

Los Altos High School

201 Almond Avenue, Los Altos, CA 94022

Telephone: (650) 960-8811 Website: www.mvla.net Fax: (650) 948-8672

Attendance 24 Hour Reporting Number: (650) 941-2761



2019-2020 PARENT/STUDENT HANDBOOK

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Classes Start Monday, August 19th

Welcome to the 2019 - 2020 School Year

Dear Students & Parents,

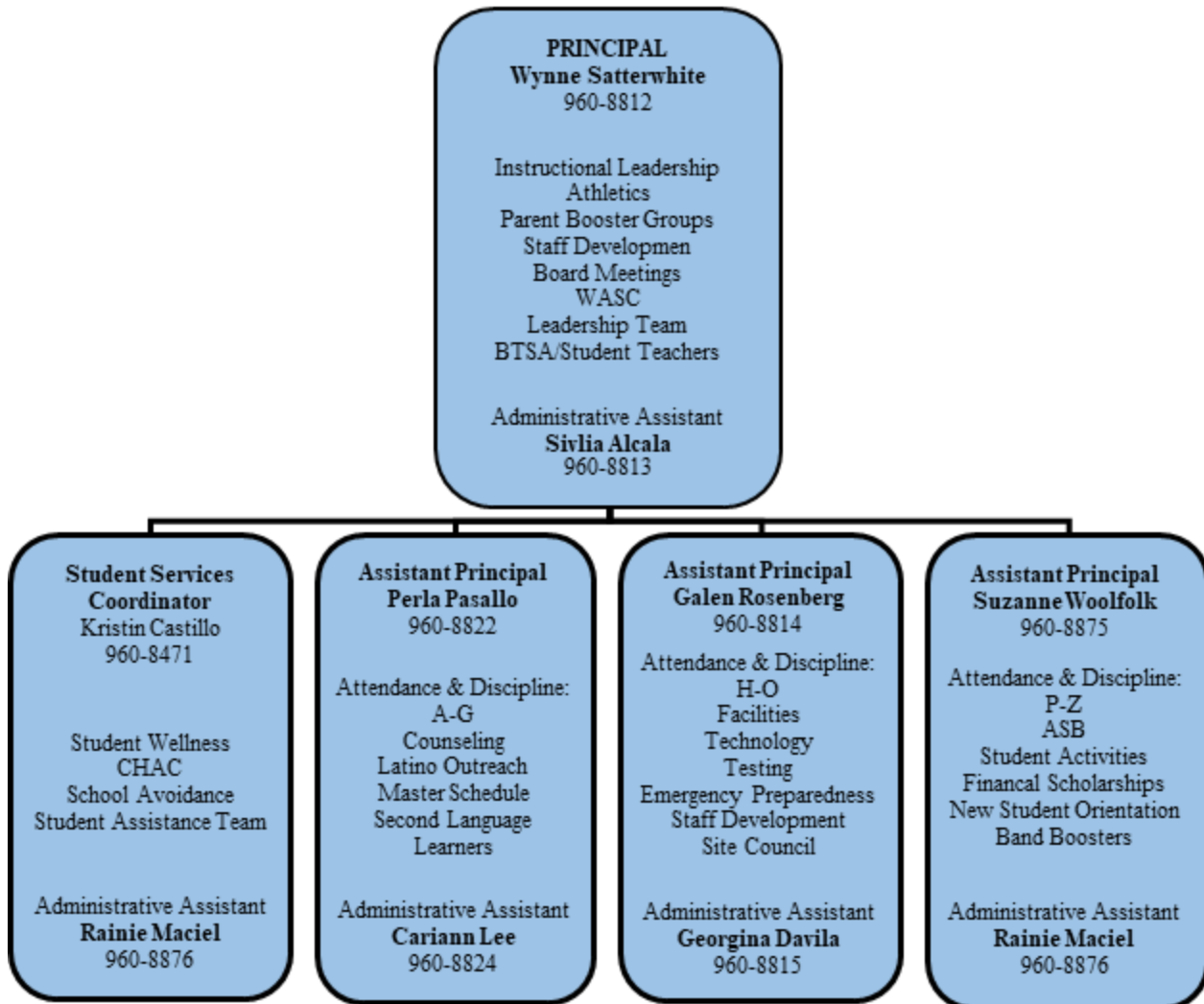
Welcome to Los Altos High School and the 2019 - 2020 school year. In August, over 2200 students will join us. We will, as always, continue our focus on:

- > providing opportunities for academic excellence for all students
- > creating an environment of mutual respect and integrity
- > supporting students in developing the skills that they will need to be successful after high school

This booklet is designed to acquaint you with basic information about your school and to explain school and district policies. It is important that you read the information in this brochure carefully and keep it as a reference to use throughout the school year. It will be extremely important that you know the rules and expectations to help us create and maintain a positive learning environment.

We want to extend a personal invitation to all students and parents to become active members of our school community. There are many ways for families to get involved. Groups such as the PTSA, LUCHA, MVLAFoundation and various Booster Organizations offer numerous volunteer experiences. You can also receive class specific information, and Words from Wynne via e-mail so please make sure that we have your current address. Please join us as we continue our tradition of excellence at Los Altos High School. We look forward to a wonderful year!

Administrative Organization



BELL SCHEDULE

Period	MON	TUES	WEDS	THURS	FRI
0	7:15 – 8:05	7:20 – 8:05	7:15 – 8:45	Meeting 7:30 – 8:05	7:15 – 8:05
1	8:10 – 9:00	8:10 – 8:55	2 nd pd. 8:50 – 10:25	1 st pd. 8:10 – 9:45	8:10 – 9:00
2	9:05 – 10:00	9:00 – 9:50			9:05 – 10:00
	Brunch 10:00 – 10:10	Brunch 9:50 – 10:00	Brunch 10:25 – 10:40	Brunch 9:45 – 10:00	Brunch 10:00 – 10:10
3	10:15 – 11:05	10:05 – 10:50	4 th pd. 10:45 – 12:15	3 rd pd. 10:05 – 11:35	10:15 – 11:05
4	11:10 – 12:00	Tutorial 10:55 – 11:25			11:10 – 12:00
	Lunch 12:00 – 12:45	4 th pd. 11:30 – 12:15	Lunch 12:15 – 1:00	Lunch 11:35 – 12:20	Lunch 12:00 – 12:45
5	12:50 – 1:40	Lunch 12:15 – 1:00		5 th pd. 12:25 – 1:55	12:50 – 1:40
6	1:45 – 2:35	5 th pd. 1:05 – 1:50	6 th pd. 1:05 – 2:35		1:45 – 2:35
7	2:40 – 3:30	6 th pd. 1:55 – 2:40		7 th pd. 2:00 – 3:30	2:40 – 3:30
		7 th pd. 2:45 – 3:30	Meeting 2:35 – 3:30		

2019-2020 ACADEMIC CALENDAR

August 19	First Day of School
August 29	LAHS Back-to-School Night
September 2	No School - Labor Day Holiday
September 18-19	Teacher In Service (Flexible Schedule)
October 11	END of 1 ST QUARTER
November 11	No School - Veterans Day Holiday
November 27-December 1	No School - Thanksgiving Holiday
December 18-20	Finals
December 20	END of 1 ST SEMESTER
December 23 - January 5	No School - Holiday Recess
January 6	No Students - Teacher Service Day
January 7	2 nd Semester Begins
January 20	No School - Martin Luther King Day
February 5-6	Teacher In Service (Flexible Schedule)
February 17-21	No School - Winter Recess (Feb.17 Washington Day/Feb.18 Lincoln Day)
March 13	END of 3 RD QUARTER
March 16	March Break - No Classes
March 17	No Students - Teacher Service Day
April 6-10	No School - Spring Recess
May 25	No School - Memorial Day
June 1 & 2	Senior Finals
June 3 - 5	Finals
June 5	Graduation ~ LAST DAY OF SCHOOL

Please refer to the school website calendar for up-to-date event listings
<http://www.mvla.net/LAHS/Portal/activity-calendar>

SENIOR INFORMATION

ALL DATES SUBJECT TO CHANGE

August

13 Senior Books and Pictures, 8:00-10 am
22-24 Parking Permit

September

3 Letter of Recommendation (During Tutorial)
10 UC/CSU Application Night @ MVHS
22 Senior Class Homecoming Vote (Top 10)

October

2 Financial Aid Presentation
21-25 Homecoming
24 Private College Night

March

TBD Gap Year Fair

April

30 Graduation Speaker Try-outs

May

16 Prom
TBD Graduation Seating Sign-ups
20 Senior Awards and Recognition Evening

June

1 & 2 SENIOR FINALS
3 Cap and Gown Distribution
3 & 5 Mandatory Graduation Practice
4 Senior Picnic
5 GRADUATION @ 6:00 p.m. Tom Burt Field

DIRECTORY OF SERVICES

AREA CODE: 650

Los Altos High School
Los Altos High School FAX

960-8811
948-8672

Go to www.mvla.net for complete listing of district staff phone numbers and email addresses

Administrators:

Principal	Wynne Satterwhite		960-8812
Administrative Assistant	Silvia Alcalá		960-8813
Assistant Principal	Perla Pasallo	A-G	960-8822
Administrative Assistant	Cariann Lee		960-8824
Assistant Principal	Galen Rosenberg	H-O	960-8814
Administrative Assistant	Georgina Davila		960-8815
Assistant Principal	Suzanne Woolfolk	P-Z	960-8875
Administrative Assistant	Rainie Maciel		960-8876
Student Services Coordinator	Kristin Castillo		960-8471
Administrative Assistant	Rainie Maciel		960-8876

Counselors:

Counselor	Ryan Carter		960-8820
Counselor	Jacob Larin		960-8463
Counselor	Jeamice Parker		960-8816
Counselor	Deanna Mistele-Ali		960-8818
Counselor	Ariel Rojas		960-8821
Counselor	Dafna Adler		960-8817
Counselor	Tamesha Wise		960-8462
Counseling Secretary	Mayte Vallado		960-8823
Registrar	Mary Donahue		960-8848

Departments/Coordinators:

Art	Jessica Hayes		960-8337
ASB	Suzanne Woolfolk		960-8875
AVID	Arantxa Arriada		960-8307
Athletics	Michelle Noeth		960-8857
Counseling	Deanna Mistele-Ali		960-8818
English	Michael Moul		960-8868
World Language	Antonio Murillo		960-8874
Library	Gordon Jack		960-8835
Mathematics Department	Lorraine Ignacio		960-8326
Performing Arts	Nancy Moran		960-8301
Physical Education / Health	Kiernan Raffo		960-8854
Science	Darren Dressen		960-8865
Social Studies	Derek Miyahara		960-8892
Special Education	Erica Starks		960-8850
Talon	Michael Moul		960-8868
Theater Manager	Myles Rowland		960-8480
Yearbook	Michelle Bissonnette		960-8472

Service Areas:

Attendance 24-Hour Line			941-2761
Attendance			960-8832
Attendance Appointments/Saturday School			960-8473
Homework Request	960-8832		
Finance Office	960-8828	Lost & Found	960-8832
College/Career Center	960-8836	Textbook Room	960-8846/8847
Tutorial Center	960-8474	Work Permits	960-8815
Contacto en Español	960-8473		

CAMPUS INFORMATION and STUDENT MATERIALS

Emergency Information

The emergency information sheet is required when a student registers at LAHS. It is important to provide all requested information on this sheet. A current emergency information sheet for each student must be on file in the attendance office.

Please report any changes in the emergency information to Eileen Yen at (650) 960-8832 immediately. It is critical that all emergency numbers be kept up-to-date in the event of student illness or emergency.

Digital Devices

Students need a device in every classroom. Students will be expected to have a digital device in all of their classes. This device will be regularly used in many classes to find, create and share digital materials, as well as to access a variety of learning tools and materials in the cloud and on the web. Students will also be expected to have access to this same device outside of class and at home.

Students and families have two options to meet these learning expectations:

1. Students bring and use their own device that meets or exceeds the criteria below.
2. Students may check out a Chromebook for their use from Los Altos High School.

Device Specifications

Devices should meet the following minimum criteria (these are standard specifications for a Chromebook from most manufacturers):

- 11" screen
- 6.5 hours of battery life
- Webcam
- HDMI port and USB port
- Recent Apple OS and Windows OS laptop products meet the minimum criteria.

The document entitled "DIGITAL DEVICE RESPONSIBLE USE AND BORROWING AGREEMENT" explains the details of appropriate use to ensure that Digital Devices are used appropriately while at school.

Musical Instruments, Athletic Equipment & School Equipment

Students are responsible for musical instruments and other equipment checked out to them. Instruments and equipment will be checked out in writing, with provision to include parent signature. Students and parents are responsible for replacement or repairs required for any reason while materials are checked out to them.

Textbooks and Chromebooks

Required textbooks will be issued to students before school according to the textbook check-out schedule below. Students may also check out a chromebook at the same time. Students are responsible for loss or damage to books or Chromebooks, including items stolen from lockers and backpacks. If damaged, charges will be assessed. Students with outstanding obligations will not receive schedules at the beginning of the year and they will not be eligible for extra-curricular activities. Contact Gina Brownson in the Finance Office, or Martha Bills, in the textbook room, if you have any questions.

All books are checked out through the **Textbook Center** according to the following schedule:

Class of 2020	Aug 13	1:30 - 3:30 pm
Class of 2021	Aug 13	10:30 - 12:30 pm
Class of 2022	Aug 13	8:00 - 10:00 am
Class of 2023	Aug 12	8:30 am – 12:30 pm (Orientation) 1:15 - 3:30 pm (Books)

All books need to be returned when the student is finished with the class. English books will be checked out during class time.

Lockers

All 9th-graders will be assigned a locker. Grades 10 - 12 will be issued a locker after a sign-up period during the third week of school. PE Lockers will be assigned during P.E. classes. If students use school lockers, they may purchase school locks (\$10 each) from the Student Store. Lockers are not theft proof. The safest place for valuables is at home. No food should be kept in lockers overnight. No pictures, posters or materials may be glued, taped or otherwise adhered to the inside or outside of the lockers. School officials have the right to open and inspect any school locker without student permission when there is reasonable suspicion that a search will disclose evidence of illegal possessions or activity, or if students' health, welfare or safety is in jeopardy.

LAHS assumes no liability in case of theft or vandalism and will not reimburse students for any losses.

P.E. Clothing

All students enrolled in a physical education class are asked to wear Los Altos High School P.E. uniforms. Uniforms are available through the Student Store.

P.E. uniforms items are \$20 (\$10.00 for shorts, \$10.00 for T-shirts). Sweatpants are not required, but are recommended for some outdoor activities. Sweatpants are available in the Student Store for \$15.00. After students complete their physical education requirements, recycling the uniform through the Physical Education Department is appreciated.

Student ID

All students are required to have their pictures taken for their ID cards. A valid LAHS ID card is provided to each student at no charge at the start of the year. Students who do not have their photos taken during book distribution will be photographed on Monday, August 14. ID cards are used for access into the Library. Students are required to have their ID cards in their possession while at school or at school sponsored activities. Lost cards can be replaced with a \$5.00 charge.

Yearbooks & ASB Cards

Each student is strongly encouraged to purchase an ASB card to support extra-curricular activities on campus. This card entitles students to free entry into all home athletic events and the Back-to-School Dance, plus reduced prices to performing arts and other school activities. Students are also encouraged to purchase the LAHS yearbook, AERIE, created entirely by students.

Yearbooks in combination with ASB cards cost \$95, or may be purchased individually; \$70 for a yearbook and \$30 for an ASB card. Yearbooks will be distributed at the end of May to those students who have no outstanding fines.

Eagle Cards \$20

The 2019-20 Eagle Card is a discount card that can be used with various merchants and is valid until March 31, 2020. It can be purchased during textbook check out days or from Ms. Maciel in the attendance office. Please purchase one and support a multitude of activities at LAHS.

School Office Hours

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

Communication/Publications/Parent Groups

The PTSA, Los Altos High School and various campus groups publish information throughout the year that is very helpful to students and parents. Be on the lookout for these:

- **Student Agenda Planner** - distributed during freshman orientation/ book pickup week to all freshman
- **Athletic Handbook** – online at www.mvla.net/lahs
- **Student newspaper** - *The Talon*
- **Words from Wynne** <http://lahs.elists.mvla.net/>

- **District Website** - www.mvla.net
- **LAHS Website** - www.mvla.net/lahs
- **Check out the daily bulletins for current happenings!**
- **E-lists** - subscribe by sending your e-mail address to: lahs.elists.mvla.net
- **Email addresses** for all district staff and employees - firstname.lastname@mvla.net
- **Course Information Sheets** - (Given out to parents at Back-to-School Night and available on our webpage.) Refer back to it frequently, and encourage your student to do the same. It provides course specific information including grading policies, work expectations and information on how to contact the teacher
- **LAHS Curriculum Handbook** - Lists ALL the classes offered for the year with descriptions and a key to which graduation and UC/CSU requirements the course satisfies. Also available on our webpage
- **Report Cards/Progress Reports** – sent home to parents so student progress can be monitored
- **Student Information System (SIS)** – This system allows parents and students to monitor attendance, assignments and grades online. Parents and students have had the ability to access student information (attendance and grades) online for several years. For returning students and parents, your existing accounts should still work. If you did not receive these instructions and would like an account, please contact Silvia Alcala.

Visitors

All visitors, including parents, must register in the Attendance Office to obtain a visitor's pass and parking permit. Non-LAHS students are not allowed on campus without prior approval of an assistant principal. Requests for social visits by non-students will be denied. Trespassers may be arrested.

Visitors should be prepared to present photographic identification when they come on campus.

Shadowing a student at Los Altos High School is a chance for future students to pair up with a freshman with similar interests and attend classes. Transportation is the responsibility of the student who requests to shadow. Brunch is available for purchase from our cafeteria and lunch is provided. Contact Ms. Maciel at (650) 960-8876 to arrange for shadowing during the first two weeks of February.

Open Campus

LAHS students may leave campus when they are not assigned to a class or during lunch. If students leave campus during an open period, they need to make sure to return to the next period without being tardy.

Food Service

Mountain View Los Altos High School District food service program serves breakfast, brunch, and lunch every school day. See page 71 for information regarding free and reduced lunches. Applications are available at the Finance Office bookkeeper or on our website at

http://www.schoolnutritionandfitness.com/index.php?s_id=1908131605284815. If you have questions regarding free or reduced pricing, contact Gina Brownson at 960-8828 or Debra Godfrey at 940-4646.

Messages for Students

It is the school's policy to minimize classroom disruptions. For this reason: **We do not deliver messages to students. Texting or trying to reach your child by cell phone during class is not permitted.** In case of an emergency, you may call the Attendance Office at 960-8832 to convey an emergency message to your student.

We suggest that before school starts, families work out a contingency plan if for some reason there is a change to the normal routine.

Please do not ask administrative assistants to remind students about dentist appointments or other activities, including changes in family plans. Also, do not send flowers, balloons, gifts or food to be delivered to students. We will not accept delivery. When attempting to reach your student at school, please be sure to bring picture ID with you. Do not text students during class time.

Tobacco-Free Environment

The school district is committed to a healthy and comfortable learning and working environment for students, staff and community members. Therefore, the Board of Trustees established a tobacco-free environment that prohibits the use of tobacco products on all school district property including school buildings, grounds, school-owned vehicles and at all school-sponsored events off campus.

Possession by a student of tobacco products, electronic products or other devices that mimic the use of tobacco products is prohibited and is a violation of state education code and state penal code. Use of any tobacco related product is prohibited on the way to school, during school hours, and on the way home from school and at all school activities.

Violations of this rule will result in the following penalties for students: parent contact (phone call and letter), suspensions, and possible referral to Alternative Education. The Los Altos Police Department may cite students for possession of tobacco products.

Please note that the use of tobacco products by adults is also prohibited on campus. Adults using tobacco products will be asked to stop smoking or leave campus.

Student Activities Transportation

All Los Altos athletes must travel to and from athletic contests in school-provided transportation. In emergencies only, a student may drive his/her own car with written administrative and parental approval (Forms are available from the Athletic Director.) **District policy does not permit students to drive other students to events under any circumstances.**

There is a \$100.00 transportation contribution per sport. If a student cannot pay this contribution, he/she may obtain a waiver from Suzanne Woolfolk. Money must never be a barrier to participation; therefore, all Waiver requests are kept strictly confidential.

Students are not allowed to ride with other students to or from any school-sponsored activity in which they are participating. If students drive themselves or others, none of the students involved will be allowed to participate in the activity.

Student Insurance

Parents may wish to purchase a low-cost student accident insurance policy for the school year. The school has no financial interest in this insurance, but seeks to provide parents with the opportunity to obtain low-cost protection. Student accident and health insurance pamphlets and applications are mailed home in August. Additional pamphlets and applications are available in the Finance Office and the Athletic office.

