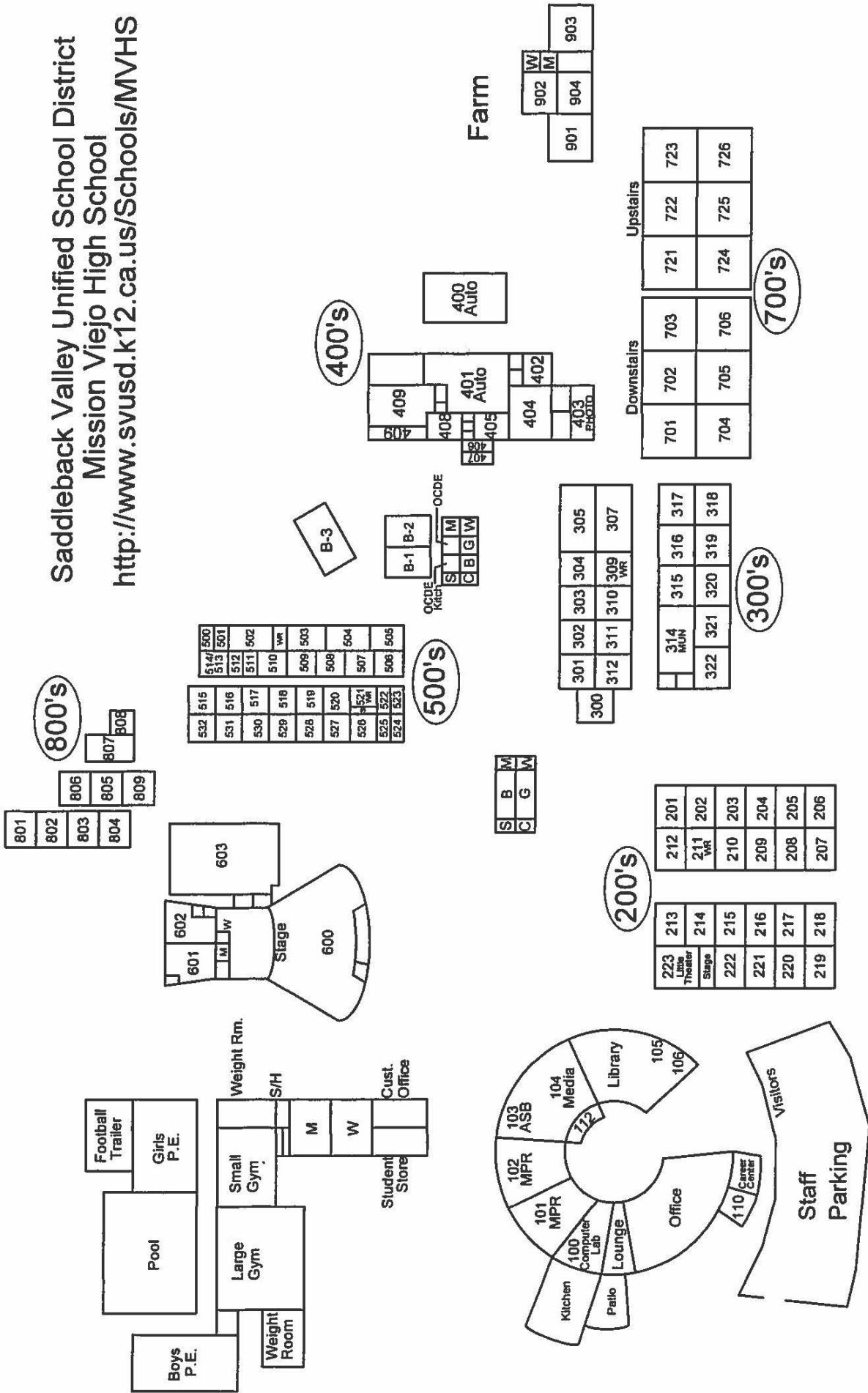
Library Hours:

The Library Media Center is open 7:30 am – 3:30 pm every day with the following exceptions:

Monday – Friday: CLOSED FROM 11:00-12:00



Saddleback Valley Unified School District
 Mission Viejo High School
<http://www.svusd.k12.ca.us/Schools/MVHS>



