

MISSION VIEJO HIGH SCHOOL

FRESHMAN HANDBOOK



Home of the

Diablos!

2021 - 2022



Welcome to
Mission Viejo High School!

Dear Incoming Student,

Mission Viejo High School has a long-standing tradition of excellence built with the exemplary efforts of our dedicated teachers and staff. You are now a part of this tradition and it is my pleasure to welcome you and your family to our school. As a student, you have a tremendous opportunity to grow academically and maximize your individual potential.

Mission Viejo High School has approximately 2000 students on campus each day. Our campus is filled with many students who, like you, have positive attitudes and high learning expectations. This booklet contains many guidelines. Please understand that they all work together to support our central school mission of providing a rigorous curriculum to all students within a safe and encouraging learning environment.

As you read this handbook, you may develop additional questions or concerns about your high school experience. Please feel free to ask questions, as we are here to support you. We offer a wide variety of course offerings designed to prepare you for future educational endeavors or to prepare you for the workforce. We also offer many outstanding co-curricular programs to provide a positive outlet for social and emotional growth.

Remember, if you have any questions or concerns, please feel free to contact someone in the office from the directory included in this handbook. It is with excitement that I welcome you to MVHS - Home of the Diablos.

Sincerely,

Tricia Osborne

Principal

Mission Viejo High School

INCOMING FRESHMEN Class of 2025

Mission Viejo High School is a 5-time California Distinguished School and 3-time National Blue-Ribbon School! Please take time with your parents to read this handbook. It contains all the questions most frequently asked by new students and their parents. The answers will help you to get off to a good start by ensuring that you take the correct steps in registering for your classes.

1. How do I register for my freshmen classes?

You will receive an electronic packet which will include the following:

- [Freshman Schedule Presentation from Guidance](#)
- [The Diablo Experience Video](#)
- [Guidance Registration Letter](#)
- Freshman Handbook
- [Freshman Lists of Classes](#)
- [Course Selection Step by Step](#)
- [Sample 9th Grade Schedule](#)
- [Guidance Lesson Plans](#)
- [A-G Poster](#)
- [District Placement Criteria](#)

You will select your courses by:

- Reviewing the preregistered core courses on the Aeries Student Portal Course Request Screen. These recommendations are based on your current grades and courses.
- Using information from the other materials included, such as the Diablo Experience Video and the Freshman Schedule Presentation to help guide your course selections.
- You will need access to the student portal during the dates listed below to enter course requests for the upcoming school year.

March 24, 2021 – April 2, 2021

2. **Which courses am I required to take my freshman year?**

- English 1
- Math
- Biology of the Living Earth
- Physical Education
- 2 Electives: World Language, Visual & Performing Arts, Technical Education, or "Other" electives. Students may also choose AP Human Geography or Cultural Geography Honors/MUN (Model United Nations).

3. **What if I want to be in the Agriscience Program?**

Just add the Biology and Sustainable Agriculture course number 0692 through your student portal.

4. **What are the different levels of courses?**

Regular/College Prep: This level is for students who have average to above average skills.

Honors/AP: This level is designed for accelerated students who can work at a high skill level. AP Human Geography has a nationwide test to earn college credit.

All 8th grade students are placed in recommended classes based upon 8th grade test scores and grades for their level of freshman English, Math, Science, and World Language classes. We use the SVUSD placement criteria when assigning courses.

5. **Which Math class should I take?**

A recommendation for your placement in a Math class should appear on your Course Recommendation screen. This recommendation was based on your current intermediate school math course and grades.

The levels of Math classes are:

Algebra 1 (or Algebra 1 Sheltered for English Learners), Geometry, or Geometry Honors/IB.

Note: Students earning below a 3.0 ("B") grade average in Math 8 will have a second math class assigned called "Algebra 1 Essentials" for additional math support. This course will remain as part of the 9th grade class schedule unless a student raises their GPA with the 3rd Trimester grade or scores above 70% on the end of the year Algebra placement exam.

6. How do I complete my course requests for next year?

- a. It is not necessary to make any changes to the core courses; these courses should be the best placement for the student.
- b. Complete your list of courses for a total of 6 classes.
- c. You must list 2 elective choices and one alternate.
- d. Consult the Freshman List of Classes.