Library

The library hours are 7:00 am to 3:45 pm Monday through Thursday and 7:00 am to 3:30 pm on Friday. The librarian can be reached at 960-8835. Use of the library is part of the curriculum in many classes, and students learn research skills in the context of subject area assignments. Students may borrow library materials and renew them as needed by asking at the circulation desk. We ask that overdue materials be renewed or returned before grades or transcripts are mailed, students get their yearbooks or are able to purchase dance bids.

Tutorial Center

Students may study independently or receive tutoring assistance in all curriculum areas to complete their work. The Tutorial Center is located next to the library. Hours are 8:00 am to 4:30 pm Monday through Friday. Please contact Quyen Nguyen, the Tutorial Center Coordinator, at 960-8474 for further information.

Student Store

The ASB class sponsors the Student Store, managed through the Finance Office. Students may purchase a variety of school supplies, locks, LAHS clothing and accessories. Hours are posted outside of the Finance Office.

Lost and Found

Lost and Found is located in our attendance office. Students are advised to check there for missing items and to turn in found items.

School Pictures

Pictures for student ID, yearbook, and school portraits (which may be purchased) will be taken during textbook check out days, August 12 & 13.

ALL STUDENTS MUST TAKE A PICTURE.

(August 12 & 13) Retakes will be **September 24**

Pets

Pets are not allowed on school facilities, which include athletic fields, walkways and fire lanes.

Sex Education

Issues dealing with sex education, venereal disease and AIDS are included in appropriate courses. Upon written request, a student shall be excused from these activities when these topics are discussed. All written and audio-visual materials to be used in these courses are available for parents to review (EC 51550, 51820).

Work Permits

All students, 14-17 years old, are required to have a work permit issued at school to hold a job.

Applications are available in the LAHS Attendance Office and work permits are issued by the school all year round.

For more information about California work permits, <https://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp>.

Fines

Students who owe fines or textbooks will not be allowed to purchase tickets for extra-curricular activities. SIS will be blocked until fines are paid and/or textbooks returned.

School Sponsored Field Trips

To enhance student learning, some classes, clubs or activities will go on school sponsored field trips. Participation in a school sanctioned field trip is a privilege. There are standards for behavior that will be upheld at all times.

Day trips occur during the school day and students return to school the same day. Overnight trips may include in-state or out-of-state travel, and no more than 5 school days will be missed to attend the field trip.

In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.

GETTING TO SCHOOL

All students are encouraged to get to school in a healthy and environmentally responsible way. Parents are encouraged to help their children set up a safe and efficient commuting routine. Students gain a sense of independence and self-reliance, along with the health and wellness benefits of walking and biking.

Walking

LAHS is located in a residential neighborhood that is ideal for walking to school. It only takes about 20 minutes to walk a mile, and students who live within a mile of school can easily walk to campus.

Biking

Biking is a convenient way to get to LAHS. It only takes about 18 minutes to bike 3 miles. Various free online mapping programs can be used to find a good route. Bicycle helmets are required by California law for persons under 18 years old.

Bike racks are located at various convenient locations on campus. Bike tire pumps are located at two of the main entrances to campus. Please lock your bike with your own lock at one of the bike racks. Bicycles locked to trees or poles will be removed. **Bikes must be walked while on campus.**

Please do not leave bikes on campus overnight, even if locked. LAHS is not responsible for theft or damage to bicycles.

Bus

LAHS is served by Valley Transportation Authority buses. For more information on exact boarding locations or help with trip planning, call VTA information at (800) 894-9908 or visit www.vta.org. Updated schedules are also available in the LAHS Library and Finance Office.

All VTA buses are equipped with bike racks on the front so students can combine biking and bus riding to get to and from school. Helpful biking information is at <http://www.vta.org/getting-around/bicycle-ped>.

The Youth (ages 5-18) bus fare is \$1.25 per ride or \$35 for a monthly pass. Monthly passes are available with a reloadable Youth Clipper Card that can be ordered free of charge at www.clippercard.com.

The school district provides free bus passes for students who qualify based on household income and who live two or more miles from school.

Students can get an application for a free bus pass at the Finance Office.

Skateboard/Scooter/Etc.

Students are welcome to use skateboards, razor scooters, roller blades or other modes of active transportation to get to school. Upon arriving on the school grounds, such items must be carried and students must walk while on campus. For safety reasons, it is not allowed to ride skateboards, scooters, roller blades or bicycles anywhere on school grounds at any time (including before and after school, evenings and weekends). Such items can be stored in the skateboard rack at the end of the 600 building. If students ride these items on school grounds, their items will be confiscated and repeat offenders will have to have their parents pick up their confiscated items.

Driving

Space for parking motor vehicles at LAHS is very limited, and driving to school is discouraged. Only students who live far from school should plan to drive. Students are only allowed to park in the main lot. Students wishing to park in this lot must purchase a parking permit and display it. Only juniors and seniors who live within the designated perimeter may purchase a parking permit.

Students who drive to school should make every effort to carpool. Parking spots are reserved for carpoolers, and students who carpool can share the cost of a permit.

Student Parking Permits

Parking permits will be issued based on seniority AND how far away a student lives from Los Altos High School. This policy will benefit students who live farther away while also reducing unnecessary traffic and carbon emissions.

LAHS is one of the few high schools statewide to earn County Green Business Certification. This revised policy on student parking permits is part of our green efforts.

Students may apply for a permit via an online application that is due by midnight, August 25. Students whose commute is **ten minutes or more by foot or five minutes or more by bike** will be higher on the priority list for a parking permit. More details are available via [THIS LINK](#).

When granting permits, priorities will be as follows:

1. Distance-eligible seniors
2. Distance-eligible juniors

3. Freestyle AM/PM sharing juniors/seniors
4. Seniors-at-large
5. Juniors-at-large

Student parking on school property is a privilege, not a right. Failure to abide by traffic rules may result in the revocation of parking privileges on campus. Students who park on campus may only park in the west parking lot and must display a valid permit. Cars without permits showing may be ticketed by the L.A.P.D. Additional parking is available on Jardin behind the tennis courts. Permits do not guarantee a parking spot. Spots are available daily on a first-come, first-serve basis.

Lockers

All 9th-graders will be assigned a locker. Grades 10 - 12 will be issued a locker after a sign-up period during the third week of school. PE Lockers will be assigned during P.E. classes. If students use school lockers, they may purchase school locks (\$10 each) from the Student Store.

Students use their lockers at their own risk, and should not leave anything of value in their lockers overnight.

The school is not responsible for anything taken from lockers or left unattended. LAHS assumes no liability in case of theft or vandalism and will not reimburse students for any losses.

No food should be kept in lockers overnight. No pictures, posters or materials may be glued, taped or otherwise adhered to the inside or outside of the lockers. Any prank involving a lock or locker will result in disciplinary action.

School officials have the right to open and inspect any school locker without student permission when there is reasonable suspicion that a search will disclose evidence of illegal possessions or activity, or if students' health, welfare or safety is in jeopardy.

BEHAVIOR POLICIES

We value a healthy, equitable learning environment in which students and staff support one another. We are committed to the application of 21st Century skills and knowledge in the classroom and beyond.

Learning Environment

Students have the right to an education and to due process under the law. Minors are required to attend school until age 18 unless otherwise exempt by graduation or by passing the California High School Proficiency Test. The behavior guidelines presented here have been formulated to establish and maintain a proper learning environment for all students.

Jurisdiction of the School

Education Code Section 48900 specifies acts for which disciplinary action may be taken and prescribes the school's jurisdiction or area of authority as the following:

- (1) while on school grounds;**
- (2) while going to or coming from school;**
- (3) during lunch period on or off campus;**
- (4) at school activities whether on or off campus;**
- (5) during or while going to or returning from a school-sponsored activity.**

Disciplinary Actions

Students who disrupt instruction may be suspended by their teachers for up to two class periods. Teachers will notify parents when this occurs. Continued disruption of class may lead to suspension from school by the administration. Certain acts are considered serious enough that the student may be suspended from school immediately by an administrator, the police may be involved, and expulsion may result.

Students may not attend any school functions or activities during the day or evening for the period of the administrative suspension. During the period of suspension, students must not be at or near the school campus.

In addition to suspension from school, the following actions may be taken by the administration:

- Work on campus
- Detention before or after school
- Monetary reimbursement for willful acts such as theft, vandalism, or damage to property.
- Counseling
- Written/Verbal Apology
- Community Service
- Expulsion
- Loss of privilege to participate in extra activities

- Loss of privilege to participate in senior activities, including marching in graduation
- Loss of privilege to represent home school in co-curricular activities, i.e., sports, drama, music, etc.
- Involuntary transfer to another school, e.g., continuation or community school

Behaviors Leading To School Suspension or Expulsion

- **Fighting**, causing, attempting to cause serious physical injury to another person. E.C. 48900(a)(1) and (2)
- **Brandishing or possessing** a knife or other dangerous objects, including an imitation firearm. E.C. 48900(b); E.C. 48900(a)(1); E.C. 48900(m)
- **Possessing**, using, distributing, selling, being under the influence of drugs, alcohol or controlled substance or intoxicant. E.C. 48900(c)(d)
- **Causing** or attempting to cause damage to school or private property. E.C. 48900(f)
- **Stealing**, attempting to steal or having received stolen school or private property. E.C. 48900(g)(l)
- **Possessing** or using tobacco or products containing tobacco or nicotine. E.C. 48900(h); E.C. 48901
- **Committing** an obscene act or engaging in habitual profanity or vulgarity. E.C. 48900(i)
- **Possessing**, offering, arranging or negotiating to sell any drug paraphernalia. E.C. 48900(j)
- **Disrupting** school activities, disrespecting or defying valid authority of school personnel in the performance of their duties including gang-related activities. E.C. 48900(k)
- **Possessing**, using, selling or furnished a firearm. E.C. 48900(b)
- **Committing Sexual** assault or battery. E.C. 48900(n)
- **Harassing**, retaliating against or intimidating a witness. E.C. 48900(o)
- **Engaging** in, or attempting to engage in, hazing. E.C. 48900(q)
- **Committing acts of Sexual Harassment.** E.C. 48900.2
- **Committing acts of Hate violence.** E.C. 48900.3
- **Creating a Hostile Education Environment**, intentionally engaging in harassment, threats or intimidation. E.C. 48900.4
- **Making Terroristic** threats against school officials or school property. E.C. 48900.7
- **Possessing**, using, selling or furnishing an explosive. E.C. 48900(b)

Expulsion

The following acts require **mandatory recommendation for expulsion, and mandatory expulsion:**

- Possessing, selling, or furnishing a firearm. E.C. 48900(b); E.C. 48915(c)(1)
- Brandishing a knife at another person. E.C. 48900(b); E.C. 48900(a)(1); E.C.48915(c)(2)
- Offered for sale or sold a controlled substance. E.C. 48900(d); E.C. 48915(c)(3)
- Committing or attempting to commit sexual assault or battery. E.C. 48900(n); E.C. 48915(c)(4)
- Possession of an explosive. E.C. 48915(c)(5)

The following acts require **mandatory recommendation for expulsion, but expulsion is discretionary:**

- Causing serious physical injury. E.C. 48900(a)(1)
- Possessing a knife or other dangerous object. E.C. 18900(b); E.C. 48915(a)(2)
- Unlawfully possessing any controlled substance. E.C. 48900(c)(d); E.C. 48915(a)(3)
- Robbery or extortion. E.C. 48900(e); E.C. 48915(a)(4)
- Assault or Battery upon a school employee. E.C. 48900(a)(1); E.C. 18915(a)(5)
- Engaged in an act of sexual harassment E.C. 48900.2
- Bullying, harassment, threats, intimidation, racial slurs, including cyber acts. E.C. 48900.3; E.C. 48900(r)(k)(i)
- Made a terrorist threat. E.C. 48900.7
- Engaged in an act of hate violence. E.C. 48900.3

The following acts may result in **discretionary recommendation for expulsion, and discretionary expulsion:**

- Fighting: caused, attempted to cause or threatened to cause physical injury to another person
- Aided or abetted physical injury
- Caused or attempted to cause damage to school or private property; arson, graffiti, vandalism
- Harassment, retaliation, threatening or intimidation of a student witness
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia
- Unlawfully offered, arranged to sell, or sold the prescription drug Soma
- Committed obscene act or engaged in habitual profanity or vulgarity
- Stole, attempted to steal or received stolen school or private property
- Engaged in, or attempted to engage in hazing

All Educational Codes may be reviewed at <http://www.leginfo.ca.gov/calaw.html>.

Drug-Free Schools

Through the cooperation between Mountain View Los Altos High School District and the Mountain View and Los Altos Police Departments, we are committed to combating substance use and abuse among young people in our community. Our goal is to enhance the quality of life in our community and to promote awareness and education between adults and young people. As a result of the understanding between the police departments and the school district, school officials and police officers are required to take action in any case involving substance use on or near campuses or at school functions.

Depending upon the frequency of violations, the following may occur:

- Suspension from school
- Notification of the local police department/ arrest
- Suspension or expulsion from co-curricular activities
- Assignment of Community service
- Referral to a social service agency to complete a substance abuse program
- Expulsion from school

Vape Devices, Electronic Smoking Devices, Wax Pens, etc.

Vape pens, e-cigarettes, and other electronic smoking devices are prohibited on campus. These items are considered tobacco products and are prohibited on school campuses. [E.C. 48900(h)]. While marketed as alternatives to traditional cigarettes, they contain various chemicals and many contain nicotine.

Additionally, these products can also be filled with marijuana or other controlled substances. Violations of school policy that includes the possession, use, or sale of a controlled substance can lead to disciplinary action including suspension and/or expulsion. [E.C.48900(c)(d)]. Possession of paraphernalia, including vape pens, associated with controlled substances will also result in disciplinary action [E.C 48900(j)].

Vandalism, Graffiti and Pranks

The position of the District is not to tolerate pranks of any kind. Pranks disrupt the instructional program and can escalate to be dangerous, destructive or expensive. In order to provide an exemplary learning environment, to promote personal integrity and social responsibility, to protect District and personal property and to provide a safe and orderly work and learning environment, pranks are strictly prohibited. Any district student who commits an act of vandalism or engages in a prank that results in damages to school facilities or property shall be subject to disciplinary

action by the district and also may be prosecuted through other legal means. Students/parents will have to make full restitution of all damages, including the cost of any reward the district may have paid to identify the perpetrator. Additionally, if reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law. (E.D. 48900 and BP 5131.5)

The minimum penalty for pranks will be the loss of the next significant school activity and suspension from school. Senior pranks will result in suspension, the loss of the privilege to participate in all senior activities and in the commencement ceremony. Depending on the extent of damage caused, the student may also be recommended for expulsion from the district.

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

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

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

Student Violence & Reporting Requirements

The LAHS staff will not tolerate student threats, acts of violence, or jokes of violence.

The welfare of our students requires that the school be notified immediately of potential security risks. Students must immediately notify a principal, teacher or other school employee:

- When a person is acting in a suspicious manner in or around the school;
- When a student knows, suspects, or has heard that an individual has a weapon or dangerous object at school;
- When a student knows, suspects, or has heard of any violent or potentially violent incidents, threats, jokes of threats or violence, or concerns of a risk for violence or other disturbance;
- When a student believes the school is otherwise not secure or safe.

The Assistant Principal will investigate and discipline students who breach this policy, up to and including suspension and/or expulsion and/or referral to police as a possible accomplice. A student's failure to report any possible risk will be viewed as a defiance of the school's valid authority under Education Code 48900(k) and will result in student discipline against the student who failed to report including but not limited to, suspension, expulsion, and/or police referral as a possible accomplice.

Removal of Suspension Record

A student with senior standing who has a record of only one prior suspension may submit a written request to the Superintendent to remove from the student's official school file the record of that suspension, unless that suspension was for any of the following acts

- * Possession of a firearm;
- * Causing serious physical injury to another person, except in self-defense;
- * Brandishing a knife;
- * Possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds;
- * Unlawful sale of any controlled substance;
- * Robbery or extortion;
- * Committing or attempting to commit a sexual assault; and,
- * Assault or battery upon any school employee.

The Superintendent shall consult with school personnel and may take any action he deems appropriate in connection with reviewing the request. The Superintendent's decision shall be final and not subject to review. The principal or designee may refer to the precipitating conduct and/or suspension in the event that the student commits another act prior to his/her graduation which is grounds for discipline.

Given no further discipline, upon graduation, the record of the student's suspension will be permanently removed as directed by the Board, pursuant to applicable law and regulations.

Release of Student Disciplinary Information to Colleges

The Board of Trustees directs its schools to follow a limited disclosure practice as it pertains to releasing student disciplinary information to colleges and universities. Schools in the MVLHSD will disclose all disciplinary actions taken against a student that result in Suspension or Expulsion. Minor offenses resulting in 'detention' are not routinely disclosed.

The school expects all students to model a high level of citizenship and responsibility. Institutions of higher learning are interested in the character of applicants

as well as the student's academic ability and performance.

Colleges are becoming increasingly concerned about student behavior on their own campuses and now routinely ask both the student and school about an applicant's high school discipline record. Therefore, when students are asked on college applications about disciplinary actions during their high school years, students are expected to answer truthfully and completely. The school reports to colleges any **serious** disciplinary actions against a student resulting in **expulsion** and **out-of-school suspension** for all Category X, A and B infractions. Category C offenses that rise to a level of concern are also reported, if deemed appropriate by an administrator. Examples of misconduct classified as Category X, A and B are specified in the district's administrative regulations, and are clearly marked on the district's suspension form.

In an effort to comply with the expectations of college and university admission policies, our schools will report to colleges any "change in status" in academic performance or serious violations of school rules or standards of conduct that result in significant disciplinary action during the senior year. Students who are guilty of violations are expected to notify their college(s) of the situation. Students are encouraged to work with their counselor when such actions occur and should initiate a letter to the Director of Admissions at each institution to which the student has applied.

Upon direct request from the colleges for information pertaining to a student's discipline record, college counselors will honestly and fully disclose if a student has been subject to disciplinary action as outlined above. However, the school requires written permission from the student's parent or guardian before disciplinary matters can be discussed.

Maintaining Proper Campus Behavior **Fighting and Suspensions**

Our policy is to suspend students involved in a physical altercation during school hours or at school activities **regardless of who initiated the incident.** Police may be notified. Students are expected to seek alternative ways of handling disagreements, including seeking assistance from an administrator, a teacher, or a campus supervisor.

Sexual Misconduct **Title IX Protections and Guidelines**

The safety, success and well-being of all students at Los Altos High School are top priorities. MVLA High School District takes the issues of gender discrimination, sexual harassment, and sexual assault seriously and supports Title IX and other laws

protecting rights and student safety. Sexual misconduct may be defined as profanity, obscenity, harassment, intimidation, exploitation, assault, battery, and other behaviors sexual in nature that create a hostile environment, including, non-consensual sexual activity and inappropriate public displays of affection. Potential complaints involving sexual harassment or assault-related issues may be resolved on the basis of one or more of the following district policies:

- BP/AR 1312.3 Community Relations-Uniform Complaint Procedures
- BP 5145.3 Nondiscrimination/Harassment -Students
- BP 5145.7 Sexual Harassment - Students

Title IX obligates elementary, secondary and postsecondary institutions to address sexual violence as a form of sexual harassment. District programs and activities are free from discrimination and harassment, with respect to ethnic group, religion, gender, age, color, race, ancestry, national origin, sexual orientation, marital or parental status, and physical or mental disability. The school board aims to maintain an environment in which all students and adults are treated with dignity and respect. No student shall be subjected to sexual overtures or conduct, either verbal, visual, or physical, which is intimidating, hostile, offensive or unwelcome. Such conduct by adults or students is unacceptable and will not be tolerated by the school district. (Education Code 48980)

The Board policy prohibits intimidation or harassment of any student by any employee, student or other person in the district. Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. (Board Policy 5145.3)

The Board policy encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints, including those involving discriminatory harassment, bullying and intimidation. Copies of the UCPs will be provided free of charge. All complaints will be handled in a professional manner, and complainants are assured of non-retaliation and non-retribution.

Any person who wishes to discuss or file a complaint based on discrimination or harassment should first seek remedy through the school's principal. If the issue cannot be resolved at the level of the principal, a formal complaint should be filed with the MVLA District's Title IX compliance officer: the Associate Superintendent of Educational Services Margarita Navarro. After a complaint has been duly investigated

and if the complainant is dissatisfied with the District's decision, the complainant may file a written appeal with the Board of Trustees or the California Department of Education within 15 days of receiving the District's decision, or file a Discrimination Complaint with the Office for Civil Rights (OCR). In the event that it is necessary to file a complaint with OCR, you may request a Discrimination Complaint Form from the District office. More information is on MVLA's website.