Saddleback Valley Unified School District

School Year Calendar for 2023/2024

2023

July 4	Tues	Independence Day Holiday	
Aug 10	Thurs	District Staff Development Day	
Aug 11	Fri	District Orientation Day	
Aug 14	Mon	First Day of School	
Aug/Sept	*	Back to School Night, <i>*Dates to be determined by Sites</i>	Minimum Day
Sept 4	Mon	Labor Day Holiday	
Sept 21	Thurs	Intermediate Back to School Night	Minimum Day
Sept 25	Mon	Fall Recess Day	Non-school day for students
Sept 28	Thurs	High School Back to School Night	Minimum Day
Nov 1	Wed	District Staff Development Day	Non-school day for students
Nov 8-9	Wed-Thurs	Intermediate Trimester Exam	Minimum Day
Nov 10	Fri	Veterans' Day Holiday	
Nov 20-24	Mon-Fri	November Recess	
Nov 27-30, Dec 1, 4	Mon-Fri, Mon	Elementary Parent Conference Days	Minimum Day
Dec 20-22	Wed-Fri	High School Exam Schedule (Not Silverado)	Minimum Day
Dec 25-29	Mon-Fri	Winter Recess	
Dec 29	Fri	CA Admissions Day Observation	

2024

Jan-Feb	*	High School Showcases <i>* Dates to be determined by Sites</i>	Minimum Day
Jan 1-5	Mon-Fri	Winter Recess	
Jan 15	Mon	Dr. Martin Luther King, Jr. Day Holiday	
Jan 29	Mon	District Staff Development Day	Non-school day for students
Feb 16 & 19	Fri & Mon	Presidents' Days	
Feb 29-Mar 1	Thurs-Fri	Intermediate Trimester Exam	Minimum Day
Mar 4-8, 11	Mon-Fri, M	Elementary Parent Conference Days	Minimum Day
March-May	*	Elementary and Intermediate Showcases, <i>*Dates to be determined by Sites</i>	Minimum Day
Apr 1-5	Mon-Fri	Spring Recess	
May 27	Mon	Memorial Day Holiday	
May 29-30	Wed-Thurs	Intermediate Exams	Minimum Day
May 28-30	Tues-Thurs	High School Exam Schedule (Not Silverado)	Minimum Day
May 30	Thurs	High School Graduation	Minimum Day
May 30	Thurs	Elementary Minimum Day	Minimum Day
May 30	Thurs	Last Day of School	Minimum D

End of High School Quarter: Q1, Fri, Oct 13; Q2, Fri, Dec 22; Q3, Fri, Mar 22; Q4, Thurs, May 30

End of Trimester Elem: Tri 1, Fri, Nov 17; Tri 2, Fri, Mar 1; Tri 3, Thurs, May 30

End of Trimester Int/Silverado: Tri 1, Thurs, Nov 9; Tri 2, Fri, Mar 1; Tri 3, Thurs, May 30

Board Approved: June 16, 2022;
Revised and Approved: April 20, 2023

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

BP 1312.3

COMMUNITY RELATIONS

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

This includes complaints alleging sexual harassment of a student by another student, an employee or a third party, as well as complaints alleging sexual harassment that occurs off campus but has a continuing effect on campus.

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

BP 1312.3

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 1143a, alleging district noncompliance with any requirement applicable to the student regarding award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirements for students in elementary school. (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. ADR such as mediation, may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

BP 1312.3

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint; if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

BP 1312.3

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

51210 Courses of study grades 1-6

51223 Physical Education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

Page 4 of 6

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

BP 1312.3

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title I basic programs

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

BP 1312.3

CSBA: 10/14, 07/15, 03/16, 09/16

Replaced: 02/15

Revised: 09/15 (per 07/15 CSBA revision)

Revised: 10/16 (per 03/16 CSBA revision)

Revised: 11/16 (per 09/16 CSBA revision)

Revised: 01/17 (per 11/16 OCR revision)

Board Approved: 05/14/15

Board Approved: 12/10/15

Board Approved: 11/10/16

Board Approved: 12/15/16

Board Approved: 01/19/17

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

COMMUNITY RELATIONS

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/ Harassment as the responsible employee to handle complaints regarding sex unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent, Human Resources
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
Phone: (949) 580-3217
Email: HUMAN.RESOURCES@SVUSD.ORG

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

4. Include statements that:

- a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Regardless of whether a complainant complies with timeline requirements, all complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) shall be investigated and prompt action taken to stop the discrimination, prevent recurrences, and address any continuing effect on students.

- d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

of the district's educational program, including curricular and extracurricular activities.

- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such

Page 5 of 13

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

Regardless of whether a complainant complies with timeline requirements, all complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) shall be investigated and prompt action taken to stop the discrimination, prevent recurrences, and address any continuing effect on students.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or alleged victim, when he/she is not the complainant requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

Page 6 of 13

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent within the same timeframes as the complainant, the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

- e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law, (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District Corrective Actions

AR 1312.3

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

AR 1312.3

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

CSBA: 01/13, 10/14, 07/15, 03/16

Revised: 03/13

Revised: 05/15

Revised: 12/15

Revised: 10/16 (per 03/16 CSBA revision)

Revised: 12/16 (per 9/16 CSBA revision)

Revised: 01/17 (per 11/16 OCR revision)

UNIFORM COMPLAINT PROCEDURES

Saddleback Valley Unified School District

E 1312.3

Uniform Complaint Policy Form

TO: Saddleback Valley Unified School District
Assistant Superintendent, Human Resources
25631 Peter A. Hartman Way
Mission Viejo, CA 92631
Phone: (949) 580-3217
Fax: (949) 586-4378

FROM: Name(s) _____

Address _____

Telephone (Home) _____ (Other) _____

TYPE OF COMPLAINT (please check below):

A) Discrimination, harassment, intimidation or bullying based on one of the following protected classes:

- | | |
|---|--|
| <input type="checkbox"/> Religion | <input type="checkbox"/> Marital or parental status |
| <input type="checkbox"/> Age | <input type="checkbox"/> Race |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Color | <input type="checkbox"/> National origin |
| <input type="checkbox"/> Gender expression | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Mental or physical disability |
| <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Ethnicity |
| <input type="checkbox"/> Gender identity | |

OR

B) A violation of federal or state law or regulation governing the following program(s):

- Adult Education (Education Code Sections 8500-8538 and 52500-52616.5)
- Career Technical and Technical Education/ Training Programs (Education Code Sections 52300-52480)
- Child Nutrition (Education Code Sections 49490-49560)
- Child Care and Development (Education Code Sections 8200-8493)
- Consolidated Categorical Aid (Education Code Section 64000(a))
- Special Education (Education Code Sections 56000-56885 and 59000-59300)
- Vocational Education (Education Code Sections 52300-52480)

OR

NOTES



Bell Schedule

2023 -2024 School Year

Faculty Collaboration / Monday	
Class Period	Time
PLC (staff)	7:30 - 8:24
Period 1	8:30 - 9:25
Period 2	9:32 - 10:27
Snack	10:27 - 10:37
Period 3	10:44 - 11:39
Period 4	11:46 - 12:41
Lunch	12:41 - 1:21
Period 5	1:29 - 2:24
Period 6	2:31 - 3:26

Tuesday / Thursday (Even Period Days)	
Class Period	Time
Period 0	7:17 - 8:22
Period 2	8:30 - 10:18
Snack	10:18 - 10:24
Tutorial	10:32 - 11:02
Period 4	11:10 - 12:54
Lunch	12:54 - 1:34
Period 6	1:42 - 3:26

Wednesday / Friday (Odd Period Days)	
Class Period	Time
Period 0	7:17 - 8:22
Period 1	8:30 - 10:18
Snack	10:18 - 10:24
Tutorial	10:32 - 11:02
Period 3	11:10 - 12:54
Lunch	12:54 - 1:34
Period 5	1:42 - 3:26

Minimum Days	
Class Period	Time
Period 1	8:30 - 9:05
Period 2	9:13 - 9:48
Period 3	9:56 - 10:31
Snack	10:31 - 10:41
Period 4	10:49 - 11:24
Period 5	11:32 - 12:07
Period 6	12:15 - 12:50

Finals Schedule	
Class Period	Time
Period 1/2/3	8:30 - 10:32
Snack	10:32 - 10:38
Period 4/5/6	10:48 - 12:50



Diablo Learner Outcomes

Student Learner Outcomes (SLO)

Develop, analyze, synthesize and evaluate information and evidence.

Interact with others using effective interpersonal skills including effective listening, clear expression and logical organization.

Apply creative problem solving skills in academic and personal life.

Build expertise in technology use, research skill and information literacy for appropriate application in problem solving and communication.

Live a healthy and ethical lifestyle through positive choices that lead to physical and mental well-being.

Objectively provide and present evidence to justify conclusions.

Support each other and embrace diverse and global perspectives in academic, athletic, and artistic endeavors.