7. Must I take the courses listed "Recommended Courses" on my Course Recommendation Form?

Yes, for Math, English and Science classes. These are required courses and are based on your current course and performance. If you disagree with the recommendation, you have the option to level up and in some cases level down. Parents should discuss with their child how these changes may affect the balance in your 9th grade year. Grades and course recommendations will be reviewed in late May and at the end of the year. If you have any questions regarding level changes of core courses please make a selection and email your child's counselor by **April 1, 2021**. MVHS Guidance will enter final course changes as students qualify.

8. Do I have to take P.E.?

Yes. All freshmen must enroll in P.E. P.E. clothes will be available for purchase at the start of the school year in the Student Store. If you are trying out for an athletic team, you will be transferred to Athletics **AFTER** you make the team during summer tryouts or even in the fall after classes begin. Athletic rosters will be provided to guidance once teams are formed. Students who are enrolled in Marching Band, Color Guard and Pep Squad can take these classes in place of P.E. Please note PE is a semester class so you will see it twice on your course list, once for each semester.

9. What are Electives and how do I choose one?

Electives are classes that are not specifically required for graduation. They are designed to help you explore interests and enrich your talents. Look at your "**Freshman List of Classes**" for course titles and numbers. Make sure you select 3 elective options.

Art & Performing Arts, Technical Education: Meets the one-year fine art/practical art/foreign language requirement for graduation except for Marching Band and Color Guard. **Please note that there is a full year Visual & Performing Arts requirement for UC and Cal State University admission.**

World Languages: Meets the one-year fine art/practical art/foreign language requirement for graduation. **Two years are required for college admission, and 3 years are recommended.** If a student is enrolled in remedial or intervention classes in 8th grade, it is recommended that the student **NOT** enroll in a foreign language class in the 9th grade unless he or she is a native speaker.

Choosing Your World Language: French or Spanish?

F R E N C H

For more than 500 years, French has been considered the world's diplomatic language. 30% of English words are derived from French (*thanks to William the Conqueror*). Over 90 million people speak French as their native language and another 25 million use French as their second language. As a tourist, French is useful on all continents. Students in fine arts, fashion or gourmet cooking often pursue studies in Paris.

S P A N I S H

There is a need to communicate in Spanish with neighbors, customers, clients, co-workers and employees. Business opportunities are plentiful south of our border. Spanish is invaluable for the study of ancient civilizations of Central, South and North America. Mexico is the travel destination of millions of Americans annually. Knowledge of Spanish will assist in the appreciation and pronunciation of many California streets and city names.

Please note: A minimum of two years of the same foreign language is required for college admission (three recommended). In addition, the CSU and UC systems **ALSO** require one year of Visual or Performing Arts.

Social Science - Honors Geography Elective Options: MVHS has two Geography elective course offerings in Social Science for honors level freshmen or "A" grade 8th grade students:

Advanced Placement Human Geography - An exciting and challenging college level course that prepares students to take the AP Human Geography test in May. Students who score a 3 or higher on a 5-point scoring scale can be eligible for college credit at most colleges and universities.

Cultural Geography Honors/MUN (Model United Nations) - For students who are interested in participating in our award-winning Model United Nations program, the curriculum deals with current global topics and issues and similar content to AP Human Geography. MVHS hosts an annual MUN conference each January. Students in the MUN program receive additional training in how to prepare for and participate in weekend MUN conferences at various high schools in Southern California. Experienced MUN students travel to conferences in Northern California and other states.

10. How can I get involved in athletic camps for the summer?

The summer camp/conditioning schedules for sports and the instructions for athletic clearance will be available on our athletic website after spring break. All student athletes will be required to complete the online athletic clearance process prior to participation in summer camp. For more information, please contact the MVHS Athletic Directors, Susie Daher, at Susie.Daher@svusd.org or Troy Roelen, at Troy.Roelen@svusd.org

11. What if I have questions about my classes?

Please contact the Guidance Office via email between 8:00 a.m. - 4:00 p.m.