Gender Support

Mountain View Los Altos High School District is committed to providing a safe, supportive, and inclusive learning environment for all students, including transgender and gender-expansive students, by maximizing inclusion and social integration while minimizing exclusion and stigmatization. Students and families are encouraged to reach out to their assigned administrator if they have any questions or concerns regarding gender support strategies, privacy-rights, and/or complaints of discrimination or harassment. Gender support meetings are available for students and, if appropriate, the student's guardians to identify student needs. The gender support meeting can address issues related to facilities (restrooms, locker rooms, etc.), academic or educational support programs, preferred names and pronouns, educational records, extracurricular events such as field trips, and/or co-curricular activities such as sports.

All students have a right to privacy: the right to decide when, with whom, and how much personal information to share about oneself to others. Administrators will work with students in determining the most appropriate support.

Lockers

Students use their lockers at their own risk, and should not leave anything of value in their lockers overnight. LAHS assumes no liability in case of theft or vandalism. School officials have the right and ability to open and inspect any school locker without student permission when there is reasonable suspicion that a search will disclose evidence of illegal possessions or activity, or if threats to students' health, welfare or safety emanate from the locker. Students must supply their own locks. (Available at the student store.)

Books/School-Issued Materials

Each student assumes financial responsibility for books/materials/technology issued to him/her. Loss or damage will result in a charge to the student.

Language

Students will not abuse or offend others through words, writings, or actions.

Litter

All litter must be disposed of in designated trash cans. We encourage students to recycle.

Food in Class

Eating and drinking are not allowed in the library, offices or gymnasium, in classrooms during class time, or at other times without teacher permission and supervision.

Public Displays of Affection

Excessive displays of affection are inappropriate in a school community and not permitted at any time during the school day or at school related events. They may also result in disciplinary action.

Motor Vehicles

All student motorized vehicles parked on the school campus must be registered in the Finance Office and have the parking permit displayed in the appropriate place. All parking is first come first serve.

Skateboards, Roller Blades, Razors or Scooters and Mopeds.

For safety reasons, students are not allowed to ride skateboards, roller blades, mopeds, etc., on school grounds (including hallways and corridors) at any time (including before and after school, evenings and weekends). These items will be confiscated. Repeat offenders will have to have their parents pick up their confiscated items.

Loitering

Students are not to congregate or loiter around classrooms or other areas when classes are in session.

Thrown Objects, e.g. frisbee, balls, trash

No objects should be thrown in the quad or around any buildings where they may land on the roof, break windows or possibly injure someone.

Dance Regulations

Dances are open only to current LAHS students. Guest passes are available in the Finance Office for selected dances. **Guests must have photo ID**, and guest passes must be obtained prior to the day of the dance. If students leave the dance, they may not return to the dance.

We are committed to providing a safe and drug-free environment at our school dances and will continue to use the Breathalyzer at dances. All school rules apply to all school dances whether they are held on or off campus.

Electronic Devices

Students who carry electronic devices are expected to use them responsibly and at their own risk. **The school is not responsible for loss, theft or damage to electronic devices.**

Student use of electronic devices is limited on campus. Electronic devices **may not be used during instructional time, including students in the library, tutorial center or elsewhere on campus, including students with a free period.** A teacher or librarian may give permission for the use of electronic devices during instructional time for educational purposes only. For safety and instructional reasons, students **may not use earphones or earbuds with electronic devices during instructional periods.** The teacher or librarian may provide for the use of earphones/earbuds in the library when required for instructional purposes.

School Officials will confiscate electronic devices when they are being used in violation of these policies.

Disciplinary actions for violation of this policy include:

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

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

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

Refusal to surrender electronic devices to school staff or repeated violations of this policy may result in additional disciplinary action, up to and including suspension.

Dress Code

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

Attire

Clothing that **in any manner**, displays profanity, alcohol, tobacco, or other drugs including those with inappropriate double entendre **will not be permitted.**

Attire that features offensive and/or vulgar words, pictures, gestures, or drawings that name, advertise, or promote sexually related products or activities is not permitted.

Attire that includes words, phrases, or pictures that are derogatory to one's ethnic background, national origin, religious beliefs, gender, sexual orientation, or disability is not permitted.

Attire that is backless or strapless is not permitted. Attire that exposes an inappropriate amount of cleavage, midriff or thigh is not permitted.*

Footwear must be worn on campus at all times.

Attire, articles of clothing, or adornments determined by Administration and/or the Police departments that identify affiliation to any organization, group, associated with, or reputed to be involved in criminal activity is not permitted.

Undergarments (with the exception of bra straps) must not be exposed.

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

Consequences

- **First Offense:** Sent to A.P., change clothing, confiscate item.
- **Second Offense:** Sent to A.P. for parent contact, change clothing, confiscate item.
- **Third Offense:** Possible suspension.

Consequences accumulate over the year.

Maintaining Proper Classroom Behavior **Classroom Courtesy**

Students are expected to be respectful, courteous and responsible in the classroom.

The following list of behavioral expectations has been developed by students and staff as a way to maximize quality classroom time and ensure a climate of mutual respect.

- Listen while the teacher or another student is talking
- Remain quietly alert while waiting for directions
- Use language which is acceptable, polite, and civil at all times
- Be prepared for class by bringing books and materials every day
- Eat, drink outside of classrooms only
- Keep class work areas clean
- Keep cell phones off during class

Social Probation

Students may be placed on social probation and denied the privilege of attending student activities. Social probation may be imposed as the result of misbehavior at student activities or violation of the district's attendance policy. Social probation of seniors can include, but is not limited to, the loss of the privilege to attend the Senior Prom or to participate in Graduation.

Academic Integrity (excerpt from BP5131.9)

Honesty, trust and integrity are vital components of the education process. The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Teachers have a responsibility to emphasize the values of academic integrity. Teachers and/or designated staff should proctor quizzes and tests. Teachers should explain to students when collaboration is and is not appropriate on specific assignments completed inside and outside of class and should teach students what plagiarism is and how to properly use and cite primary and secondary sources.

Students and families should understand and act upon the values of academic integrity and should encourage the highest standards of academic behavior from themselves and their peers.

It is assumed that all work completed for a class is original work created for that class, for a specific assignment.

Disciplinary Process for Violations of Academic Integrity

Based on the severity of the Academic Integrity violation, the student's disciplinary history, and an administrator's assessment of the student's conduct, in consultation with other staff, a student will be submitted either to a process for Restorative Justice, or a process for Traditional Discipline. Either process begins after the facts of the violation have been established by an Administrator, following an investigation of the relevant facts and testimony.

If a student is accused of a Violation of the Academic Integrity Policy, he or she may present evidence in his or her defense, and respond to any evidence presented in support of the accusation. Turnitin.com, the observations and testimony of teachers, staff and other students and any materials submitted by the student may be used to establish the facts of the case. Any attempt to alter the materials or testimony

related to such a case will automatically raise it to a Category C violation.

Categories of Violations of Academic Integrity

Category A Violations include, but are not limited to:

- Copying any minor assignment, such as a one-night homework assignment (not including tests or quizzes) assigned to be done independently. If it is not clear which student did the original work, and which student copied the work, both are guilty of a Category A violation.
- Collaborating on a minor assignment in a manner inconsistent with the expectations of the assignment for individual work.
- Sharing work on a minor assignment with another student with the reasonable expectation that the other student might plagiarize that work.

Category B Violations include, but are not limited to:

- Collaborating on a **major** assignment, such as an assignment requiring multiple days to complete, in a manner inconsistent with the expectations of the assignment for individual work.
- Submitting plagiarized work, (other than copying a minor assignment as defined in Category A.) In the case of work plagiarized between students, if it is not clear which student did the original work, and which student plagiarized the work, both students are guilty of a Category B violation.
- Sharing work with another student with the reasonable expectation that the other student might plagiarize that work.
- Looking at another student's work or paper during an exam, test, or quiz.
- Talking to or communicating with another student during an exam, test, or quiz.
- Using any unauthorized material or device during an exam, test, or quiz, such as a calculator, digital device or written notes.
- Giving or receiving test information to or from students in other periods of the same teacher or same course or from previous school years if that information gives the recipient an advantage in the testing situation.
- Altering a returned quiz, test or assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- A second offense of Category A.

Category C Violations include, but are not limited to:

- Stealing (or photographing) exams, projects or assignments.
- Altering grades on a computer database or in a grade book.
- A second offense of category B.

Process for Restorative Justice

Restorative Justice is a process intended to achieve two goals: *genuine learning that leads to a change in behavior*, and *restoration for the wrongs done to individuals and the community affected by the individual's actions*.

Overview of the Restorative Justice Process:

The restorative process to address violations of Academic Integrity will be as follows:

1. The trained administrator or school representative will speak or meet with the student and parent/guardian to provide an overview of the Restorative Justice process and to assure consent.

2. The trained administrator or school representative will speak or meet with the teacher of the student to assess whether or not he or she would like to participate in the Restorative Justice process. If the teacher would prefer not to participate, he or she will provide input to facilitate the process.

3. The Restorative Justice meeting will be scheduled.

4. The established facts of the violation will be reviewed.

5. The individual speaking on behalf of those harmed by the violation, and others speaking as parties harmed by the violation, describe the nature of the harm done to them and the community.

6. The student responds to the statements made by those harmed by the violation.

7. The panel and the student have a moderated discussion by the trained administrator or school

representative of the statements and the student's response to determine that the student fully understands and accepts the nature of the harm done and his/her responsibility for actions that led to that harm.

a. If there is no agreement at this stage (as determined by the trained facilitator), the sanctions of the Traditional Disciplinary process will be imposed.

8. The student provides potential solutions to repair the harm presented.

9. The panel and the student then have a moderated discussion of how the student can provide a satisfactory restoration for the harms done.

10. All parties agree to a specific plan for the restoration of harms done, including dates for their completion.

a. If the parties cannot agree to a specific plan for the restoration of harms done (as determined by the trained facilitator), the sanctions of the traditional discipline process will be imposed.

11. The administrator or school representative follows up to ensure that the agreements are completed. If the student does not complete the agreements by the specified dates, he/she is referred for additional discipline.

Process for Traditional Discipline

The traditional disciplinary process uses clearly defined consequences to deter violations of academic integrity and to change the behavior of the student by ensuring that future violations will receive more severe consequences.

Category A Consequences	Category B Consequences	Category C Consequences
<ul style="list-style-type: none"> • Student receives a V for the assignment. • Teacher notifies parent (via email, phone call, or mail) • Teacher notifies administrator via referral • Administrator logs offense in discipline file and meets with the student to review the Academic Integrity Policy. 	<ul style="list-style-type: none"> • Student receives a V for the assignment. • Teacher notifies parent (via email, phone call or mail) • Teacher notifies administrator. • Administrator logs offense in discipline file and meets with the student to review the Academic Integrity Policy. • Student becomes ineligible within the same year of the violation for the National Honors Society or any other academic or scholastic honor offered by any school or program of the MVLA District. 	<ul style="list-style-type: none"> • Student receives a V for the assignment. • Teacher notifies parent (via email, phone call or mail) • Teacher notifies administrator • Administrator logs offense in discipline file and meets with the student and parents to determine additional consequences which may include suspension, social probation and/or other consequences. • Student becomes ineligible for the California Scholarship Federation or any other academic or scholastic honor offered by any school or program of the MVLA District.

ATTENDANCE AND TARDY POLICY

(Policy being reviewed by the MVLA Board of Trustees and will be updated for the 2019-2020 School Year)

Attendance 24-hr line: (650) 941-2761
Attendance Office: (650) 960-8832

ABSENCES

Students may not exceed 14 unexcused absences across their entire schedule. On the 15th unexcused absence, students may be referred to an alternative educational program/site pursuant to the District's Involuntary Transfer Policy (AR/OP 5113).

Points to Remember:

1. Unexcused absences will be counted across a student's entire schedule.
2. Parents and students will receive telephone calls and mailed warnings as absences/tardies accumulate.
3. After the 10th unexcused absence, there will be a mandatory parent conference with the student's Assistant Principal. This conference will be scheduled to occur the morning after the family is contacted by the school.
4. At the student/parent conference, consequences and/or interventions for continued truancy are discussed and the student is assigned to Saturday School. An attendance contract will also be signed at this meeting. Failure to attend Saturday school may result in a transfer to an alternative educational program/site.
5. **Students may receive a failing grade ("F") in a class if they accumulate 15 or more unexcused absences in a given class.** Prior to assigning a student a failing grade, the student or student's parent will be given a reasonable opportunity to explain the absences.
6. Students are not entitled to make up assignments and tests missed due to unexcused absences or to receive credit for such work when it is made up.

Reporting and Excusing Absences

Parents are required to call the attendance office the day their student is absent. When parents do not call within 2 school days the absences are counted as unexcused. **We will not accept late phone calls.** We do not accept notes. Parents must call the attendance office. **Single period** absences will not be excused (even with parent call) unless the student checks out through the attendance office prior to missing a class.

Messages can be left 24 hours a day in English, Spanish, or Mandarin to (650) 941-2761.

Excused - Illness, quarantine, health appointments (medical, dental, and optometry), religious holiday observances, death in the immediate family or serving on jury duty are the only legal reasons to be absent from school. School-initiated activities that cause a student to miss a class are also considered "excused absences."

Unexcused - "Cuts" or other absences not classified as excused in the paragraph above, are designated as "unexcused absences." Unexcused absences will be counted across a student's entire schedule; e.g. if a student has one unexcused in second period, two in third, and one in sixth, that equals four unexcused absences.

Truant - A truant is defined as any student who is absent from school without a valid excuse for three full days in one school year, or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Ed.Code 48260) – *More information in the Parent/Student Handbook is at www.mvla.net/lahs/*

Class Withdrawal

Students wishing to withdraw/drop a class begin the process with their counselor. Drop forms can be picked up in the Counseling Office after discussing options with your counselor. To initiate an AP/Honor class withdrawal, student must begin with their AP/Honor teacher. If a teacher is hesitant to sign a drop form, students should schedule an appointment with their counselor. Prior to six weeks from the start of the school year, students may transfer or drop a class without penalty, e.g. the class will not show up on the student's transcript. Transfers are subject to space availability and other constraints.

TARDIES

Students may not exceed 19 unexcused tardies across their entire schedule. On the 20th unexcused tardy, students may be referred to an alternative educational program/site pursuant to the District's involuntary transfer policy.

Points to Remember:

Unexcused tardies will be counted across a student's entire schedule. An unexcused tardy is absence from class from when the bell rings up to 30 minutes of a class period.

After the 15th unexcused tardy, there will be a mandatory parent conference with the student's Assistant Principal. This conference will be scheduled to occur the morning after the family is contacted by the school.

At the student/parent conference, consequences for continued tardiness are discussed and the student is assigned to Saturday School. An attendance contract will also be signed at this meeting. Failure to attend Saturday School may result in transfer to an alternative educational program/site pursuant to the district's involuntary transfer policy.

Upon a student's initial classification as a truant, the District will notify the student's parent or guardian of the following:

- Student is a truant
- Parent or guardian is obligated to compel the attendance of the student at school
- Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution
- Alternative educational programs are available in the District
- Parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
- Student/parent may be subject to prosecution
- Student may be subject to suspension, restriction or delay of driving privileges
- It is recommended that the parent or guardian accompany the student to the school and attend classes with the student for one day.

Any student who has been reported as a truant and who is again absent from school without a valid excuse for one or more days, or is tardy, or absent from class for more than 30 minutes on one or more days, will again be reported as a truant to the Associate Superintendent.

Any student is deemed a habitual truant who has been reported as a truant three or more times per school year. A conscientious effort will be made to hold at least one conference with a parent or guardian or the student and the student himself, after the filing of each report.

DA Mediation – Truant students and their parents may be reported to the District Attorney's office and required to attend a DA Mediation meeting at the local police department.

Responding To Warnings

We send warning notices home to parents when students are marked absent. If a parent or guardian receives notice that a student has an unexcused absence for days when he or she was ill, had a

medical appointment, or should have otherwise been excused, please contact the attendance office immediately at (650) 960-8832 or call the 24-hour hotline at (650) 941-2761 within 48 hours.

Errors in Attendance Records

The attendance office handles over 10,000 separate records of attendance and tardiness each day. Due to this large volume of information, we sometimes make mistakes, but we have developed a system to make corrections. We believe that it is both reasonable and useful that students be asked to follow through and seek the correction of these errors.

If a parent receives a call reporting an absence and the student says he or she was not absent (or was excused for some "school" reason), the student should go to the attendance office and find out what period(s) he or she was marked absent. The student must see the teacher and request that the teacher correct the error.

Assignment to Alternative Programs

Students may be transferred to an alternative program under the following conditions:

- Credit Deficiency: A student who is more than 20 units behind in earning credits toward graduation may be assigned to an appropriate alternative program. A credit deficiency of 15 units together with a GPA lower than 2.0 may also result in transfer to an alternative program. (Board Policy 6182, AR 6184).
 - To be considered "on target" for graduation, students must have earned:
 - 55 credits at the end of their Freshman year
 - 110 credits at the end of their Sophomore year
 - 165 credits at the end of their Junior year
- Violation of the district's attendance policy (outlined on pages 18-20).
- Violation of Education Code 48900 Serious infractions of school rules and regulations, as well as expulsions, will result in a transfer to a Community School for expelled students and those with serious behavior problems.

Students' Rights

If a student disagrees with an action taken by a teacher or school official, he/she should first comply with the request and then discuss the matter after class with the teacher. If the issue is not resolved, the student should follow these steps:

1. Involve parent
2. Involve counselor
3. Involve an assistant principal
4. Appeal to the principal
5. Appeal to the district administration

Involuntary transfer to an alternative program/site shall be imposed only when other means have failed to bring about improvement of conduct. The decision to transfer must be in writing and must state the facts and reasons for the decision.

Prior to being transferred to a continuation school, written notice must be given to the student and student's parent or guardian informing them of the opportunity to request a meeting with a designee of the district superintendent. At the meeting, the student and parent/guardian will be informed of the specific reasons for the transfer.

The involuntary transfer decision must indicate the procedure for periodic review of the student's eligibility to return to his/her home campus. The student or parent/guardian may request a review of the involuntary transfer prior to the student's return to the traditional campus. Conditions for return to the home school are set forth in the "Contract to Return to Home School". The student has the right to request to be returned to a traditional site for the semester following the date on which the student met the stipulated conditions.

Homework Request During Absence

If a student will be absent longer than a week, parents/guardians call the attendance clerk at (650) 960-8832 to request homework from his/her teachers. Requests for homework take 24 hours to gather. Students may also call other students in their classes to get their assignments.

Planned Absences, Family Vacations and Recreational Activities

Family vacations and recreational activities are not excused absences. While we are sensitive to the inconvenience to families with conflicting vacation schedules, we cannot accept these as excused absences. Contact the administration in advance if you feel your circumstances warrant an exception.

Students Leaving Campus for Medical Appointments or Illness

Students leaving campus for appointments during their regular class periods must check out through the attendance office. **Students must be signed out by a parent or guardian in person or by telephone for doctor's appointment before leaving campus.** The student must sign in upon return. If a student misses a class without being signed out prior to leaving, the student will get an unexcused absence. Parents should call in advance to excuse these appointments.

Students who are ill are encouraged to stay home. Students who become ill or injured while at school are required to go to the attendance office so parents can be notified and will be expected to make appropriate arrangements for the student to leave the campus. Students who do not check out will receive unexcused absences for the classes they miss that day.

Single Period Absences

If a student has been to one or more classes and then leaves campus, we will not excuse him or her unless the student checks out through the Attendance Office. We will contact a parent to make sure that it is OK for the student to leave, and then clear the absence. If a student has an appointment, parents/guardians should call the attendance clerk at 941-2761 or 960-8832 ahead of time OR have the students check out with the attendance office before they leave campus. Students must also check back in with the Attendance Office upon returning to campus.

Pepper Spray (BP 5131.7)

Possession of pepper spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

CA Law:

Minors over the age of 16 can lawfully possess and use pepper spray in self-defense with written permission from parents or under parental supervision. Due to safety concerns students may carry pepper spray to school and check it into the office upon arrival and check it out upon departing school only with written permission from parents/guardians. Signed note must be filed with the school office.

Whooping Cough

If your child has been diagnosed with pertussis by his or her doctor:

- Tell the school that a doctor diagnosed your child with pertussis;
- School officials may request that you keep your child home from school and activities, such as sports and events, until your child has been on antibiotics for five days to treat pertussis;
- Ask your child's doctor for a note that states your child has pertussis.

GUIDANCE and COUNSELING

There are seven counselors at Los Altos High School. Students are assigned to the same counselor for all four years, to the extent possible, allowing students and counselors to develop a relationship to support their academic, career and social development.

Counselors visit classrooms to help students with high school and post-high school planning in a small group setting. Additionally, all students will meet with their counselor for an individual 30-minute appointment during their freshman, sophomore, junior, and senior years. Parents/guardians are encouraged to attend. Topics at these appointments include: progress towards graduation, course selection, review of 4-year plan, college entrance requirements, high school and college testing, post High School planning, summer opportunities, and any other questions that arise.

In collaboration with the College/Career Center, counselors also present several different evening programs each year. These programs inform students and parents about the college search process, the application process, and financial aid.

Counseling Department Staff

Ryan Carter, Counselor	960-8820
Dafna Adler, Counselor	960-8817
Jacob Larin, Counselor	960-8463
Jeamice Parker, Counselor	960-8816
Ariel Rojas, Counselor	960-8821
Deanna Mistele-Ali, Counselor and Department Coordinator	960-8818
Tamesha Wise, Counselor	960-8462
Angela Price, College Advisor	960-8863
Mary Donahue, Registrar (Manages registration, transcripts & records)	960-8848
Mayte Vallado, Counseling Secretary (Schedules appts., receives & distributes forms)	960-8823
Andrea Gorman College & Career Center Coordinator (Provides career & college testing information)	960-8836
CHAC Counselors (Support students with emotional needs) Contact Cariann Lee for a referral	960-8824

Drop-ins: Counselors are generally available during normal school hours. If students have questions or concerns, they may stop by the Counseling Office outside of class time to speak with their counselor.

Appointments available: If more time is required, students or parents may contact **Mayte Vallado** counseling secretary, at (650) 960-8823 to arrange for an appointment.

College and Career Center: This is a wonderful resource center where you can find out about different colleges, scholarships, admission test schedules and to receive college and career counseling.

Please refer to the Curriculum Handbook for course descriptions, graduation requirements, UC and CSU entrance requirements, and information about special programs such as ROP, AVID, Special Education, and ELD. If you need an additional handbook, you may purchase one for \$3.00 from the registrar. Families can also refer to the counseling page on the LAHS Web site at www.mvla.net.

NAVIANCE – FAMILY CONNECTION

MVLA is pleased to provide parents access to Family Connection from Naviance, a Web-based service designed to connect students, parents and the school. Family Connection is a comprehensive website that you and your child can use to help in making decisions about courses, colleges, and careers. Counselors use Family Connections to track and analyze data about college and career, to provide up-to-date information about college/career related activities and events, etc.

Family Connection will allow you and your child to:

- **Get involved in the planning and advising process** – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- **Sign up for college visits** – Find out which colleges are visiting our school and sign up to attend those sessions

Family Connection also lets us share information with you and your child about upcoming meetings and events, local scholarship opportunities, and other Web resources for college and career information. In addition, the site includes a link that your child can use to send us an email message. Early in the school year the Counseling offices and the College and Career Centers will be sending out information regarding Family Connection, usernames and passwords.

ACADEMICS

Grades and Evaluation Of Student Achievement

The Board of Trustees believes that grading practices should support and inspire student learning and should be aimed at reducing failure and promoting improvement of academic achievement for all students.

Grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying a student's areas of strength and those in need of improvement. The Board further believes that parents/guardians and students have the right to receive course grades that represent an accurate assessment of a student's achievement of content and performance standards and that grades are not influenced by a student's behavior, student characteristics and/or non-academic indicators.

The Superintendent shall be responsible for enforcing the Board policy, which establishes the standards on which a uniform grading system that applies to all students in a given course is based. (Board Policy 2120).

Site course teams shall determine grading practices for a given course. Principals and teachers shall ensure that student grades conform to this system. Approved course-level grading practices will be used by all teachers assigned to teach that course.

Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom through common course information sheets that are shared by all teachers teaching the same course at each site.

Education Code 49066 provides that the grade assigned by a teacher is final, absent any clerical or mechanical mistake, fraud, bad faith, or incompetency. Pursuant to Education Code 49066, the Board and Superintendent cannot order a student's grade changed unless the teacher, to the extent practicable, is given an opportunity to state the reasons why the grade was given and to be included in all discussions regarding the changing of the grade.

The Board recognizes that assessment and grading have two primary purposes:

1. To increase student achievement by giving students feedback relative to their performance on specific academic standards (accomplished best through formative assessment), and

2. To measure and report student achievement (accomplished best through summative assessment).

The Board expects:

1. Grades to be fair, timely and accurate and based on clearly defined academic standards, as determined by course teams.

Fair: Grades are aligned, vertically and horizontally so that all students in a course are graded in relation to the same criteria.

Timely: Feedback is provided soon enough after a performance, and assessments/grades are posted in a timely fashion so that students can effectively use the feedback to improve their performance on those academic standards.

Accurate: Grades describe a student's achievement of clearly defined academic standards using valid and reliable standards.

2. Teachers of the same course, (e.g. United States History, Biology Honors) to align their grading assessment practices in the following areas:
 - a. The weight of assignments for the various categories of assessment
 - b. Homework policies, late/makeup policies, opportunities for revision (within a time frame established at the course or department level), extra credit and grading scales
 - c. Their definitions of what constitute degrees of proficiency. Course teams will use a calibration process to determine those degrees of proficiency.
3. Group work to be considered an essential part of the learning experience. Grades earned through group participation to reflect an individual student's achievement on a designated academic standard and to be awarded to individuals rather than to groups of students.
4. Extra credit to be given only when it supports student achievement of academic standards for the course and when it is equitable for all students.

5. Education Code section 48205(b) and BP 6154 requires that all pupils absent from school, pursuant to an excused absence or suspension, shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided, and upon satisfactory completion, within a reasonable period of time, shall be given full credit therefore. Furthermore, BP 6154 states with respect to unexcused absences that “Students who miss work 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 insure academic progress, not as a punitive measure.”
6. In grading and assessment practices, teachers follow district policy, school and department guidelines and site course team agreements.

Repeated Classes

A student may repeat a course in order to raise his/her grade through summer school, online or by repeating the course during the next term, if space is available. Both grades received shall be entered on the student’s transcript, but the students shall receive credit only once for taking the course. The highest grade received shall be used in determining the student’s overall grade point average, provided the course is repeated within the MVLA system. For courses taken outside of MVLA, e.g., at other institutions or online, both grades will remain on the transcript and both grades will be factored into the GPA.

Incompletes

An Incomplete will be used when a student has not submitted required evidence of learning. Incompletes must be completed within six months from the date of the incomplete was issued. Completion of an “I” will convert the “I” into a grade and credit. Failure to make up an incomplete within the designated time period will result in the “I” remaining on the transcript indefinitely and no credit is given for the course. If the course was required for graduation, student will have to retake the class if the incomplete is not made up within the designated time period.

In Danger of Failing

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall immediately notify the student’s parent/guardian in writing. A failing grade can only be assigned if parent/guardian was notified with

enough time remaining in the grading period to allow for remediation to occur.

Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

Participation in Extra and Co-Curricular Activities

Students in grade 9-12 must earn at least a 2.0 or C grade point average, having completed 20 units of credit in the previous grading period and be currently enrolled in a minimum of five classes in order to participate in extra-co-curricular activities.

Honor Roll

All courses shall be counted in computing eligibility for the honor roll. Any grade other than A, B, C will eliminate eligibility for honor roll. The three levels of honors are determined according to the following criteria:

- a. Honor Roll: Students must have at least 3.0 GPA for the grading period with no grade less than a “C”.
- b. Honors: Student must have four (4) “A”s and no grade less than a “B”.
- c. High Honors: Student must have five (5) “A”s and no grade less than a “B”.

Pass/Fail Grading

With parental approval, students may elect to earn a “Pass” or “Fail” grade instead of an A-F grade in certain classes where the teacher provides this option. A student opting for a P/F must sign an agreement with the teacher during the 1st week of each semester.

Students who receive a “Pass” grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honor roll, or membership in the California Scholarship Federation. Students who received a “Fail” grade will not receive credit for taking the course.

Withdrawal from Classes

A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester shall receive a W (withdraw) on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Add/Drop Deadline

Students may add a new course up until the end of the third week of the semester. Level transfers can only take place prior to the end of the sixth week of the semester. Students who drop a course after six weeks from the start of the semester will receive a "W" (withdraw mark) on their transcript.

Grading Practices

The Superintendent encourages teachers of like course to establish grading practices with the following guiding principles in mind:

1. Students have a range of opportunities and ways to demonstrate their knowledge, skills, and attitudes pertaining to expected learning outcomes through multiple assessment strategies.
2. Through formative assessments, teachers provide timely, descriptive feedback of what each student knows and is able to do in relation to the expected learning outcome, and communicate how the student can improve in relation to those outcomes. Results from formative assessments are used to inform subsequent instruction.
3. When determining grades, teachers consider the body of evidence and to use their professional judgement in evaluating this evidence within the parameters established in Board policy.
4. In determining grades, consideration is given to using the median or mode, as opposed to the mean.
5. Consideration is given to grading scales that do not distort grades by disproportionately weighting low scores and penalizing students disproportionately for missing or late work. Grading scales should ensure that an "F" comprises a numerical value no greater than any other grades, e.g., C=70-79; F=50-59. Allow for make-up or alternative assignments for low or missing grades.
6. Make-up work and late assignments are accepted within a reasonable time frame established at the course level to ensure students' equal educational opportunity.
7. Consideration is given to allowing improvement in a grade earned when students show mastery of content as measured by external standards, e.g., AP tests.
8. Student performance is assessed in relationship to preset standards, and not based on a student's achievement relative to other students' achievement.
9. Consideration is given to assigned group projects predominantly as in-class work and

to limit group projects that require students to meet with their teams outside of class.

10. In assigned groups, teachers will give consideration to the following: Group grades could undermine motivation and violate individual accountability. Grades should be based upon individual learning measured against defined curriculum outcomes rather than compared to other students or based on group performance.

Grading Policy

Each teacher has an established written grading policy based on Course Team agreements. Students will be informed of the grading policy for each course through the course information sheet that is distributed to students on the first day of class and is available online at www.mvla.net.

Quarter grades reflect students' progress to date. Semester grades include second and fourth quarter grades and are the official grades that appear on the transcript. Transcripts follow a standard grading system: A, B, C, D, F, P (pass-credit), I (incomplete).

Students are not entitled to make up assignments and tests missed due to unexcused absences. Students may receive a failing grade if they accumulate 15 or more unexcused absences in that class.

If an absence is excused, it is the student's responsibility to contact the teacher outside of class and make up missed work within the number of days that he/she was absent. Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall notify the parent. This may be done via a phone call, a request for a conference, or a written report (BP 5124(a)). When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final. (E.C. 49066)

Instructional Materials

Books and materials, including films, videos and DVDs are selected with a great deal of care and consideration. All text books are reviewed to establish that they meet state content standards and they are approved and adopted by the Board of Trustees. Instructional materials are selected for pedagogical reasons, to support and advance desired educational outcomes consistent with state and board adopted content standards, and to meet the educational needs and interests of a wide range of students. We encourage parents to contact their

student's teacher if there are any questions regarding instructional resources used in a given class. In rare cases a parent may decide that a particular book or film may not be consistent with their family values. In that event we ask you to contact the teacher to make arrangements for your student to work on an alternative assignment given by the teacher.

Report Cards/Progress Reports

Progress Reports are issued mid-quarter as a progress checkpoint. Teachers must inform parents in writing if a student is in danger of failing. Report Cards are issued quarterly with grades. If a parent does not receive these items when expected, contact the office for a duplicate copy. Only semester grades appear on a student's transcript. The school is authorized to withhold student schedules, grades, transcripts and diplomas if school fines are not paid. Contact the Bookkeeper if you have any questions.

Open Access for Honors and AP Classes

LAHS has an open access policy for Honors and Advanced Placement classes. Students may choose

to challenge themselves by taking these courses. There are no prerequisites or recommendations needed. However, it may not be possible to change a student's schedule to a different class if a student wants to drop an honors or AP class once it has been selected due to space constraints.

Course Transfer/Withdrawal Policy

Prior to six weeks from the start of the school year, students may transfer or drop a class, *except for 9th Grade PE*, without penalty, e.g., the class will not show up on the student's transcript. Transfer from the original class to the new class is subject to space availability constraints. Students will enter the new class without a transfer grade and be responsible for previous work in the new class.

After six weeks from the start of the school year (for year-long classes) students will receive a W (withdrawn) on their transcript.

SUPPORT SERVICES

The Los Altos High School community takes great pride in the wide array of academic support services that are available to ensure student success. The most important thing students can do is to ASK FOR HELP. Listed below are some ideas that may help students. The list, however, is not exhaustive and any of your teachers, counselors or administrators may suggest other ideas.

Remember:

Your academic success is our first priority!

Tutorial Center (funded by the MVLA Foundation)

Students may study independently or receive tutoring assistance in all curriculum areas to complete their work. The Tutorial Center is located adjacent to the Library. Hours are 8:00 a.m. to 4:30 pm Monday through Friday. Please contact Quyen Nguyen, the Tutorial Center Coordinator, at (650) 960-8474 for further information.

The Tutorial Center provides free tutorial assistance for all students in all academic subjects. The goal is to promote academic progress with an emphasis on productive study habits in an inviting atmosphere. The tutorial center has everything a student needs while studying in the tutorial center.

The tutorial staff includes a full-time coordinator, and tutors recruited from a wide range of resources; adult volunteers from the community, LAHS parents, retired teachers, university students, and LAHS peer tutors. Tutoring sessions are individual or small group, walk-in or by appointment. Students are encouraged to use the Center during their free time. The tutorial center is open during the school day, before school, after school and during break and lunch.

College/Career Center (funded by the MVLA Foundation)

The College/Career Center is located in the Library and Tutorial Center Building. Students and parents are encouraged to take advantage of the many services offered by the Center. Our computers allow students to explore college and career choices and contact college websites through Internet access. SAT, SAT II, and ACT test applications are available as well as UC and CSU admission applications. Students and parents may check out school information videotapes, college guides, career resource books and test preparations materials.

Fall brings visits by college representatives from around the country to the College/Career Center to speak with interested students and parents. The dates of these visits are posted in the Center in

advance. Throughout the year, the Center, in collaboration with the Counseling Department sponsors evening programs pertaining to college, admission information and financial aid. Informational postcards are mailed to parents regarding the dates of these programs. For individual assistance or help with Naviance, call the College Career Center at (650) 960-8836 or check our webpage at www.mvla.net.

Scholarships

Scholarship information is available in the College/Career Center or from your counselor.

Honor Organizations

California Scholarship Federation ~ Membership in the California Scholarship Federation (CSF) is based on students' academic records. Life members of CSF may receive Gold Seal distinction at graduation. CSF applications are always due within the first month of the semester. Due dates are announced in the daily bulletin. Second semester Spring applications must be submitted in September.

National Honor Society ~ Membership in the National Honor Society (NHS) is based on outstanding scholarship, leadership, service, and character. Membership is open to sophomores, juniors, and seniors. Students can participate in the selection process in early spring.

For further information about CSF or NHS, please contact Terri Salsman de Rodriguex at terri.salsmanderodriguex@mvla.net. Applications for NHS and CSF are available on our website under the Honors Organizations.

Mentor Tutor Connections and Just Read

These are cross-generational, volunteer programs designed to support the educational and social/emotional needs of our students through mentoring and tutoring. *MTC* matches mentors with students with similar interests. The mentor functions as a role model helping students develop self-esteem and supporting their goals and aspirations. *Just Read* matches students with trained tutors to help students develop stronger reading and writing skills. For more information and a referral to either program contact your counselor.

Summer School

The high school summer school program is designed for students who are credit deficient, have failed a class required for graduation or college admission, or require remediation in order to meet high school exit standards. There are limited options available for

incoming 9th grade students who could benefit from intensive intervention programs in Language Arts or Math. Students 16 years of age or older, who wish to take a summer school class for acceleration or enrichment may apply for permission from their counselor to take such classes at Foothill or De Anza College.

AVID

AVID, Advancement Via Individual Determination, is a program designed to support students under-represented in higher education. It engages students in the writing process, inquiry method, and collaborative learning to improve critical thinking and communication skills. Students review study skills, especially note-taking, test-taking, and time management skills. The course helps prepare students for college entrance examinations and promotes individual responsibility for college preparation and continual learning. AVID students have tutorial support services twice a week and also participate in service learning. Contact Keren Dawson-Bowman at 960-8307 for further information.

Online Classes

Students who fail a class in the first semester, or those who want to improve their grade to meet University of California's a-g requirement are encouraged to take the class over through OdysseyWare – online during the second semester.

There is no guarantee that classes will be offered during the summer for students to repeat failed classes.

Students should see their counselor for more information.

Parent-Teacher Communication

We strongly encourage parents to contact teachers directly whenever parents have questions or concerns about their child's progress in a class. Parents may contact teachers via email (preferred) or leave a phone message.

Parent/Teacher Conferences

Parents may request an individual teacher conference via a sign-up process after the first grading period ends. Details about his process will be shared in the fall.

Emotional/Psychological Support

Students or their parents may contact Cariann Lee (960-8824) or the student's academic counselor if they have concerns about the student's emotional well-being. Students will be referred to appropriate support services, based on the student's needs.

CHAC

Students can receive free social and emotional counseling support on campus four days/week from the Community Health Awareness Counsel (CHAC). Please contact the CHAC downtown office at 965-2020 or call 960-8824 for more information. Parents must sign a Denial of Consent if they do not want their student to receive CHAC services.

Special Education

Special Education programs and services are available to all eligible students. If a parent or guardian has a reason to believe that a student needs special education support, please contact one of the student's teachers, a counselor, or an administrator to express any concerns. Parents may also contact the Special Education Director, Kristen Hardy at 1299 Bryant Avenue, Mountain View, CA 94040, or call (650) 940-4658.

Special Student/Parent Events

Back-to-School Night,

August 29, 2019

Parents will have the opportunity to be in a shortened version of each of their student's classes.

College Application Nights

Learn how to successfully move through the university/college application process.

Private College Application Night –

Oct 24 2019, 7-8:30pm at Los Altos High School

UC/CSU Application Night

Sept 10, 2019, 6-8:00 pm - Los Altos High School

Financial Aid Presentation

October 2, 2019 at Mountain View High School

Starting the College Search Soph/Juniors:

TBA January 2019, at Los Altos High School

Topics include college admissions, process & planning, academic requirements, testing and financial aid/scholarships.

Student Recognition

National Honor Society Induction	April 23, 2020
Student Recognition Evening	May 7., 2020
Senior Awards & Recognition Evening	May 20, 2020

HIGH SCHOOL GRADUATION AND COLLEGE ENTRANCE REQUIREMENTS

MVLA Union High School District	University of California	California State University
English 40 credits	English 4 years	English 4 years
Social Studies 35 credits World Studies 10 credits Addtl.Global Studies 5 credits U.S. History 10 credits Civics 5 credits Economics 5 credits	History 2 years World Studies 1 year U.S. History 1 year	History 2 years World Studies 1 year U.S. History 1 year
Mathematics 20 credits Must include Algebra I	Mathematics 3 years Algebra I 1 year Geometry 1 year Algebra II 1 year (4 years recommended)	Mathematics 3 years Algebra I 1 year Geometry 1 year Algebra II 1 year (4 years recommended)
Science 20 credits Must include 10 credits of a physical science and 10 credits of a life science	Laboratory Science 2 years 2 of 3 disciplines: Biology, Chemistry, or Physics (3 years recommended)	Laboratory Science 2 years Biology and one other college prep. science course (Chemistry, Physics, Envir Sci AP or Forensics) Acceptance of “g” courses subject to change
World Language/Fine Arts/ Practical Arts 20 credits 20 credits in one area or any combination in the 3 areas	World Language 2 years Must be in the <u>same</u> language. (3 years recommended)	World Language 2 years Must be in the <u>same</u> language.
Physical Education 20 credits 1. All Freshmen will be enrolled in 9th grade P.E. for the entire year. 2. Refer to course catalog or BP6142.7 for options after 9 th grade to complete requirement.	Visual and Performing Arts 1 year	Visual and Performing Arts 1 year
Health Education 5 credits	Electives 1 year One unit (two semesters), in addition to those required above, chosen from the following areas: visual and performing arts, social studies, English, advanced mathematics, laboratory science, computer engineering/ technology, and language other than English. (a third year in the language used for the world language requirement or two years of another language).	Electives 1 year One unit (two semesters), in addition to those required above, chosen from the following areas: visual and performing arts, social studies, English, advanced mathematics, laboratory science, computer engineering/ technology, and language other than English. (a third year in the language used for the world language requirement or two years of another language).
Electives 60 credits		
TOTAL <u>220 credits</u>		

Revised 6-13-19

Earning High School Credits in Non-Traditional Settings

The Mountain View Los Altos High School District will accept credits earned in private schools, institutions of higher learning or other private programs. These credits will be shown on the Mountain View Los Altos transcript as "transfer" credits. Typically, 15 hours of verified work will result in one unit of credit with a maximum of 5 units of credit per semester per class.

Students must get prior approval from their counselor for all outside coursework. Classes taken prior to 9th grade do not earn credit for graduation. It is the student's responsibility to provide the school with an official transcript as the basis for receiving credit toward graduation. A student may not count more than 35 credits completed in a non-traditional setting toward graduation.