Student Service Technicians

Last Names: A-Go Maryann.Brady@svusd.org

Last Names: Gr-N Gloria.Alvarez@svusd.org

Last Names: O-Z Jennifer.Boucher@svusd.org

School Counselors

Last Names: A-C Julie.Earnest@svusd.org

Last Names: D-He Janelle.Gusiff@svusd.org

Last Names: Hi-Mc JeNell.Gandy@svusd.org

Last Names: Me-R Cecilia.Araujo@svusd.org

Last Names: S-Z Jennifer.Frisk@svusd.org

Mission Viejo High School: "Where Tradition Never Graduates!"

SUCCESS AT M.V.H.S.

Many factors determine success in high school. Two important factors are regularly doing your homework and studying. You should plan to spend one to two hours doing homework and studying each night. **Regular attendance** is also essential for academic success. Students with high rates of absenteeism usually earn low grades. Studies have shown that students who are involved in extra-curricular activities tend to do better in school than those who are not involved. Try to find an activity you enjoy and get involved.

1. How many classes should I take?

All freshmen, sophomores, and juniors must enroll in 6 classes. All seniors must have a minimum of 5 classes each semester.

2. What are "credits"?

At the end of each semester, 5 credits are awarded for each course you take and earn a passing grade of an A, B, C, or D. A grade of "F" earns no credits.

3. How many credits should I earn?

Freshmen should earn **30** credits each semester. You must earn **220** credits to graduate from high school in our District. Out of **220** credits necessary for graduation, **165** credits are required courses and **55** are elective credits.

4. What is a "School Counselor?"

A School Counselor is a credentialed professional who can assist students in the areas of graduation requirements, career and college information, high school planning, honors and at-risk programs, scholarship, parent conferences, and social-emotional issues. Our MVHS counselors are:

Ms. Earnest (A-C), Ms. Gusiff (D-He), Mrs. Gandy (Hi-Mc), Mrs. Araujo (Me-R), and Mrs. Frisk (S-Z).

5. What is a College and Career Counselor?

All of our School Counselors serve as your student's College and Career Counselor. They are the liaison between Coastline ROP, Mission Viejo High School and our students. ROP stands for Regional Occupational Program. ROP classes are offered to students to provide training in a variety of occupations, with hands on experience in the community. Mrs. Gandy also provides support services to students related to college and career planning through activities in the Career Center including college visits, Career Days, and much more.

6. What is a "School Psychologist?"

The School Psychologist, **Mrs. Mandal** (Arpita.Mandal@svusd.org) works with our students with special needs and their families to ensure proper placement and services in classes with the appropriate support level in accordance with the student's Individualized Educational Plan.

7. What is a "Student Services Technician (SST)?"

Student Services Technicians are technical professionals who can assist students with registration, scheduling issues, grades and records, summer school registration and homework requests. Your Student Services Technician is assigned to you by the first letter of your last name:

A - Go =	Mrs. Brady (maryann.brady@svusd.org)	Extension 235125
Gr - N =	Miss. Alvarez (gloria.alvarez@svusd.org)	Extension 235126
O - Z =	Mrs. Boucher (jennifer.boucher@svusd.org)	Extension 235128

8. Can I change my classes or drop a class?

You should choose your classes very carefully. Once school begins, schedule changes must adhere to posted deadlines.

Class Changes will NOT be made for the following:

Student changes mind or does not want that class.

Student does not "like" teacher or prefers another teacher.

Adding a Class: New classes may only be added within the first **15 days** of each semester due to the maximum amount of curriculum that can be missed. However, very few changes are possible due to limited space in classes. Students can request a needed change during the first full week of the fall semester during a designated day after school.

Dropping a Class: Freshman must have 6 classes in their schedule. Typically, classes may not be dropped because most students are scheduled with only the minimum number of classes. Dropping classes normally requires a replacement class, thus, often creating an issue with the "Adding a Class" rules listed above. However, if a class is dropped it must be done within the first **30 days** of the semester.

Level Change: A level change is when a student keeps the same class (Ex. English) but moves from honors to regular/college prep, regular/college prep to non-regular/college prep, etc. The reverse also applies. Students are carefully placed by teacher recommendation and parents can request level changes in May. Level changes after school starts in September should not be necessary. Once school starts, teacher, parent and counselor input are required before level changes will be made and changes can only be made if there is space available in the changing classes. Level changes must be completed within **five days** after receiving the first progress report or at the end of the 1st semester.