Repeating Classes

Only courses taken within the Mountain View-Los Altos school system may be used to replace a grade previously earned in a given course. Board policy specifies that grades for both courses will be listed on the student's transcript, but only the higher grade will be computed as part of the student's GPA. Only course grades of D or lower may be replaced with the higher grade when a class is repeated.

Transfer courses cannot be used to replace a grade earned in a course previously taken in our school system, with the exception of classes taken at colleges or universities.

Requirements for Graduation

In order to be able to participate in graduation activities including marching in the school's Commencement Ceremony, students must have successfully completed all 220 units of credit required for graduation and have successfully met all subject area requirements. In order to receive a high school diploma, students must also pass the California High School Exit Exam. Only students who have spent the last semester of their senior year in residence at the high school, or at Middle College or Moffett Independent Study, are eligible to receive a diploma from the high school and to participate in the high school's graduation ceremony. Students who transfer into the district from other parts of the State or the country or from abroad during their senior year are exempt from this provision.

Reporting of Class Rank

As a district, we have a clear interest in promoting students' admission to prestigious colleges and universities and in offering every student the best possible advantage when applying to selective private universities. To that end, official transcripts issued to colleges and universities will not display class rank.

Transcripts display 6 different GPA's – 3 based on weighted GPA and 3 on unweighted GPA. Since we no longer provide class rank, the college profiles will include an annual grade distribution table. See example below:

Typical GPA Distribution Table
(Based on Academic GPA 9-12)

Unweighted GPA		Weighted GPA	
4.51-5.00: 0	3.51-3.75: 92	4.51-5.00:36	3.51-3.75: 40
4.26-4.50: 0	3.01-3.50: 130	4.26-4.50: 70	3.01-3.50: 90
4.01-4.25: 0	2.51-3.00: 96	4.01-4.25: 69	2.51-3.00: 85
3.76-4.00: 137	2.5-below: 55	3.76-4.00: 74	2.5-below: 46

California School Information Services Program (CSIS)

The Mountain View Los Altos High School District is participating in the California School Information Services (CSIS) Program which facilitates the electronic transfer of student data to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying to for admission. All data maintained by the CSIS program is in compliance with federal and state privacy and confidentiality requirements. Student information is encrypted in such a way that no personally identifiable information is retained by CSIS.

The benefits of participation to the student and parent are that student records can be transferred more promptly and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit through the reduction of required state reporting and increased accuracy of data.

Parents have the right to inspect student information maintained by the CSIS program. For further information or to initiate this procedure, call Malthi Reddy at (650) 940-7451.

California Partnership for Achieving Student Success (Cal-PASS)

The Mountain View Los Altos High School District has joined Cal-Pass which was developed by a state-sponsored and funded initiative to provide California with a data sharing system that allows educators to examine student success and transition between all segments of the educational system. The system is developed around a central database to which participating LEAs submit student-level data. The submitted data is encrypted to ensure all privacy requirements are met. While each student receives a unique identification number in the Cal-PASS system to allow tracking across segments, the database is used to track cohorts of students only.

California Longitudinal Pupil Achievement Data Systems (CALPADS)

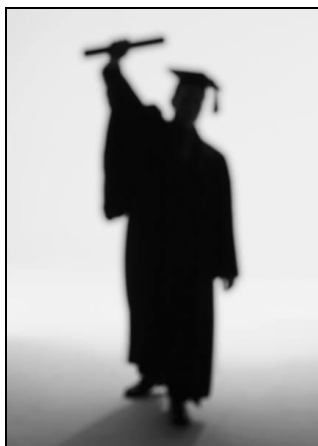
To enable California to meet the federal requirements, Senate Bill 1453 (SB1453) was enacted in September 2002 to require: (1) the assignment of a Statewide Student Identifier (SSID) as an individual, yet non-personally identifiable number to each K-12 student enrolled in a California public school; and (2) the establishment of the California Longitudinal Pupil Achievement Data Systems (CALPADS) that includes statewide assessment data, enrollment data, teacher assignment data, and other elements required to meet federal NCLB reporting requirements.

California High School Proficiency Exam (CHSPE)

The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics taught in public schools. The test is given in English only. You may take the CHSPE only if you meet one of the following requirements on the test date:

- You are at least 16 years old, or
- You have completed at least one academic year of the 10th grade, or
- You are enrolled in the second semester of 10th grade.

For additional information about the CHSPE go to the following website: <https://www.cde.ca.gov/ta/tg/sp/>



HOMWORK POLICIES

Time

Teachers of all courses will devise homework assignments that a large majority of students can complete satisfactorily within the expected amount of time. It is important to note that these numbers below refer to the time spent by the majority of students in the class. If students find that homework for class is taking significantly more than the expected amounts listed here, they should speak with their teacher for help examining their study habits and strategies and for other resources.

Students in College Preparatory and non-UC recognized Honors classes should expect up to 2-3 hours of focused, undistracted homework time per week in a single class.

Students who choose to enroll in Advanced Placement classes, and currently as well as future UC recognized Honors courses, should expect greater workloads. The District encourages students to consider the number of AP classes they enroll in, keeping in mind that real college courses frequently require self-directed study that can, at a student's option, far exceed time specified here. The District encourages students to leave time in their schedules for this self-directed study.

Students who choose to accept the challenge of enrolling in an AP and UC approved honors course should expect to devote up to 4-5 hours weekly to homework aimed at mastery of an externally prescribed curriculum at the level of an introductory course in an academically respected four-year college.

Projects

Time spent on projects outside of class counts towards the total time expectations for homework. AR 5121 allows project-based assignments to be assigned as homework. These tasks should minimize group meetings outside of school hours, significant assistance from parents, or costly materials. Online communication should be encouraged to complete group projects. Teachers should monitor and be mindful of the logistical challenges of group assignments outside of the classroom.

Student Self-Advocacy Regarding Concurrent Deadlines

The District recognizes that self-advocacy skills need to be explicitly taught and regularly reinforced. In that spirit, we encourage individual students to communicate with their teachers in a timely manner

when they find themselves with concurrent deadlines. Teachers will address student concerns by offering opportunities for test corrections, retests, or revisions, extending deadlines, checking with other students to see if class-wide adjustments are appropriate, and speaking with students about appropriate study strategies, planning resources and methods for handling stress and suggesting other appropriate actions. The District will continue to explore ways to address the issue of stress caused by concurrent deadlines.

Breaks and Weekends

The homework assigned on Friday, due on the following Monday, will not exceed the average daily amount assigned on other weekdays. Students may choose to use weekends for voluntary revision, review, enrichment, or completion of make-up assignments.

Homecoming Weekend, Thanksgiving Weekend, December Break, February Break and April Break are designated as homework free.

Homework free means that students will not be required to complete school work at these designated times, and there will be no tests given on Mondays following a homework-free weekend. Students may choose to use these breaks for voluntary revision, review, enrichment, or completion of make-up assignments. AP Classes may require homework over the April break, in preparation for the upcoming AP Exams. Students may access online external tutorial programs provided by the District to support them in their studies after school, in the evening and during weekends and breaks.

End of Semester

There will be no new assignments or new material introduced, other than make-up work and review activities, on the days during finals week, not designated for final exams. Students will not be pulled out of class for extra or co-curricular activities and there will be no evening school activities except for optional review sessions.

Summer

Regardless of the course, **homework will not be assigned during the summer break** for courses taken in the subsequent school year. The District strongly encourages students to pursue summer reading and other activities for enjoyment and enrichment.

MATHEMATICS COURSE PLACEMENT PROTOCOL

Exhibit 9th Grade Mathematics Course Placement

E 6152
Instruction

Math Placement Protocol – Grade 8 to 9

Rising 9th graders choose their classes based on the recommended sequence of courses listed below:

Math Pathways

<u>8th Grade</u>		<u>9th Grade</u>
Math 8 CC8/8.0	→	Algebra I or Algebra Enhanced
Algebra CC8/Math 8.1	→	Geometry/Geometry H
Geometry H CC8/Math 8.2	→	Algebra II/Algebra II H

Placement Protocol

Placement in appropriate mathematics courses is critically important for a student during his or her middle and high school years. A student's 9th grade math course placement is a crucial crossroad for his or her future educational success. Misplacement in the sequence of mathematics courses creates a number of barriers and results in students being less competitive for college admissions, including admissions at the California State University and University of California.

1. During course selection in February, 8th grade students pick their 9th grade math class based on the above pathways chart.
2. Students may self-select into Honors, if they feel that they are prepared for the rigor of a HS honors class. Historically, students who earn a grade of 'B' or better in an accelerated 8th grade math class are likely to do well in a high school honors class.
3. Students' math placement is subject to review and adjustment based on the following criteria:
 - A. Students who earn a C or better in their 8th grade math course, will be automatically advanced to the next course in the sequence, as indicated on the Math Pathways chart.
 - B. Students who earn a minimum score on an objective placement test adopted by the district, are automatically advanced to the next course in the high school math sequence, regardless of the grade earned in the 8th grade course.

Note: Teacher recommendation is only used if the teacher advocates for acceleration when the objective criteria listed in A & B above are not met.

Sequence of Events

1. During the months of February and March, counselors meet with middle school students and staff to discuss transition to high school and explain the placement process. Counselors emphasize the importance of meeting eligibility criteria to qualify for placement in geometry or higher in the 9th grade.

The Math Placement protocol and procedure will be explained in detail and a written copy will be given to every student. A copy of this protocol is also included in the course selection handbook.
2. High School and district administrators meet with middle school parents to discuss the transition process and to emphasize the importance of completing four years of college prep math in high school, with the goal of completing calculus. This will include discussion of various pathways for acceleration.
3. Middle school students select their courses online in February. Students select their math course based on the Pathway Chart above. Students' course selections are monitored by Ed Services based on objective data outlined in the Placement Protocol. Corrections to students' schedules are made at the school site. Preliminary student course selections are mailed home in March and further adjustments to math courses can be made by June per parent request, if necessary. Middle school teacher recommendations are ONLY taken into consideration when this recommendation would result in accelerating a student's placement.
4. During the summer, up until a week prior to the opening of school, and again one week after school opens in fall, Ed Services verifies placement in math courses, notifies high school administrators and requests that high school principals take immediate steps to contact families of misplaced students, and ensure that students are placed in the appropriate math course per protocol. 8th grade SBAC scores may be used to validate placement, when available.

Recourse for parents who seek a change in math placement

Upon receiving confirmation of final student schedules, parents may contact their students' counselor or a site administrator to submit a request for review of student placement and/or a change in placement. Changes to math course must be requested prior to the first day of school.

Board approved 9.17.18

CLASSES AVAILABLE AT LAHS

Art (Visual)

AP Studio Art (f)
Digital Photo
Drawing I, II & III (f)
Painting I (f)
Photography I & II (f)

Athletics

See *Sports and Athletic pages* elsewhere in this directory

AVID

Freshman, Sophomore, Junior, Senior

English

AP English Literature & Comp. (b)
AP Language & Composition (b)
American Literature Survey (b)
Comp Journalism/Tech Writing (g)
English Literature Survey (b)
English 10 (b)
English 10 Skills
Expository Reading & Writing I/II (b)
Film Analysis (b)
Global Connections A/B (b)
New Media Literacy (f)
Society and Politics in Literature (b)
Survey of Composition & Literature (b)
Survey Skills
World Literature (b)
World Literature (H) (b)

World Language

AP French Lang (e)
AP Latin (e)
AP Mandarin Lang/Culture
AP Spanish Lang (e)
AP Spanish Lit (e)
French 1, 2, 3 (e)
French 3 (H) (e)
Spanish 1, 2, 3, 4 (e)
Spanish 2 (H) (e)
Spanish 3 (H) (e)
Latin 1, 2, 3, 4 (e)
Mandarin 1, 2, 3 (e)
Mandarin 4 (e)

Health

Health Education

Math

AP Calculus AB (c)
AP Calculus BC (c)
AP Computer Science (c)
AP Statistics (c)
Algebra 9/Algebra I (c)

Algebra I Enhanced
Algebra II (c)
Algebra II (H) (c)
Calculus (c)
Geometry 9/Geometry (c)
Geometry (H)
Multivariable Calculus/Math 1C & 1D (c)
Statistics (c)
Trig/Math Analysis (c)
Trig/Math Analysis (H) (c)

Performing Arts

Acting I & II
Auxiliary Unit
Chamber Ensemble
Chorale
Concert Band
Concert Choir
Girls' Ensemble
Jazz Dance
Jazz Dance – Adv
Jazz Ensemble
Mainstreet Singers
Marching Band
Orchestra
Symphonic Band
Wind Ensemble

P. E.

Grade 9 PE
Grade 10-12 PE
Yoga

Science

Advanced Science Investigations (c/d)
AP Biology (d)
AP Chemistry (d)
AP Environmental Science (d)
AP Physics I (d)
AP Physics C (E and M) (d)
Biology (d)
Biology (H) (d)
Biotechnology (d)
Chemistry (d)
Chemistry (H) (d)
Environmental Sciences (d)
Forensics (g)

Tech Eng & Design

Aerospace Engineering (g)
AP Comp Sci (g)
Culinary
Design & Fabrication (g)
Design & Prototype (g)
Intro. Engineering/Design (g)
Introduction to Computer Sci (g)
Principles of Engineering (g)
Robotics 1 (g) & 2 (pending)
STEAM Fnds (Academy) (g)

Social Studies

AP European History (a)
AP History of Art (f)
AP Human Geography (a,g)
AP Micro Economics (g)
AP Psychology (g)
AP US History (a)
AP US Government & Politics (a)
Contemporary World Issues (a)
Global Connections A & B (a)
Psychology (g)
US History (a)
Civics (a)
Economics (a)
World Studies (a)

Special Education

Consult the student's counselor for these classes.

Non-Departmental Elective Credit Courses

Academic Support
AVID Tutor
Dance Team
Opportunity Tutor
Peer Tutor
Rally
Student Government (ASB/SCL)
Teacher Aide/ Tech-TA/Office Aid
Yearbook

Notes:

(H) = regular & honors sections of this class.

a-g indicates classes that satisfy the UC/CSU admission requirements

a= History/Social Science

b= English

c= Math

d= Laboratory Science

e= Language other than English

f= Visual & Performing Arts

g= College Prep Electives

For complete information about each class please see the Course Selection Guide on the LAHS website.

Consult the student's counselor with any questions

TEST AND EXAM INFORMATION

For more information on PSAT, SAT I, SAT II, and AP tests, visit www.collegeboard.com

Finals Schedule

(See LAHS website for periods and times)

Students are expected to be in class during all final exam periods for which they are enrolled.

First Semester

December 18, 19, 20

Second Semester

June 3, 4, 5

PSAT (Preliminary Scholastic Aptitude Test)

Students in grades 9-11 take the PSAT during school hours at Los Altos on October 16.

SAT Reasoning and SAT Subject Test (Scholastic Aptitude Test)

Registration is by mail or online. Applications are available in the College & Career Center. For more information go to

<https://collegereadiness.collegeboard.org/sat>

ACT (American College Test)

For information and test dates, go to:

<https://www.act.org/>

Advanced Placement Examinations

For information on Advanced Placement Tests and dates go to <https://apstudents.collegeboard.org/>

UC Analytical Writing Placement Exam ("Subject A" Exam)

For information and test date, go to: University of California English test [Click on this link.](#)

State-Mandated Tests

Common Core Assessments of English Language Arts and Math, also known as Smarter Balanced Tests, will be taken by all 11th grade students in Spring 2020. The CAST, California's test of science will be taken by all 12th grade students in the Spring of 2020.

EAP (Early Assessment Program) in collaboration with the California Department of Education and California State Board for placement in CSU and Community College is embedded in the Smarter Balanced Tests to be given to 11th graders in the spring of 2020.

ELPAC

English Language Proficiency Assessment for California

The annual testing window will be in Spring 2020.

STUDENT PERFORMANCE-BASED RECOGNITION

<p>Eligibility in the Local Context</p>	<p>Eligibility in the Local Context (ELC) is a program by which the University of California identifies top-performing California high school students. Unlike the broader statewide eligibility pathway, which seeks to recognize top students from throughout the state, ELC draws qualified students from among the top 9 percent of each participating high school.</p> <p>To be designated as ELC, a student must have attended an eligible, participating California high school, satisfactorily completed a specific pattern of 11 UC-approved courses prior to the start of senior year, and have a UC-calculated GPA that meets or exceeds the top 9 percent GPA benchmark established by UC for their school. To maintain the ELC status, the student must satisfy the general admissions requirements including the successful completion of the 15 required “a-g” courses, maintain a 3.0 GPA and submit an official copy of ACT with Writing or SAT Reasoning Test scores.</p> <p><u>Source:</u> https://www.ucop.edu/student-affairs/programs-and-initiatives/undergraduate-admissions/eligibility-local-context.html</p>
<p>Seal of Bilingualism</p>	<p>The State Seal of Bilingualism (SSB) recognizes high school graduates who have attained a high level of proficiency in speaking, reading, and writing one or more languages in addition to English. The SSB is awarded by the State Superintendent of Public Instruction in accordance with specified criteria set forth in the legislation.</p> <p>To be eligible for the SSB, students must meet the following criteria by the end of 12th grade: (1) complete ELA courses for graduation with a minimum of 2.0, (2) pass the 11th grade SBAC/ELA exam at a “standards met” level, (3) demonstrate proficiency in foreign language by one of the three approved methods, (4) achieve “early advanced” proficiency in the State English language assessment (i.e. ELPAC) if English is not the primary language.</p> <p><u>Sources:</u> https://www.cde.ca.gov/sp/el/er/sealofbilingualism.asp http://sealofbilingualism.org/state/ca/</p>
<p>Golden State Seal</p>	<p>The Golden State Seal Merit Diploma (GSSMD) recognizes public school graduates who have demonstrated their mastery of the high school curriculum in at least six subject areas, four of which are English language arts, mathematics, science, and U.S. history, with the remaining two subject areas selected by the student. The GSSMD is awarded jointly by the State Board of Education (SBE) and the State Superintendent of Public Instruction (SSPI).</p> <p>Each local educational agency (LEA) that confers high school diplomas is required per California Education Code (EC) sections 51450–55 to maintain appropriate records in order to annually identify students who have earned a GSSMD and to affix the GSSMD insignia (seal) to the diploma and transcript of each qualifying student.</p> <p><u>Source:</u> https://www.cde.ca.gov/ta/tg/ca/gsefaq.asp</p>
<p>National Merit Scholarship Program</p>	<p>The National Merit® Scholarship Program is an academic competition for recognition and scholarships that began in 1955.</p> <p>To participate in the National Merit® Scholarship Program, a student must:</p> <ol style="list-style-type: none"> 1. take the PSAT/NMSQT® in the specified year of the high school program and no later than the third year in grades 9 through 12, <i>regardless of grade classification or educational pattern</i>; 2. be enrolled as a high school student (traditional or homeschooled), progressing normally toward graduation or completion of high school, and planning to accept admission to college no later than the fall following completion of high school; and 3. be a citizen of the United States; or be a U.S. lawful permanent resident (or have applied for permanent residence, the application for which has not been denied) and intend to become a U.S. citizen at the earliest opportunity allowed by law. <p><u>Source:</u> https://www.nationalmerit.org/s/1758/interior.aspx?sid=1758&gid=2&pgid=424</p>

STUDENT ACTIVITIES

Student Eligibility

Student participation in student activities requires maintaining a 2.0 grade point average with no Fs, earning a minimum of 20 credits per semester and being enrolled in a minimum of five classes. Eligibility is checked each quarter. Questions about student activities should be directed to Rainie Maciel at (650) 960-8876.

Student Government

Student Government is made up of elected officers (Executive Council and Class Council), as well as appointed members of the Associated Student Body (ASB) and Student Community Leaders (SCL) classes. Ninth graders interested in joining either ASB or SCL should sign up for an interview in the Attendance Office during the first week of school.

ASB Executive Officers

President	Divya Jakatdar
Vice President	Amanda Le
Secretary	Oliver Yu
Treasurer	Isabel Berny
Activities Commissioner	Jessica Dooley
ASB Advisor	Suzanne Woolfolk

Class Officers

Seniors — Class of 2020

(Advisors: Ms. Blach, Ms. Doiguchi)

President	Kayla Brinkman
Vice President	Isidro Zuniga Vazquez
Secretary	Michelle Mejia
Treasurer	Alonzo Leon Ortiz
Public Relations	Sruthi Gudipati

Juniors — Class of 2021

(Advisors: Mr. Betancur, Mr. Sproule)

President	Justin Rosen
Vice President	Gavin Fairey
Secretary	Abigail Hagan
Treasurer	Audrey Boennighausen
Public Relations	Ritik Sinha

Sophomores— Class of 2022

(Advisors: Ms. Hannon, Ms. Abel, Mr. Moul)

President	Kathrine Moravick
Vice President	Vishnu Velayuthan
Secretary	Ajay Kokalla
Treasurer	Riley Capuano
Public Relations	Diya Gupta

Freshmen— Class of 2023

(Advisors: Mr. McCormick, Mr. Shahrivar)
Officers appointed by interview; see Attendance Office if interested in applying.

CLUBS

There are a variety of clubs that students can join on campus. The majority of the clubs meet at lunchtime. Students can learn about these clubs on “Club Day” being held on Wednesday, September 11 @ Lunch. Three students and an advisor are required to start a new club. Club applications are available in the front office and must be approved by Student Government. ASB oversees the operating funds of all clubs and classes.

Students may engage in non-school sponsored activities under the District Limited Open Forum Provision. Non-sponsored groups may have access to school facilities, but will not have a faculty sponsor and will not be supported with ASB funds. See Mrs. Woolfolk for more details about non school-sponsored activities.

Below is a small sample of the clubs offered at LAHS. For a complete list, please visit: [This Link](#)

- Amnesty International
- Asian Student Union
- AVID Council
- Black Student Union
- Christian Club
- Dance Club (jazz)
- French Club
- Gay-Straight Alliance
- Green Team
- Haiti Solidarity
- Interact Club
- Jew Crew
- Key Club

SPORTS AND ATHLETICS

Monday, August 12 is Meet the Coaches Night - 5:30-6:30 p.m. in the Quad

Los Altos High School offers an extensive sports program. Ninth graders and new students find athletic teams an excellent way to get involved. Prior to participation in any sport (whether trying out or competing), students are strongly encouraged to purchase an ASB membership card, and must turn in

a current blue card (physical exam, insurance information, parent's signature for the drug & alcohol and steroid agreements, the parent/student pledge, etc.) and pay the \$100.00 transportation fee (per sport) to the bookkeeper. LAHS athletes – see Student Eligibility requirements. Athletes who do not attend their academic classes may not participate in athletic events on the same day they were absent.

Athletic Director: Michelle Bokamper Noeth (650) 960-8857

Fall:

Cheer
Cross Country (Boys/Girls)
Dance
Field Hockey (Girls)
Football
Golf (Girls)
Tennis (Girls)
Volleyball (Girls)
Water Polo (Boys/Girls)

Winter:

Basketball (Boys/Girls)
Cheer
Dance
Soccer (Boys/Girls)
Wrestling

Spring:

Badminton (Boys/Girls)
Baseball
Gymnastics (Girls)
Golf (Boys)
Lacrosse (Boys/Girls)
Softball
Swimming & Diving (Boys/Girls)
Tennis (Boys)
Track & Field (Boys/Girls)
Volleyball (Boys)

SCVAL League

The Santa Clara Valley Athletic League (SCVAL) consists of 15 schools in two divisions: the upper De Anza Division and the lower El Camino Division.

Different sports compete in different divisions. The following is a listing of schools participating in the SCVAL league and the phone numbers of their athletic offices:

Cupertino High School
(408) 366-7310

Los Gatos High School
(408) 354-2730

Mountain View High School
(650) 940-4626

Fremont High School
(408) 522-2400

Lynbrook High School
(408) 366-6893

Palo Alto High School
(650) 329-3710

Gunn High School
(650) 354-8259

Milpitas High School
(408) 635-2800

Santa Clara High School
(408) 423-2613

Homestead High School
(408) 522-2534

Monta Vista High School
(408) 366-7600

Saratoga High School
(408) 867-3411

Los Altos High School
(650) 960-8857

Wilcox High School
(408) 554-6300

PARENT ORGANIZATIONS

Los Altos High School has numerous active parent organizations that help create an academic excellence as well as superior extracurricular activities that enrich our students' educational experience.

Los Altos High School PTSA

The LAHS Parent Teacher Student Association (PTSA) functions under the umbrella of the California State PTA and is dedicated to the health, well-being and educational success of LAHS students. Join PTSA and get involved in our activities. Individual membership is \$20, and family membership is \$40. One student directory is included with the individual membership, and two directories are included with the family membership.

The PTSA Benefits Everyone

The PTSA addresses issues that are important to parents and public school administrators. Locally, the LAHS PTSA provides programs on strengthening family-school partnerships, as well as support for students and staff, and parent education. At the state and national level, PTA fights for full funding, quality teachers and capabilities for schools to thrive. It is a powerful association that advocates on behalf of students and educators at the local, state and national levels.

LAHS PTSA meetings are held six times throughout the year at **7 pm** in the College & Career Center. At each meeting we hear updates on school activities from our principal, activities at the district level from our superintendent, and reports from our committee chairs. Everyone is welcome and encouraged to attend!

Meeting Dates: **Sept. 10, Oct. 22, Nov. 19, Jan. 21, March 10, April 28.**

President & Executive Vice President: Nikki Selden & Laura Teksler, nrselden@aol.com and lteksler@me.com

Parent Volunteers

There are many ways for parents to volunteer and become involved at Los Altos High School. Volunteering in the administrative office, graduation reception, grad night party, Writer's Week, and teacher/staff appreciation events are just a few of the options. Please contact [Ria Friedman](mailto:Ria.Friedman) at

riafriedman@gmail.com if you are interested in volunteering.

The Instrumental Music Boosters

The Instrumental Music Boosters is a parent organization created to provide support to students participating in the Los Altos High School Instrumental Music Program including the Marching Band and Color Guard, Concert Band, Symphonic Band, Wind Ensemble, Orchestra, Chamber Strings, Morning Jazz, Jazz Ensemble, Winter Guard and Winter Percussion.

The Music Boosters meet in the instrumental music room at 7:00 p.m. on the first Monday of each month. Music Boosters provides financial and volunteer support to the program for instruments and music purchase, instrumental repairs, student scholarships and support staff funding.

Fall is particularly busy with Marching Band rehearsals, performances, and competitions. Volunteers are needed to hem uniforms, cook and serve meals, and transport/set up equipment for shows and competitions. Ninety-five (95%) of the Instrumental Music Department funding comes from Music Boosters Direct Appeal Campaign and Fundraising. We welcome all parents to participate in the fun, meet other parents, and most importantly, support a program that makes a significant impact the education of our children.

Meeting Dates: **Sept. 9, Oct. 7, Nov. 4, Dec. 2, Feb. 3, Mar. 2, April meeting: MARCH 30 (due to Spring Break), May 4.**

Co-Presidents Tina Klaassen & Maria Bautista
instrumental-music-boosters-lahsptsa@mvla.net

Athletic Boosters

The Athletic Boosters is a nonprofit group comprised of parents, community members, alumni, and teachers who support athletic programs at the high school. The primary purpose of the Boosters is to promote all athletics at the school and we provide the funding for uniforms, equipment, and coach training. and facilities.

We depend on your membership fees and your participation in our fundraisers to help us continue to support the LAHS Athletic program. We offer 4 levels of Membership, including \$50 (Single), \$100 (Family), \$250 (All-League), and \$500 (Hall of Fame) - although a donation of any amount is appreciated.

Please see our Membership Form for details of what is included with each level of membership. Our primary fundraisers are the Pumpkin Patch in the Fall, the Christmas Tree lot in the Winter, and the Eagle Madness auction in March. Your support and participation is encouraged. Meetings are normally held around the second Monday of the month in the Tutorial Center at 5:00 p.m. Everyone is welcome.

Meeting Dates: **Sept. 9, Oct. 14, Nov. 18, Jan. 13, Feb. 10, Mar. 9, Apr. 13, May 11**

Co-Presidents: Bob Crissman & Ann Enthoven
athletic-boosters-lahsptsa@mvla.net

School Site Council

Los Altos High School has an active council composed of eighteen elected members (two-year terms); five students, five parents, seven teachers, one classified staff and two appointed administrators. The School Site Council supports school programs by providing input on staff development, curriculum development, student achievement, campus safety and other school programs..

The Site Council meets on the following Tuesday evenings at 6:30 in the College Career Center.

Sept. 17, Oct. 15, Nov. 12, Jan. 14 (Review and approve Safety Plan) Feb. 11, Mar 10 (Review and approve Single Plan) Apr. 14, May 12

For More information contact Galen Rosenberg at 960-8814..

Community Agencies

Community Health Awareness Council (CHAC)

965-2020

590 W. El Camino Real, Mountain View 94040

The Mountain View Los Altos High School District contracts with CHAC for providing counseling and support services to our students. Services are provided both on-campus or at the CHAC facility. Students may avail themselves of services as needed. Students may also be referred to CHAC as part of a rehabilitation program resulting from a disciplinary action. With some exceptions, parental permission is required for a student to receive services from CHAC.

Family & Children Services 408- 288-6200

Social Advocates for Youth 650- 961-2622

Family & Children Services Crisis Line 408- 379-9085

LUCHA

LUCHA es un grupo para padres que existe para informar, apoyar y educar a los padres Latinos sobre el sistema educativo y su papel en la vida académica de sus hijos. Hablamos de temas diferentes como los requisitos para la graduación, proceso de entrar la universidad, exámenes académicos, servicios de la comunidad, ayuda financiera y como comunicarse con y tener acceso a los maestros, consejeros y administración de la Preparatoria de Los Altos. Tenemos una junta cada mes durante el año. Se les enviará invitaciones con información sobre las juntas a sus hogares y se les enviará una tarjeta con información a sus hogares. Los invitamos a participar en este grupo para que todos nuestros estudiantes realicen sus capacidades y tengan éxito en la preparatoria y en el futuro. Para más información, llamar a Maria Hoerni al 960-8473.

2019-2020 PTSA Board & Chairs Directory

PTSA Position	Name	Email
President	Nikki Selden	nrselden@aol.com
Executive Vice President	Laura Tekster	lteksler@me.com
Secretary	Lillian Stadler	lillian.stadler@gmail.com
Treasurer	Missy Meixsell	mastein244@yahoo.com
VP Membership	Michelle Sturiale	michelle.sturiale@gmail.com
VP Volunteers	Ria Friedman	riafriedman@gmail.com
Auditor	Laura Schmidt	stua4@pacbell.net
Parliamentarian	Alix Apfelberg	alix_apfelberg@yahoo.com
VP Communications	Stephanie Aaron	stephcaaron@gmail.com
Historian	Kathleen Feigelberg	kathleenishome@gmail.com
Athletic Boosters	Ann Enthoven Bob Crissman	ann.enthoven@gmail.com robertcrissman@ymail.com
Challenge Day	Chris Cummins Sarah Hurst	chrisdpcummins@yahoo.com
College & Career Center	Susan Stark	susanestark@sbcglobal.net
E-list Manager	Kim Sheehan	kim@sheehangroup.net
Grad Night	Michelle Lee Val Cairns	reganzoo95@gmail.com lizzep@comcast.net
Grad Reception	Liz Pidto	lizzep@comcast.net
Green Team	Sophia Volkel Sybil Cramer	hellodean@gmail.com sybilcramer@mac.com
History Week	OPEN	
Homecoming Brunch	OPEN	
Instrumental Music Boosters	Lisa Whitfield Julie Watson	klsiwhitfield@gmail.com julie@jkwatson.com
LUCHA (Latino Alliance) & Translation	Maria Hoerni	maria.hoerni@mvla.net
Lunch Cart	Erik Feldman	erikfeldman1@gmail.com
Snack Bar	Natasha Stirrup	natashastirrup@hotmail.com
MVLA Ed. Foundation	Laura Roberts	laura.roberts@mvla.net
Office Volunteers	Sonia Brunner	sonia_brunner@yahoo.com
Parent Education	Susan Stark	susanestark@sbcglobal.net
STEM Week	Laura Treksler Mike Ichiriu	lteksler@me.com chiriu@gmail.com
Staff Appreciation	Jennifer Urmson Anusuya Rao	jurmson@hotmail.com anusuya@gmail.com
Student Directories	Pamela Newman	newman.pamela@gmail.com
Writer's Week	Julie Watson Liane Wong	julie@jkwatson.com lianewon@gmail.com



MVLA Foundation Invests in Educational Excellence

Programs to be Funded in 2019-2020

Mountain View & Los Altos High Schools

SPECIAL GRANT

Science Lab Technician pilot program

ACADEMIC ENRICHMENT & INNOVATION

Innovative Learning Grants	\$ 100,000
Online resources & Chromebooks	\$ 145,000

STUDENT SUPPORT

Class size reduction for freshman English	\$ 245,000
Class size reduction for math through Algebra II	\$ 295,000
Tutorial Center coordinators	\$ 237,000
Student wellness - CHAC therapist at each site	\$ 152,000
Library extended hours	\$ 40,000
SIS online for assignments, grades, grad status	\$ 28,000
Parent Education Speaker Series	\$ 17,000

COLLEGE & CAREER READINESS

College & Career Center staff and resources	\$ 420,000
Naviance platform for college & career exploration	\$ 27,000
PSAT tests (10th & 11th) / PreACT (10th)	\$ 42,000
AVID college readiness program expansion	\$ 130,000

TOTAL GOAL FOR 2019-20 GRANT	\$1,878,000
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**Our goal is
100%
participation**

**Your support
will help
us raise
\$1,878,000**

MVLA
High School Foundation

(650) 940-4670
info@mvlafoundation.org
MVLAfoundation.org



MVLA Foundation Helps Students Succeed Now and in the Future

WHO WE ARE

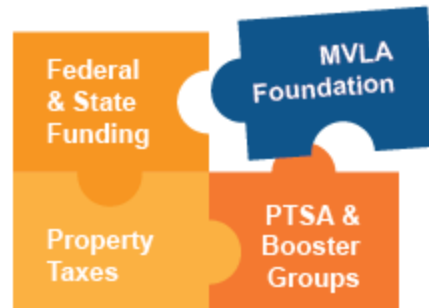
We are committed parents, community members and local businesses advocating for educational excellence. Our mission is to **invest** in a learning environment that **empowers** all students to **thrive and succeed**.

HOW WE FUND EXCELLENCE

Local and government funding for public education provides for only the most basic high school programs and services. For over 35 years, MVLA Foundation donations enable us to act locally to provide the program-rich environment, which students, colleges, employers and our community value.

WHERE WE FIT IN

The MVLA Foundation provides a valuable piece to the education funding puzzle, and works in tandem with the district, PTSA and booster groups to ensure our students are offered a full range of educational and extracurricular opportunities.



**STAY
CONNECTED!**

MVLA FOUNDATION WEBSITE
MVLAfoundation.org

MVLA HIGH SCHOOL DISTRICT WEBSITE
MVLA.net

LOS ALTOS HIGH SCHOOL WEBSITE
MVLA.net/LAHS

MOUNTAIN VIEW HIGH SCHOOL WEBSITE
MVLA.net/MVHS

[MVLAfoundation](https://www.facebook.com/MVLAfoundation)
[mvlahsd](https://www.facebook.com/mvlahsd)

[@MVLAfoundation](https://twitter.com/MVLAfoundation)
[@MVLAHSD](https://twitter.com/MVLAHSD)

[@MVLAhighschoolfoundation](https://www.instagram.com/MVLAhighschoolfoundation)
[@MVLAHSD](https://www.instagram.com/MVLAHSD)

Welcome from the Superintendent

Dear MVLA Students and Parents,

Welcome to a new school year! MVLA is a district that cares about student success and takes great pride in providing a strong educational foundation. We want you to have a wonderful high school experience and are proud of the strong culture of high-quality academics that exists within an atmosphere of inclusive support. MVLA is a nationally recognized district where students excel and are known for their connection to their community.

I want to encourage you as students to become strong voices on your campuses and I want to invite parents to continue to work with your students and let us know how we can continue to improve. Your partnership with our district is why it has been so successful.



Our dedicated team works hard to support all students with high expectations. We have a high university acceptance rate and Los Altos and Mountain View schools are consistently ranked in the top 1% of high schools nationally. Students are recruited and accepted at prestigious universities around the world. We offer many Advanced Placement (AP) and Honors classes. Our student to teacher ratio is one of the best in California and all of our schools have received the maximum six-year accreditation by the Western Association of Schools and Colleges (WASC).

MVLA offers two amazing comprehensive high school campuses with Los Altos High School and Mountain View High School. We also have a model continuation school, Alta Vista High School located near the Mountain View campus. If you are interested in a smaller, hands on experience we have the Freestyle Academy of Communication Arts and Technology where they integrate state-of-the-art academic instruction with the latest in multi-media production. If you are interested in a unique college setting, we offer Middle College on the Foothill campus where you can gain college credits while earning your high school diploma. Lastly, we also offer independent study within our Adult Education program. This program allows students to take courses from home with the support of educational professionals.

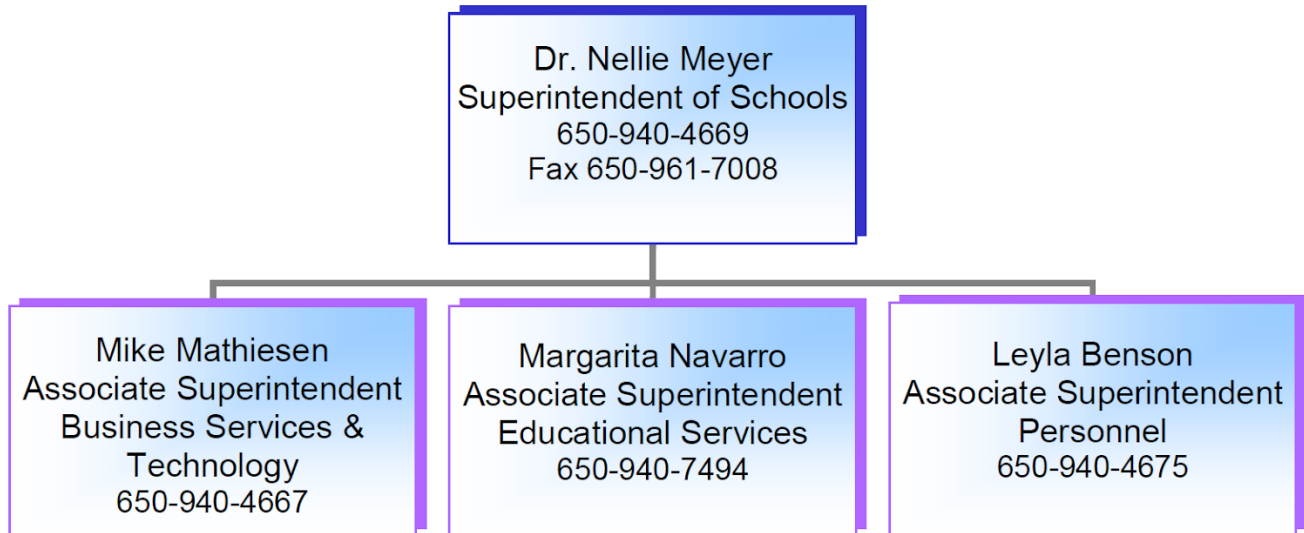
These enriching experiences do not happen in isolation. We are thankful that our educational program is supported by the MVLA High School Education Foundation. Through the generosity of our parents and the community, the Foundation helps students have an enhanced high school experience. The annual contribution from the Foundation extends library hours, lowers class size in critical classes, and funds the college/career centers on our campuses. Our students benefit greatly from their support and collaboration.

On behalf of the Board of Education, we want to thank you for joining us on this important journey and the community's countless contributions to MVLA. Together, we will prepare all of our students for a successful future.

Sincerely,

Dr. Nellie Meyer, Ed. D.

MVLA District Organization



- Fiscal Services
- Renovation & Construction
- Maintenance & Operations
- Transportation
- Food Service
- Developers Fees
- Insurance
- Facility Use
- District Technology
- Emergency Preparedness

- Curriculum & Instruction
- Student Discipline
- Assignment to School & Transfers
- Testing & Evaluation
- Counseling
- Alternative Education
- Adult Education
- Summer School
- State & Federal Programs
- Special Education
- Title IX Compliance
- Complaint & Grievance Officer for Discrimination & Violations of Federal & State Laws & Regulations

- Certificated Personnel
- Classified Personnel
- Complaint & Grievance Officer for Personnel Issues
- Benefits Open Enrollment

Board of Trustees

Dr. Phil Faillace, President	650-941-5579
Mr. Sanjay Dave, Vice President	650-625-1602
Ms. Debbie Torok, Clerk	650-269-7958
Ms. Fiona Walter	650-691-9866
Ms. Catherine Vonnegut	650-940-4669

Student Representative to the Board of Trustees

Oliver Yu	Los Altos High School
Jackson Harnett	Mountain View High School

The Board of Trustees typically meets the second and fourth Mondays of every month at 7:00 p.m. in the District Office Board room, 1299 Bryant Avenue, Mountain View.

Visit our website at www.mvla.net for links to our schools, employment, board policies, board agenda, meeting minutes and other interesting MVLA information!

ATTENDANCE BOUNDARIES

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

Students are assigned to their “neighborhood” school, which is determined by the student’s address. The only exception applies to special needs students, e.g., Special Education and ELD, whose IEP or Personal

Learning Plan requires placement in a program that is offered only at one specific school site. The district does have an **Open Enrollment policy** that enables families to submit an **INTRA-DISTRICT TRANSFER** request to attend a school in the district other than the one to which the student was assigned. School capacity of each high school is established annually, however both high schools have reached capacity, hence we **will not** be accepting any intradistrict transfer requests other than for students who have a sibling during the school year.