9. What is a "G.P.A."?

G.P.A. stands for GRADE POINT AVERAGE. You may calculate your G.P.A. by the following method:

- Each grade of "A" is worth 4 points; each grade of "B" is worth 3 points; each grade of "C" is worth 2 points; each grade of "D" is worth 1 point; each grade of "F" earns no points.
- Add up all the points earned by your grades and divide the result by the number of grades you used.

Example: If at the end of the first semester of your freshman year, you had earned the following grades:

Art = A	A = 4 points	There are 6 grades
Math = C+	C = 2 points	so you divide by 6
English = B	B = 3 points	
Social Science = D	D = 1 points	$\frac{13}{6} = 2.17$
P.E. = B-	B = 3 points	6
Science = F	F = 0 points	
	Total = <u>13 points</u>	

Your GRADE POINT AVERAGE (G.P.A.) would be **2.17** (Honors classes increase the number of grade points.)
To calculate Honors GPA, please see your High School Registration Guide booklet for instructions.

10. **What determines eligibility for athletics and activities throughout the school year?**

In order to participate in any sport or extra-curricular activity (drama, color guard, band, etc.), a student must maintain a grade point average of 2.0 or higher from the previous quarter, receive no more than one "unsatisfactory" (U) grade in citizenship, and receive no more than one "F" grade in classes. All entering freshmen must meet the G.P.A. and citizenship requirements using their last intermediate school report card in order to be eligible for participation in athletics.

11. **Why is a G.P.A important?**

- a. If you wish to be eligible for athletic teams or extra-curricular activities, you must have earned a G.P.A. of 2.0 or higher during the previous quarter. (You must also have no more than one "F" grade and one unsatisfactory grade in Citizenship). All entering freshmen must meet this requirement on their last Intermediate School report card.
- b. Colleges and Universities use your G.P.A. as criteria in determining whether to accept you.

12. **What are "Extra-Curricular" activities?**

Extra-curricular activities refer to those activities you may want to become involved in which take place outside of the ordinary school day. Such activities include all athletic teams, student council and class offices, clubs, dances, rallies, assemblies, and performances such as those put on by the Pep Squad, Drama and Music programs. Extra-curricular activities are highly recommended for all students! Get involved!

13. **How can I get involved in Extra-Curricular Activities?**

Athletics: Athletic team information will be available on our Athletic Website after Spring Break. Some teams will require try-outs. You will need to complete an athletic clearance process including a form from a physical examination by a doctor and proof of insurance to compete on a school team.

Clubs: After school starts, you should listen for announcements about club meetings in the school bulletin. When you hear the announcement, go to the meeting and sign up.

Organizations: Some organizations require enrollment in a class. Such organizations include Journalism, Band, Drama, and Choir. Some organizations, such as Pep Squad and Color Guard require try-outs, which will be announced. If you are interest in ASB, you should consider running for a class office in September.

14. **What is the "ASB"?**

ASB stands for Associated Student Body. The ASB is the student government program that represents your interest at Mission Viejo High School. Freshman class interviews will take place in early Fall.

15. **What is an ASB Card and why should I buy one?**

An ASB Card is a special identification card that allows you free or reduced admissions to such activities as football games and dances. The money collected from ASB Card sales goes to pay for many extra-curricular programs. It is recommended that you purchase a card to support your involvement in Athletics and to help provide school awards such as varsity letters or trophies. The ASB also uses the money from the card to pay for expenses such as fees charged by athletic officials and part of the costs for activities, uniforms, and equipment. Plan to purchase your ASB Card and Yearbook in an "Early Bird Special" during Freshman Orientation and "Diablo Daze" in August at a reduced price. This special will also be available during the first week of school.