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

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

RESIDENCY REQUIREMENTS

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

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

Revocation of Enrollment

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

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

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

Enrollment Based on Resident Adult Caregiver Status

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

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

All affidavits, and other documents, submitted regarding this type of enrollment are subject to investigation and verification, at the sole discretion of the District. The minor shall be excluded from District enrollment immediately, at any time, if the District, in

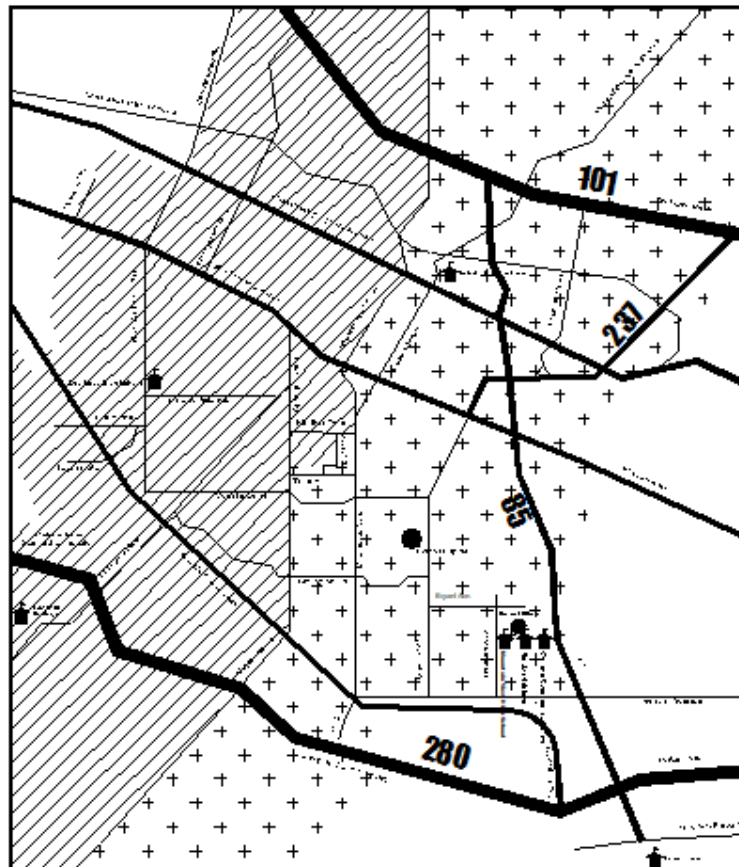
its sole discretion, determines that the minor is not actually living and residing within the District on a full-time basis.

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

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

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

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



ALTERNATIVE EDUCATION

Alta Vista High School Continuation School Program

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

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

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

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

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

Alta Vista Opportunity Program

The Alta Vista Opportunity Program is designed for students who thrive in a smaller, more personalized setting. This program provides an educational experience for students that is unlike anything they have experienced before. The emphasis is on engaging or re-engaging students in dynamic learning opportunities by investigating and exploring topics of relevance and interests to them and their life experiences, and tied to aspirations they hold for the future.

Aside from the academic component that allows students to earn credits toward a high school diploma,

the program offers a plethora of support and services to both students and families to provide a safety net that gives each and every student the opportunity to succeed.

The Core Academic Program consists of a series of units created around central themes that are explored and examined through a number of different lenses: Social Studies, English, Math and Science. Units include themes of immigration, social justice, the criminal justice system, civil rights, poverty, education, environmental studies, current events, the political system and others. Students will be able to identify themes that are of interest to them, and integrated units of study will be developed by our talented and dedicated teaching staff.

For more information, please contact Bill Pierce, Program Administrator, at (650) 691-2432.

Moffett Independent Study Program

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

Middle College

Middle College provides expanded educational options to students in the Mountain View Los Altos High School District. Middle College is a magnet program designed for juniors and seniors who are seeking an alternative to regular high school with a serious academic focus. The program is housed on the Foothill College campus. It serves students who are academically talented, capable of doing college level work, but who, for a variety of reasons, do not feel connected to their school. By interacting with more mature students, and by taking advantage of advanced college level coursework, students with previous attendance and time management problems often develop responsibility and a sense of self-direction when placed in a different setting.

Middle College represents a collaborative effort between the Mountain View Los Altos High School District and Foothill College; hence, students benefit from the teaching and support services of both institutions. Placement in college classes is based on testing and interviews with the instructional staff. Students have access to all student services provided by Foothill, including college counseling, access to

the library, bookstore, health services, and the technology center. Students receive college credit for their college coursework, which may lead to advanced placement at Foothill after high school graduation.

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

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

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

Freestyle Academy

At Freestyle, the Academy of Communication Arts and Technology, students develop skills in effective written, oral, and visual communication, and work with the latest multimedia technology to find outlets for creative expression. Freestyle welcomes Juniors and Seniors who will be assigned to an AM or PM schedule at Freestyle. Students assigned in the afternoon take their classes on the home high school campus in the morning. Students assigned to the morning program at Freestyle return to their high school campus for classes in the afternoon. Rather than emphasizing lectures, quizzes, and tests, classes at Freestyle rely on project-based learning and real world experiences to engage students in learning an integrated curriculum and powerful 21st century skills.

Project-based learning allows the traditional English and Visual Arts curricula to be combined with 21st century skills, which include self-direction, creativity, and teamwork. A typical project may ask students to write a research paper and then adapt it as a documentary, or write a short story and perform it as a radio show, complete with sound effects and musical score. Students will use the latest technology to become producers, not just consumers, of media. All projects require students to use the latest multimedia software such as Photoshop, Illustrator, Dreamweaver, Flash, and Final Cut Pro.

Freestyle is positioned to take advantage of the opportunities available in Silicon Valley. Students learn from experienced teachers with strong backgrounds in the media arts. Guest speakers, field trips, and project work bridges the gap that often exists between school and “the real world.” Students

have the opportunity to participate in internships or job shadowing. Freestyle receives support from many Silicon Valley Industry partners such as Google, Apple, Microsoft, and Adobe.

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

Referral of 18-year-olds to Adult Education

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

Young Parents Program (YPP)

The Young Parents Program is offered by the High School Diploma (HSD)/GED department at MVLA Adult Education. The HSD/GED department offers online independent studies for students working to earn their High School Diploma or GED. Working independently allows a student to complete credits at their own pace both at MVLA Adult School and at home. For more information, contact Program Coordinator Janie Garcia at (650) 967-7919, option 1.

College Now!

College Now! is a program for students in the Mountain View Los Altos High School District entering Junior or Senior year in high school and are seeking a stimulating educational environment that is different from traditional high school. Students take all their classes from Foothill College instructors, earning college credits which will also count to meet high school graduation requirements. Foothill College waives registration and tuition fees, and books are provided by MVLA. Students may carry up to 15 college credits per quarter. College Now! students should be ready to take on the rigor and responsibility of being a college student. Applicants are expected to be motivated, mature, independent, and self-directed learners requiring little, if any supervision, monitoring or direction from others. Contact the College Now! Advisor, Gary McHenry at gary.mchenry@mvla.net or (925) 699-1760 for more information.

EMERGENCY INFORMATION

The District's Emergency Preparedness Handbook is available for you to read in the District Office. If you would like to read the handbook, please call Mike Mathiesen at (650) 940-4666 to make an appointment.

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

Telephone Numbers and Names of Emergency Coordinators:

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

Los Altos High School Wynne Satterwhite	(650) 941-2382
Mountain View High School David Grissom	(650) 961-7574
Alta Vista High School Bill Pierce	(650) 965-8706
District Office Mike Mathiesen	(650) 961-7008

TV / Radio stations

Official stations for information regarding school closure or altered schedules

Television

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

Radio

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

CRISIS HOTLINES/ SELF HELP and COMMUNITY AGENCIES

HOTLINES

24 Hour Suicide Hotline	(800) 273-TALK
Substance Abuse	(800) 662-HELP
CA Youth Crisis Line	(800) 843-5200
Aids National Hotline	(800) 342-AIDS
Child Abuse Hotline	(800) 422-4453
Runaway Hotline	(800) 786-2929
Rape Crisis Hotline	(408) 297-3000
Suicide and Crisis Service	(408) 279-3312
National Mental Health	(888) 995-9489
STD National Hotline	(800) 227-8922
Pregnancy Hotline	(415) 964-8093
Poison Control Hotline	(800) 876-4766

Self-Help Agencies

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

NARCOTICS ANONYMOUS **650- 802-5950**

www.peninsulana.org

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

ALCOHOLICS ANONYMOUS **408- 374-8511**

www.aasanjose.org

Alcoholics Anonymous offers peer discussion and support groups.

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

www.al-anon-anon-alateen.org

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

Community Health Awareness Council (CHAC)

www.chacmv.org

(650) 965-2020

711 Church St. Mountain View 94041

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

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

Family & Children Services

650-326-6576

www.fcservices.org

Social Advocates for Youth

408-253-3540

<https://www.saysc.org/>

800-729-0012

KidsKab

408-342-0100

www.kidskab.com

MVLA Adult Education

650-940-1333

www.mvlaae.net

333 Moffett Blvd, Mountain View, 94043

Quetzel House Crisis Line (Bill Wilson Cnt)

408-850-6125

www.billwilsoncenter.org

509 View St. Mountain View, 94041

Bill Wilson Center provides a variety of services including counseling for teens in crisis, a runaway shelter, drug prevention program, independent living skills training.

Community Resources

Crisis Lines

24-hour Suicide & Crisis	855-278-4204
Bill Wilson Center Crisis Line	408-850-6125
National Suicide Prevention Lifeline	800-273-8255 888-628-9454 (Español)
California Youth Crisis Hotline	800-843-5200
Crisis Text Line	Text "HOME" to 741741
Uplift Mobile Crisis Team	877-412-7474 (English/Español)
Crisis Stabilization Unit	408-379-9085
Youth & Family Crisis Line	408-683-4118 communitysolutions.org
National Runaway Safeline	800-786-2929 text - 66008 1800runaway.org

Food & Shelter

Community Services Agency	650-968-0836
LifeMoves	408-271-1630
211 Bay Area	800-273-6222 211bayarea.org

LGBTQ+

LGBTQ Youth Space	408-343-7940 youthspace.org
Outlet a program of ACS (CHAC:LGBTQ+)	650-424-0852 x107 acs-teens.org
Gay Lesbian Bisexual Transgender National Help Center	800-246-PRIDE (7743) glbthotline.org/youth-talkline.html
The Trevor Project	866-488-7386 thetrevorproject.org

Drug, Alcohol and Addiction Recovery

Alcohol and Drug Helpline	650-573-3950
Well Within @ CHAC	650-965-2020 (Español: ext 116)
SUTS Youth System of Care Santa Clara County	408-272-6518 800-488-919
Substance Abuse Mental Health Awareness National Helpline	800-622-HELP (4357) (English/Español)

Local Counseling

CHAC	650-965-2020 chacmv.org
Gronowski Clinic	650-961-9300 paloaltou.edu/gronowski-center
CHC	650-688-3625 650-688-3650 (Español) chconline.org
Asian Americans for Community Involvement	408-975-2730 aaci.org

Intensive Outpatient Programs

ASPIRE	866-789-6089
BACA (Bay Area Children's Association)	408-996-7950 (San Jose) 650-304-3906 (Menlo Park) baca.org
CHC IOP	650-688-3625 650-688-3650 (Español) chconline.org
Los Gatos Therapy Center	408-559-3403
Video Game, Social Media & Internet Addiction	http:igtconline.com/iop-intake-form

Sexual Assault & Relationship Abuse

Rape Crisis Hotline	408-287-3000
National Teen Dating Abuse Helpline	866-331-9474 Text "loveis" to 22522 Chat at liveisrespect.org
YWCA Sexual Assault Services	800-572-2782
Community Solutions - domestic violence, sexual assault & human trafficking	877-363-7238 communitysolutions.org

Additional Resources

Suicide is preventable/know the signs: suicideispreventable.org	National bullying information: stopbullying.gov
Legal Advocates for Children & Youth: 408-280-2416	Bullying and cyberbullying resources: adl.org/education/resources/tool-and-strategies/bullying-and-cyberbullying-prevention-strategies
NAMI Santa Clara warm Line Referral Services: 408-453-0400, option 1, namisantaclara.org	Kara - grief support: 650-321-5272 kara-grief.org
Psychology Today https://www.psychologytoday.com/us	Reach - 855-2REACHUS www.reach4scc.org

MVLA School-Based Mental Health & Support Services

Notice of Privacy Practices

This notice describes how Mountain View Los Altos High School District ("MVLA" or "District") will keep school-based mental health and support services information about students private, and tells students and parents/legal guardians how staff will enter limited and particular information into a confidential wellness support record. If students or parents/guardians have any questions about the District's privacy practices, please ask the District Wellness Coordinator.

The MVLA School-Based Mental Health and Support Team consist of specialists from different organizations and includes: a District Wellness Coordinator, a District Community Services Liaison, Site Student Services Coordinators, Licensed Therapists employed by the District, and providers employed by outside agencies including Community Health Awareness Council ("CHAC") interns, a Stanford psychiatric fellow, therapists from the Children's Health Council, and therapists from Preventative Early Intervention. Relevant people from this group may share student health information with each other as well as other site staff for the purpose of supporting students at school. For instance, a therapist may send a note to a teacher asking that a student be excused from class and sent to her/his office to meet; a teacher may verify that a referral has been received from her/him and that a wellness support team member has followed-up; upon agreement from a student and parent, an Assistant Principal may request immediate short-term accommodations to address a "medical issue." Limited general information might also be shared about a student at an SST meeting, 504, or attendance meeting. When a safety plan or safety contract is created with a student, the plan will be shared with the parent if applicable, and with the named members of the school team that are a part of that student's circle of care. In all cases, only a minimum amount of information necessary to accomplish the purpose will be shared with non-medical school officials.

Before records are shared for other reasons, except as required or allowed by law, students and parents/guardians will be asked for their written permission on an "authorization" form. The District may make changes in its Privacy Practices from time to time. A copy of the current Notice will always be posted in Therapists', Site Student Coordinators', and the District Wellness Coordinator's offices.

SCHOOL'S RESPONSIBILITY

The School understands that health information about students is personal and the school will protect it and keep it confidential. The school will create a record of the School-Based Mental Health and Support services

students receive so that relevant staff may provide students with quality care and comply with certain legal requirements. As appropriate the record may include: service start and end dates, type of service, releases, and dates of phone conversations with parents/guardians. Student health records will be maintained in a locked and secure place and unless there is an emergency, will only be accessed by the School-Based Mental Health and Support Team members and school administrators. The school will destroy these health information records a reasonable amount of time subsequent to a student no longer being enrolled, unless there is a foreseeable need to maintain the information.

SCHOOL-BASED MENTAL HEALTH AND SUPPORT TEAM OPERATIONS

The District may use and disclose macro mental health and support information about students to understand and improve the quality of School-Based Mental Health and Support Team "operations." Outcome data may be reported to Administrators, Board members, and companies providing grants to MVLA. Examples of types of metric data that may be shared include: volume, frequency, types and cumulative hours of service. Again, these uses and disclosures are necessary to run the School-Based Mental Health and Support Team service and to make sure that students receive good care. Information disclosed in this manner will not include personally identifiable information for any students.

AS REQUIRED BY LAW OR TO AVERT A THREAT TO PUBLIC SAFETY

School staff or therapists will disclose information about students when required to do so by federal, state, or local law. For example, if a teacher, counselor, or therapist reasonably suspects child abuse, this person is required by law to report it to the Child Protective Services Agency. A School-Based Mental Health and Support Team member or other school staff may also disclose information about students when necessary to prevent a serious threat to a student's health and safety, or to the health and safety of the public or another person. The disclosure would be to someone the District believes would be able to prevent the threat or harm from happening.

COMPLAINTS

If a student or parent/guardian is unhappy about how the school has kept a student's information private, or think that School-Based Mental Health and Support Team members have not done a good job keeping student information confidential, please advise the site Student Services Coordinator or the District Wellness Coordinator right away.

5 Ways MVLA Supports Students' Social-Emotional Wellness



Social-emotional wellness at our high schools is a district priority.

We recognize the connection between academic achievement and student wellness, and that student social-emotional wellness is a critical building block of overall well-being.

This is the first of monthly briefings we will send you to keep you informed of MVLA wellness services and initiatives.

Five ways we support our students

1. Access to Mental Health Support

We anticipate that about 10% of our students will have moderate to severe mental health concerns. Our small team of therapists helps students and families navigate community and private healthcare systems. Referrals to community partners and outside providers are made for students who present with symptoms associated with depression, anxiety, trauma, eating disorders, substance abuse, or who may need family therapy.

2. Wellness Workshops

We are implementing programs that foster students' resilience, coping/problem solving skills, and connectedness, including Digital Safety and Affirmative Consent workshops.

3. Social-emotional Learning Curricula

Teaching students how to cope with adversity increases success and reduces mental illness. Social-emotional learning curricula is being strengthened through staff training and the introduction of student courses, such as Positive Psychology.

4. Stress Reduction and Creating a Sense of Belonging

Stress is mitigated and connection with others is strengthened through programs such as Wellness Week/Spartan PAUSE, Camp Diversity/Camp Mettamorph, Challenge Days, and support and empowerment clubs.

5. Strengthening Help-Seeking Behavior

Through student panels, the student referral process, and student resource cards, students are empowered to access care for themselves and each other when struggling.

We are grateful to the MVLA Board, MVLA Foundation, and the El Camino Hospital District for generously funding resources so we can meet students' mental health needs.

As we enter the new school year, many of your children -- our students -- will need us to be empathetic, resourceful and compassionate. For questions or concerns, please feel free to contact Educational Services at (650) 940-4655.

REQUIRED ANNUAL NOTIFICATION

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

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

Mike Mathiesen, Associate Superintendent of Business Services

MVLA District Office

1299 Bryant Avenue

Mountain View, CA 94040

(650) 940-4667

For all other questions, please contact:

Margarita Navarro, Associate Superintendent of Educational Services

MVLA District Office

1299 Bryant Avenue

Mountain View, CA 94040

(650) 940-7494

AB 2260, Healthy Schools Act of 2000

- Non-chemical prevention of pest and weed populations using such methods as sanitation, exclusion and horticultural practices is always preferred.
- The selection and use of the least hazardous methods and materials effective for the control of targeted pests and weeds will be implemented.
- Application of pesticides/herbicides will only be used "as needed" to correct verified problems in clearly defined areas.
- All parents and staff will be notified annually in writing of the anticipated pesticide/herbicide products and applications to be regularly used throughout the school year. Parents may request in writing a separate written notice for each pesticide/herbicide application seventy-two hours prior to the anticipated application.

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

Product Name: Raid® Wasp & Hornet Killer

Primary Active Ingredient: Tetramethrin, Permethrin

Purpose/Amount: to control wasps/hornets, 2 cans per year

Product Name: Ball Jitterbug Insecticide®

Primary Active Ingredient: Isobutane, propane, isoparaffin

Purpose/Amount: to control crawling insects, 2 cans per year

Product Name: Roundup PRO Concentrate®

Primary Active Ingredient: Glyphosate, N-(phosphonomethyl) glycine, in the form of its isopropylamine salt

Purpose/Amount: To control weeds

Product Name: Lesco Prosecutor®

Primary Active Ingredient: Glyphosate, N-(phosphonomethyl) glycine, in the form of its isopropylamine salt

Purpose/Amount: To control weeds

Product Name: Sedgehammer Turf Herbicide®

Primary Active Ingredient: Halosulfuron-methyl

Purpose/Amount: To control selective herbicide for the control of nutsedge and other weeds in turfgrass and landscaped areas

Product Name: Turflon Ester®

Primary Active Ingredient: Triclopyr: 3, 5, 6, trichloro-2- pyridinyloxyacetic acid, butoxyethyl ester

Purpose/Amount: To control broadleaf weeds, one-half gallon per year

Product Name: Target® 6.6

Primary Active Ingredient: Monosodium acid methanearsonate (MSMA)

Purpose/Amount: To control selected post emergent weeds, one-quarter gallon per year

Product Name: No Foam B1

Primary Active Ingredient: octyl phenoxy polyethoxy ethanol, isopropanol linear alkyl sulfonate, buffering acids, coconut amine condensate, silicone defoamer

Purpose/Amount: Biodegradable spreader, activator, buffer, defoamer, one-eighth gallon per year

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

Active ingredients of all pesticides/herbicides used by the school district and/or copies of AB 2260 may be obtained by written request to Mike Mathiesen, Associate Superintendent, Business Services at 1299

Bryant Avenue, Mountain View, CA 94040 or by contacting the California Department of Pesticide Regulation website, www.cdpr.ca.gov.