<p style="text-align: center;">The school ID/ASB card must always be carried by MVHS students. The card is required to complete a variety of daily transactions on campus.</p>

16. **What is "Diablo Daze"?**

By the end of July, you will receive a postcard with instructions about how to complete your MVHS Registration Packet online through a process called "DATA CONFIRMATION". These postcards are also used as admission tickets that allow you to bring your materials and go through Diablo Daze Registration. The Data Confirmation process includes forms and materials such as Emergency Information, Internet Access Contracts, etc. that must be signed by you and your parent before "Diablo Daze" - **which will occur on Thursday, August 5 for freshmen**. During your assigned day and time at Diablo Daze, you complete your final registration process. Additionally, your school picture for the yearbook will be taken and you will receive your student identification card, class schedule, textbooks, and locker. Missing Diablo Daze complicates a smooth start of the school year.

IMPORTANT DATES FOR FRESHMEN!

FRESHMAN DIABLO DAZE: Thursday, August 5, 2021
(Specific Times by Last Name Alpha - TBA)

FRESHMAN ORIENTATION

Tuesday, August 10 8:30 am to 12:30 pm GYM

17. **What is a "locator card"? (A.k.a. class schedule)**

A locator card has your schedule of classes and other important information on it. Please check your locator for accuracy! You will receive a **temporary** locator card during the "Diablo Daze" fall registration process on August 5. You will receive your permanent locator card on the first day of school.

18. **How do I get a locker?**

Information on lockers will be available on a later date.

19. **Where and when do I purchase gym clothes?**

P.E. clothes will be available for purchase at the start of the school year in the Student Store during Diablo Daze and the first week of school. Students who are in athletics do not need to purchase P.E. clothes. The cost of the P.E. clothes will be posted online prior to Diablo Daze.

20. **Can I leave campus at lunch?**

Only juniors and seniors (11th and 12th graders) are permitted to leave campus during lunch. Freshmen and sophomore students are NOT permitted to leave campus at lunch. Freshmen and sophomore students who leave campus at lunch will be subject to school discipline including, but not limited to a Saturday School assignment.

21. **Can a parent leave a message for his/her student?**

In order to maintain an appropriate and uninterrupted learning environment, we DO NOT send messages to students or call them out of class for a message.

22. **How can I find out about which courses I need to take for college?**

The on-line High School Course Description & SVUSD Planning Guide both contain information on college and university entrance requirements. During 9th grade, every student will create a 4-year plan with his or her Counselor. In addition, as you move through your high school years, the Guidance Department will offer many special presentations for students and parents on colleges/universities and career opportunities. If you have any questions, you may always contact your School Counselor:

Ms. Earnest (A-C), Ms. Gusiff (D-He), Mrs. Gandy (Hi-Mc), Mrs. Araujo (Me-R), Mrs. Frisk (S-Z)

23. **What if I am not doing well in a class? What can I do to improve my grade?**

Academic success is a priority for teachers, students, and parents at Mission Viejo High School. If you are concerned about your academic progress, the first and best step for you and your parent is to talk to your teacher. He/she is the best source of help. There is also a variety of ways to receive help throughout the school year such as utilizing Tutorial period or getting a tutor.

Mission Viejo High School offers a daily tutorial period, which allows each student to attend a "study session" with one teacher per day. Students manage their own time in order to increase personal responsibility for academic success. Please visit your Student Service Technician for more information.

Checking Classroom Grades On-line

Students are encouraged to access their grades through their Family Portal **STUDENT ACCOUNT**. If students do not already have an account, they should set up a Family Portal **Student Account** using the directions below.

Parents must have their own Family Portal **PARENT ACCOUNT** and should not share their Password with the student. Parents **must** have a PARENT ACCOUNT to access Online Registration materials during the summer and update Emergency Contact information!

The SVUSD Family Portal is a secure and private online resource that provides access to your child's emergency contact list, grades (from participating teachers), report cards, and test scores. Your account will display current grades and assignments of participating teachers. If your child's teacher is keeping grades in the electronic grade book on-line, you will be able to view a simplified version of the teacher's grade book. If you set up an account last year, you will access the Family Portal with the same username and password until new passwords and usernames are provided at the start of the school year in grade 9.

NEW "FAMILY PORTAL" USERS - you must have a valid email address to use this website.