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

Asbestos

As required by the U.S. Environmental Protection Agency’s (EPA) Asbestos Hazard Emergency Response Act (AHERA), a comprehensive asbestos inspection of all of our school buildings was completed during our school construction and renovation project (1997-2003). This inspection was conducted by EPA-accredited inspectors in accordance with guidelines established by the EPA. Areas of friable Asbestos Containing Materials (ACM) were removed or repaired as required to maintain them in a non-hazardous condition. A copy of the District’s Asbestos Management Plan, including the inspection and assessment report, is available for review at the District Office. If you wish to review the plan, contact Mike Mathiesen, Associate Superintendent, Business Services, at (650) 940-4667, to arrange a time.

Pesticide Notification

Healthy Schools Act (AB 2260)

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

Pests

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

Pesticides/Herbicides

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

Absence for justifiable personal reasons (BP5113)

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

Absence for confidential medical services (BP5113(a))

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

Attendance options (AR5116.1)

In accordance with district policy, residents of the Mountain View Los Altos High School District may enroll their children in any school operated by the district if space is available. Transfer requests are granted subject to limitations established by the Board of Trustees. Existing entrance criteria for specialized programs remain in effect.

Community Health Awareness Council (CHAC)

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

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

Students participating in co-curricular activities shall not use, possess, or be under the influence of drugs and alcohol. In the event a participant becomes involved with use of these substances, the student and his/her parents are encouraged to seek appropriate medical, counseling, and/or educational help.

Participants in co-curricular activities who violate the drug and/or alcohol policy are subject to co-curricular disciplinary action in addition to suffering the consequences of violation of district policies and procedures.

Complaint procedures

The District’s Board Policies (BP) and Administrative Regulations (AR) address and govern complaints concerning: District employees (BP/AR 1312.1), the content or use of instructional materials (BP/AR 1312.2), discrimination and harassment (BP/AR 5145.3), and sexual harassment (BP/AR 5145.7). For a complete description of MVLA complaint procedures, please refer to the MVLA - COMPLAINTS AND COMPLAINT PROCEDURES POLICY

a) Complaints regarding school procedures, practices and personnel. Complainants are encouraged to resolve complaints against school personnel through informal means by talking directly with the school

person involved. If this is not successful, a written complaint may be directed to the employee's administrative supervisor or principal. Appeals of administrative determinations or decisions may be taken up with the Associate Superintendent of Human Resources, Leyla Benson, who will make decisions on these matters. After consultation with the Superintendent, any patron may address the Board of Trustees at a regular meeting.

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

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. (BP 5145.3)

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

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

Any person who wishes to discuss or file a complaint based on discrimination or harassment should first seek remedy through the office of the school's principal. If the issue cannot be resolved at the level of the principal, a formal complaint should be filed with

the District's Title IX compliance officer, the Associate Superintendent for Educational Services, Margarita Navarro. After a complaint has been duly investigated and if the complainant is dissatisfied with the District's decision, the complainant may file a written appeal with the Board of Trustees or the California Department of Education within 15 days of receiving the District's decision.

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

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

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

Digital Device Responsible Use and Borrowing Agreement

The use of digital technology, especially devices that create digital content and access the internet, are essential elements of a high quality educational experience. Greater flexibility and mobility in the use of digital technology enhances learning opportunities. Many classes require students to create and share digital content, and to access and use educational content and materials on the internet.

Many students already have the appropriate technology. We expect those students to bring the device to all academic classes with them every day, as directed by the teacher of each class.

Students who do not have a digital device that meets the minimum requirements for classroom use may sign an agreement and borrow a device for academic use as per the agreement below.

MVLA Acceptable Use and Agreement for Technology and Internet/Network Access

Electronic information resources are available to qualifying students in the Mountain View Los Altos High School District (MVLA).

These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote

educational excellence by facilitating resource sharing, innovation, and communication.

Access to our computer network, which supports our entire learning community, is a privilege. Since all students and staff rely on our computers and network, responsible behavior on the part of all persons using this system is essential.

Only those students who have a signed Responsible Use and Internet Safety Agreement on file will have access to our computers, digital devices and our network.

Please read this document carefully. When signed by you, and if appropriate, your guardian/parent, it becomes a legally binding contract. You will be required to return this signed contract to the school before you will be given access to our computers and network. If you have any questions concerning this agreement, please call your principal's office.

Terms and Conditions of this Contract:

- The student who utilizes district technology resources is responsible for proper use of those resources at all times. Students shall keep account passwords, home addresses and telephone numbers private. They shall use the system only under their own name.
- Students shall use the district's system responsibly and primarily for educational purposes.
- Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
- Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Students shall not use the system to engage in commercial or for profit activities.
- Students shall not use the system to threaten, intimidate, harass, bully or ridicule other students or staff.
- Copyrighted material shall not be placed on the system without the author's permission. Students

may download copyrighted material for their own use only.

- Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Students shall not read other users' email or files. They shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to delete, copy, modify or forge other users' mail or digital files.
- Students shall not use any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal of the school. Any pupil who willfully violates this section shall be guilty of a misdemeanor.
- Students shall report any security problem or misuse of the services to a teacher or the principal.
- The district reserves the right to monitor any communications or activity which utilizes district networks, computers and/or other district owned or operated digital devices for improper use. Electronic communications and downloaded material, including emails and other files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives access to the system will participate in a discussion with a school site staff member as to proper behavior and use of the network. The system administrator (operating under the aegis of the principal) will decide what is appropriate use and his/her decision is final. The system administrator or staff of the MVLA District may close an account or deny access at any time deemed necessary. The administration or staff of the MVLA District may request that the system administrator deny, revoke or suspend specific user access and/or accounts.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. In our attempt to monitor network use, you should expect your activities to be reviewed. These rules include (but are not limited to) the following:

- **BE POLITE.** Never send, or encourage others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally!

- Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY.** Do not reveal any personal information, social security numbers, credit card numbers, passwords or other vital personal information.
- **EMAIL.** Email (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.

Services

The MVLA District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MVLA District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The MVLA District specifically denies any responsibility for the accuracy of information obtained through its services.

Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a staff member at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses and damaging cabling and hardware components of the network. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.

Additional Provisions for students who enter a loan agreement for school equipment:

- The term "equipment" or "technology" refers to tablets, laptops, batteries, power cord/chargers and cases.
- Each piece of equipment is loaned as an educational resource.
- Students and their families/guardians are responsible for the return of all equipment undamaged and in working order, except for

the results of normal use. Failure to do so will result in fines for repair or replacement.

- Students are expected to immediately report damage or loss of their equipment to a teacher or other staff member immediately, no later than the next school day.
- Students may not loan school issued equipment to any other person, for any reason. Students who do so may face disciplinary action.
- Equipment may come with a background image already loaded, as well as other "personalization" settings. Any changes to device settings must be consistent with all elements of this responsible use agreement.
- Mountain View Los Altos High School District reserves the right to demand immediate return of the equipment at any time.

Parents/guardians/students have 30 days to pay any fees or fines for lost or damaged equipment. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may setup payment plans to clear fines, if needed.

English Language Education

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

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

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

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-58520

Harmful or destructive use of animals (BP5145.8)

Students have the right to refuse or refrain from participation in activities they feel would constitute "harmful and destructive use of animals." Students' rights extend to subject areas including, but not limited to, biology, physiology, home economics, and outdoor

biology programs. If the student chooses to refrain from participation, and if the teacher believes an adequate alternative education project is possible, then the teacher may work to develop and agree upon an alternate avenue for helping the student obtain the knowledge, information, or experience desired.

Health Education

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

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

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

Home and hospital instruction (BP6183)

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

Immunization for communicable disease (BP/AR 5141.31)

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

Insurance (BP5143)

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

Interdistrict Transfer Appeal Process

Education Code 46601 requires that, within 30 days of a request for an interdistrict permit, parents/guardians whose permit application was denied must be informed about their right to appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence. (EC 46601)

Medication (AR5141.21)

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

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

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

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

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

or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

- b. *Limited English Proficient Students:* The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.
- c. *Program Improvement Schools:* Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.

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

Nondiscrimination

Mountain View Los Altos High School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, color, religion, ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one of more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

The District requires that school personnel take immediate steps to intervene when it is safe to do so and when he/she witnesses an act of discrimination, harassment, intimidation or bullying.

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator or the Associate Superintendent of Educational Services Margarita Navarro.

To file a complaint of discrimination, write:
USDA

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

Notice of Compliance

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

Notification to teacher of disruptive pupil

Consistent with State law, the district shall inform the teacher(s) of any pupil who has engaged in an act which is subject to suspension or expulsion. The information shall be based upon any records that the district maintains in the ordinary course of business or receives from a law enforcement agency. The information provided shall cover the previous three school years. (EC 49079)

Open campus (BP5112.5)

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

Prospectus of School Curriculum

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

Questionnaires and surveys

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

Refusal to consent to physical examination (BP5141.3)

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

Religious observance (BP5113)

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

Required parental attendance (BP5144.1(b))

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

Rights related to Special Education (BP6164)

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

- a. *Physically or mentally handicapped minors* for whom an appropriate educational program is not available in this district or neighboring districts or special schools of the county may be placed in nonpublic schools at district expense. (EC 56031)
- b. *Special Education (IDEA)*. State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental right and procedural safeguards are available upon request.
- c. *Special Education; Child Find System*. Any parent suspecting that a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC 56300. (EC 56301)

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

Revision of Birth Records to Reflect Change of Gender - Nonbinary option

Senate Bill 179, commencing on September 1, 2018, would authorize a person to submit to the State Registrar an application to change gender on the birth certificate and an affidavit attesting, under penalty of perjury, that the request for a change of gender is to conform the person's legal gender to the person's gender identity and not for any fraudulent purpose. The bill would authorize the change of gender on a new birth certificate to be female, male, or nonbinary. Nonbinary is an umbrella term for people with gender identities that fall somewhere outside of the traditional conceptions of strictly either female or male. For information about how to change school records, please contact Anika Patterson, Educational Services (650) 940-4677.

School Accountability Report Card (AR0510)

The School Accountability Report Card is prepared each year assessing such matters as student achievement, estimated per student expenditures, class size, and availability of qualified instructional personnel. A copy of the School Accountability Report Card is available on the school and district web site at: www.mvla.net under District Information, Educational Services. You may also request a hard copy of the SARC by calling the principal's secretary of your student's high school. (EC 35256)

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

Section 504

The Mountain View Los Altos High School District is committed to full compliance with Section 504 of the Rehabilitation Act of 1973. As part of its implementation of this law, the district will provide reasonable accommodations for students with disabilities who have been assessed and found eligible for services so they can participate fully in educational programs. A student with a disability includes anyone who has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities. A list of parent and

student rights under Section 504 may be requested by contacting the Office of Educational Services at (650) 940-4655. For additional information and assessment to determine eligibility under this program, please contact the Counseling Department or an Assistant Principal at your high school.

Sex education (AR6142.1)

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

Social Media Guidelines

Instagram, Facebook, Twitter, Snapchat and other social media platforms are hugely popular and most high school students are active on some or all of them. MVLA encourages students to exercise good judgement and common sense when posting on social media.

Consider this: online activity may have an effect at school. In instances of cyber bullying or harassment, personal social media use, including off-hours use, may result in the school getting involved, including disciplinary action.

MVLA encourages students to utilize social media in a positive way. Here are some guidelines for what's not allowed, as well as some common sense advice on safe, responsible social media use.

The "Don't Do" List

- Threats: Threatening a person or group of people in any situation is very serious. Even posting or forwarding an anonymous, empty threat will raise red flags and authorities - both school and law enforcement - will investigate. If you see a threatening post, please get a screenshot and talk with a school administrator or teacher so we can act promptly for everyone's well being.
- Cyberbullying: Cyberbullying takes many forms and all of them can harm others. This includes sending offensive text messages or emails, posting rumors or slurs, circulating embarrassing photos of a classmate online, and more. What may be intended as a harmless joke to one can be hurtful to others.
- Hate speech: Do not post or forward ethnic slurs, defamatory comments, personal insults, or obscene content.

If you see or hear about online threats or bullying, please contact a teacher or an administrator so we can help.

Common Sense Advice

- Assume that everything you put on a social networking site is permanent. Even if you can delete your account, anyone on the internet can easily print photos/text or save images/videos to a computer. Make sure that each post is something you want to live with.
- Be respectful of others, even if you don't agree with them. Don't spread rumors, tell secrets or publish confidential information.
- Be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and topics that may be considered objectionable or inflammatory.
- Know who is in your social network. Be cautious about accepting any random "friends."
- Maintain the highest privacy settings, but don't always assume they'll work for you. If you don't want someone to be able to see something, don't post it at all. There's no such thing as true anonymity.
- Avoid posting offensive jokes, photos or material, negative messages and comments, and questionable or compromising photos of yourself OR others.

If you ever have concerns about posts or behaviors you see online, know that you can go to any school administrator or teacher for help.

State Funded Advanced Placement Examinations

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

Student photos

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

Student records (BP/AR5125)

The "Family Educational and Privacy Act of 1974" (PL93-380) requires that parents, legal guardians, and eligible 18-year-old students have the right to inspect and review any and all official records, files, and data directly related to the student. These include all material that is incorporated into each student's

cumulative record folder—specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement, attendance data, scores on standardized and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

- a. *Inspection of records.* Pupil records are available for review during regular school hours. Requests for access should be directed to the school principal and must be granted within five days following the date of the request. (EC 49069)
- b. *Maintenance of records.* A log shall be maintained for each pupil's record that lists all persons or organizations requesting or receiving information from said record. (EC 49065)
- c. *Written request for removal of records.* (AR512-5.3) Following inspection and review of a pupil's record, the parent may file a written request with the superintendent of the district to remove any information which the parent alleges to be inaccurate, misleading, or inappropriate. The superintendent or governing board may convene a hearing panel to analyze the parental request for the removal of pupil-related information provided. (EC 49070)
- d. *Release of records.* A school district may permit access to pupil records to any person for whom the parent of the pupil has executed written consent specifying the records to be released and identifying the party to whom the records may be released. The recipient must be notified that transmission of the information to others is prohibited. The consent notice shall be permanently kept with the pupil's file. (EC 49075)
- e. *Access without written consent.* School personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, and those who provide financial aid are entitled to access pupil records without parental consent. Access may also be obtained without parental consent pursuant to court order. (EC 49076-8)
- f. *Parent's statement regarding disciplinary action.* Whenever information concerning any disciplinary action is included in a pupil's record, the school district shall allow the pupil's parent to include a written statement or response concerning the disciplinary action. (EC 49072)
- g. *Charge for records.* The school district may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any pupil record. (EC 49065)
- h. *Pupil's progress.* Each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes

evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period. (EC 49067)

- i. *Grades.* The grade given to each pupil shall be the grade determined by the teacher and, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. (EC 49066)
- j. *Release of statistical data.* A school district may release statistical data when such action would be in the best educational interests of pupils and provided that no pupil may be identified. (EC 49074)
- k. *Directory information.* (BP/AR5125.1) Directory information includes one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities

and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. This information may be released according to local policy for any pupil or former pupil, provided that notice is given annually of the categories of information to be released and of the recipients. Directory information shall not be released regarding any student when a parent has notified the school district in writing that such information shall not be released. (EC 49073)

Sun Protective Clothing/Use of Sunscreen

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

FINANCIAL ASSISTANCE

Insurance

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

Bus Passes

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

Social Security Number

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

Food Service Meals

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

Free and Reduced-Price Meals

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

Applications

Students from families whose incomes are at or below the levels in the Income Eligibility Guidelines are eligible for meals free or at a reduced price for breakfast and lunch. **Applications and information for free and reduced-price meals are available through the school bookkeeper or online at on our website at:**

<http://www.schoolnutritionandfitness.com/index.php?sid=1908131605284815>.

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

Please answer all questions on the form. An application that does not contain complete information on household members and income cannot be processed. Call the Food Services Coordinator at (650) 940-4646 if you need help in completing the form.

- **Verification**

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

- **Reporting Changes**

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

- **Notification**

You will be notified by letter when your application for free or reduced-price meals is approved or denied. If you have any questions, you may call Debra Godfrey at (650) 940-4646. If you do not agree with the school's decision, you have the right to a fair hearing which can be arranged by calling Mike Mathiesen, Associate Superintendent of Business Services, at (650) 940-4667, or by writing him at 1299 Bryant Ave., Mountain View, CA, 94040.

Nondiscrimination

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

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

USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el departamento de Agricultura de los EE.UU. (USDA-siglas en inglés), prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. Para presentar una queja sobre discriminación, escriba o llame al (202)720-5964 (voz y TDD).

USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

IMMUNIZATION CLINIC SCHEDULE

Santa Clara County Health Department

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

Mayview Community Health Centers

Mayview Community Health Center at Mountain View

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

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

650.965.3323

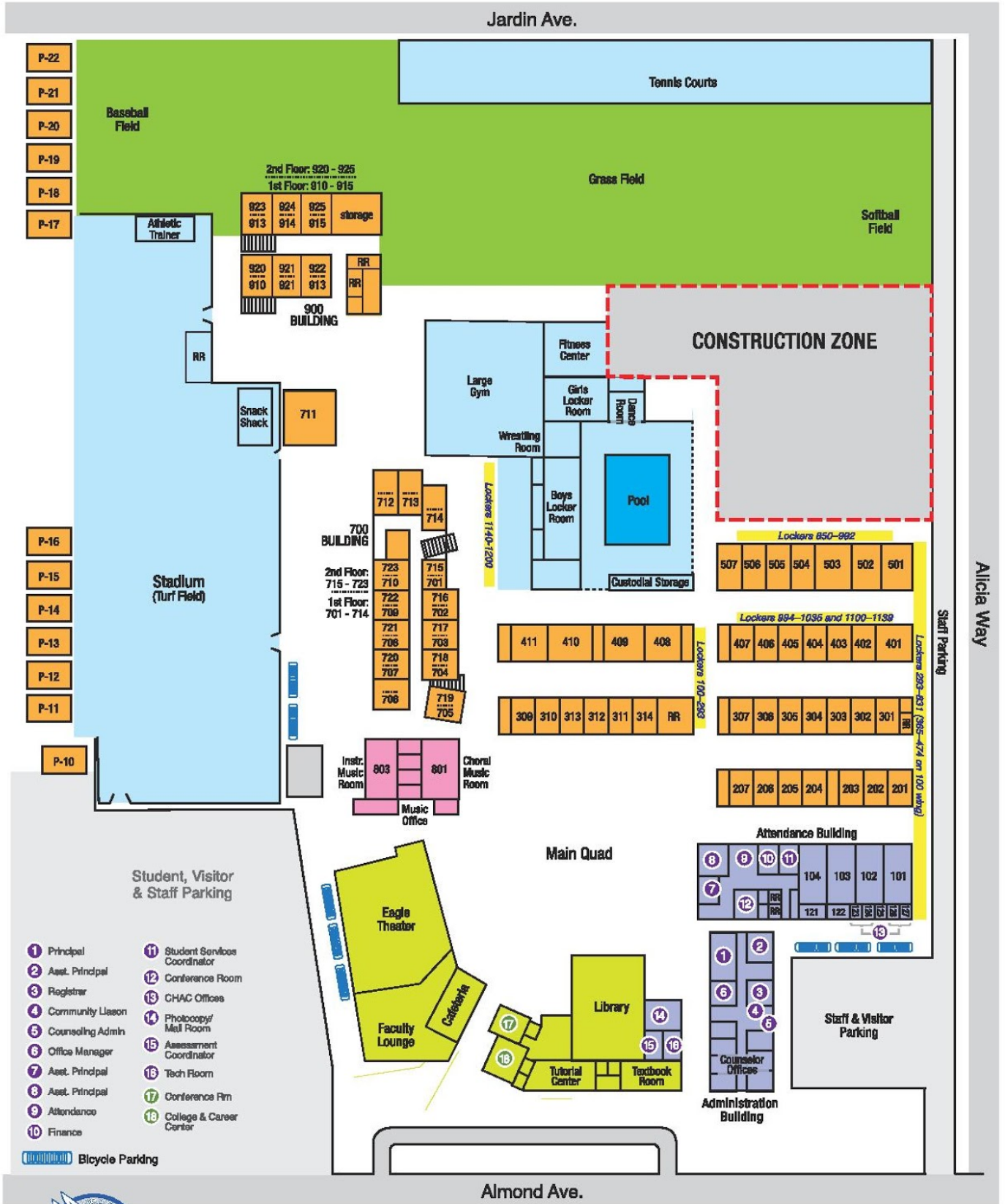
Mayview Community Health Center at Palo Alto

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

270 Grant Ave., Palo Alto, CA 94306

650.327.8717

CAMPUS MAP



LOS ALTOS HIGH SCHOOL

201 Almond Ave. Los Altos, CA 94022
 Tel: 650-960-8811 Fax: 650-948-8672