To create a new account please go to www.svUSD.k12.ca.us and click on the Family Portal icon, click on "Create New Account" and follow these steps:

1. Account type - choose **Parent/Guardian** or **Student** account
2. Account information - enter and verify email address and create and verify a password
3. Confirm your email, before continuing, to retrieve your "Email Verification Code"
4. You will need the following three identifiers:

Student Permanent ID Number

Primary Phone Number

Verification Pass Code (VPC) This number can be found at the bottom of the student's report card or can be obtained from the School Student Services Technician)

- **Other Sources for Academic Support**

- Mission Viejo Public Library:** Offers free homework help and tutoring. See website for additional information (www.cmvj.org).
- National Honor Society (NHS):** Offers free peer tutoring
- California Scholarship Federation (CSF):** Offers free peer tutoring

24. **How can parents/students keep informed with what is going on at MVHS daily?**

You will automatically be sent a daily email informing you about school events, guidance information, Varsity athletic schedules and more if your email addresses are in the Aeries portal. Please note that if you unsubscribe from anything you receive from SVUSD via email, regardless of the content, you will be removed from the MVHS daily bulletin as well. To update an email address, please contact your Student Services Technician. The MVHS Administration hopes this will help to improve communication to parents and provide MVHS families with the most current information.

We also have websites available to you and your parent for the various programs here at MVHS:

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| • mvhs.svUSD.org | MVHS general information and daily bulletin |
| • mvhsmusic.com | Instrumental music concerts and events |
| • mvhsdrama.com | Upcoming productions |
| • missionviejoffa.yolasite.com | Agriscience Program |
| • missionfootball.com/ | Football information |
| • diablosbaseball.com | Baseball information |
| • mvhsaquatics.org/ | All MVHS aquatic sports |
| • svUSD.org | General information from SVUSD |

25. **Who are the Mission Viejo High School Administrators?**

The MVHS Administrators oversee different segments of the school as noted below. Feel free to contact any of the Administrative Team if we can be of assistance to you at (949) 837-7722. Our Administrative Team consists of:

Mrs. Tricia Osborne, Principal	X 235101	tricia.osborne@svUSD.org
Mr. Cina Abedzadeh, Assistant Principal Guidance & Curriculum	X 235123	cina.abedzadeh@svUSD.org
Mr. Michael Zides, Assistant Principal Business, Facilities, and 9 th - 10 th Grade Supervision	X 235118	michael.zides@svUSD.org
Mr. Brent Dohling, Assistant Principal Athletics and 11 th - 12 th Grade Supervision	X 235116	brent.dohling@svUSD.org
TBD, Activities Director Director of Student Activities	X 235103	

We hope you have a happy and successful career at
Mission Viejo High School!

QUICK INFORMATION REFERENCE

Mission Viejo High School Phone Number: (949) 837-7722

Question	Department	Name	Extension
Registration, Transcripts, & Records	Student's last name begins with	Student Services Technicians	
	A - G	Mrs. Brady	235125
	Gr - N	Ms. Alvarez	235126
	O - Z	Mrs. Boucher	235128
Counseling	School Counselors		
	A - C	Ms. Earnest	235170
	D - H	Ms. Gusiff	235139
	Hi - Mc	Mrs. Gandy	235121
	Me - R	Mrs. Araujo	235120
	S - Z	Mrs. Frisk	235110
Curriculum & Instruction	Assistant Principal, Guidance	Mr. Abedzadeh	235123
General	Principal's Office	Mrs. Osborne	235101
Special Education	School Psychologist	Mrs. Mandal	235168
Discipline/Supervision	Assistant Principal (gr. 9, 10)	Mr. Zides	235118
	Assistant Principal (gr. 11, 12)	Mr. Dohling	235116
Absences	Attendance	Mrs. Miranda (A-K)	235130
		Mrs. Flores-Avila (L-Z)	235131
Bus Passes	Transportation	Mrs. Vrabel	235118
Pep Squad	Student Activities	TBD	235103
Student I.D.	Student Activities	Mrs. Krucli	235103
Yearbook Purchase	Student Activities	Mrs. Krucli	235103
Athletic Directors	Athletics	Ms. Daher	235187
		Mr. Roelen	235175
Football		Mr. Johnson	235178