

## **MUSD Board Members**

Dr. Maribel Lopez, President  
John Lewandowski, Vice President  
Dan Post, Member  
Suzanne Hopkins, Member  
Tom Carlson, Member

## **District Administration**

Dr. Doug Wilson, Superintendent  
Dr. Carolyn Dumler, Assistant Superintendent  
Kristin Reidy, Assistant Superintendent  
Dan Contorno, Chief Financial Officer



## **MARANA UNIFIED SCHOOL DISTRICT**

### **VISION**

Inspiring students to learn today and lead tomorrow.

### **MISSION STATEMENT**

The Marana Unified School District, in collaboration with parents and community, will challenge all students to achieve academic and personal excellence in a rigorous, relevant and supportive learning environment.

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## **Mountain View High School Administration**



Todd Garelick, Principal

Delia McCraley, Associate Principal  
Robin Meece, Associate Principal  
Matthew Tidwell, Associate Principal  
Nathan Orelup, Athletic Director/ Dean of Students



### **VISION**

A Community of Empowered, Innovative and Engaged Citizens

### **MISSION STATEMENT**

The Mountain View High School community will create a rigorous, relevant and supportive educational experience that prepares all students for the challenges and opportunities of the post-secondary world.

### ***Home of the Mountain Lions!***

*Mountain View High School strives to treat all students on an equal basis and will not discriminate on the basis of race, color, religion, sex, disability, or national origin. We assure equal opportunity and due process to each student.*

**Mountain View High School  
3901 W. Linda Vista Blvd.  
Tucson, Arizona 85742**

**520-579-4400**

**OFFICE HOURS: Monday through Friday 7:30-3:45**

Front office:	579-4400	Attendance	579-4443 (9 <sup>th</sup> & 10 <sup>th</sup> grades)
Counseling:	579-4450		579-4405 (11 <sup>th</sup> & 12 <sup>th</sup> grades)
Registrar:	579-4435	Principal's Office:	579-4427
Records:	579-4435	Activities	579-4428
Bookstore:	579-4423	Athletics	579-4428
Special Ed:	579-4429	Associate Principal:	579-4411
Health Office:	579-4420	Discipline Office:	579-4411
Cafeteria:	579-4425	Transportation:	682-4766

**Important Dates**

August 5, 2019	First Day of School
August 14, 2019	Open House
August 30, 2019	Staff Professional Learning
September 2, 2019	Labor Day
October 10-11, 2019	End of 1 <sup>st</sup> Quarter (early release)
October 14-18, 2019	Fall Break
November 11, 2019	Veteran's Day Observed
November 28-29, 2019	Thanksgiving
December 19, 2019	End of 1 <sup>st</sup> Semester
December 23, 2019-January 3, 2020	Winter Break
January 6, 2020	School Resumes
January 17, 2020	Staff Professional Learning
January 20, 2020	Martin Luther King Jr. Day
February 20-21, 2020	Rodeo Days
March 12-13, 2020	End of 3 <sup>rd</sup> Quarter (early release)
March 16-20, 2020	Spring Break
May 20, 2020	Last Day of School

**MOUNTAIN VIEW FIGHT SONG**

We are the mighty Mountain Lions!  
Fearless and true we play the game.  
Roaring with power mighty are we.  
We'll march our pride on to victory!  
We are the mighty Mountain Lions!  
We'll never yield the whole year through.  
So let's give a cheer for all to hear.  
We're number one, we're Mountain View!

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# GENERAL SCHOOL POLICIES AND PROCEDURES

## BICYCLES

If you ride your bike to school, park it in the bicycle rack just north of the D-Wing. Please park properly and lock your bike. The school will not be responsible for the loss or damage to any bicycle.

## BROKEN OR LOST EQUIPMENT

Students are responsible to pay for any equipment, such as Chromebooks, or classroom materials that are broken, stolen or lost while checked out to or used by them. A reasonable payment schedule may be arranged through the library and Associate Principals' office. To limit charges from Chromebook damage, insurance may be purchased in the bookstore.

When you check out a book from the bookstore, it is important that you look your books over. If you feel that you are receiving a book that is not in good condition, please bring it to our attention. If we are able to replace it with a better book, we will; if not, we will document in your "student notes" the condition of the book at the time you received it. This may happen towards the end of registration time when we are running low on books.

## CELL PHONES AND OTHER COMMUNICATION DEVICES

During instructional time, where permitted, the use of personal technology or electronic communication devices is restricted to educationally appropriate purposes. If a student's use of any such device disrupts the student's learning or the educational environment, it may be confiscated. Mountain View High School is not responsible for any damage, theft and/or loss of these devices.

Please refer to the Electronics Agreement for an outline of disciplinary procedures concerning communication devices.

## DELIVERY OF NON-EMERGENCY ITEMS OR MESSAGES

The Administration respectfully discourages the delivery of gifts, balloons, flowers or messages to students during class time. Those items which would disrupt the educational process (bouquets of all balloons, flowers, cards etc.) will be kept in the front office until lunch time or after school hours. Balloons and flowers are not allowed on the school bus. The school will immediately deliver any emergency message. The school cannot ensure delivery and receipt of non-emergency messages.

## FIELD TRIPS

Students may have an opportunity to attend educational field trips. Attendance on the field trip is at the discretion of the sponsoring teacher. It is Mountain View's position that students engaged in activities or athletic trips are acting as ambassadors for the school district. As such, **all district and school rules and registration that apply to the normal school day are to be considered as a minimum standard for all trips off campus.** Students must receive parent permission prior to attending off campus field trips. For overnight field trips, both the student and the parent must sign an agreement/permission for student attendance and agree to the following statement:

*\* There is a risk of liability that parents assume when their students participate in off campus activities. Participation in extra-curricular activities is a privilege and students are expected to assume some responsibility in monitoring themselves. Parents should judge their own child's maturity and decision-making skills when assessing whether their student's participation in an off-campus function is appropriate.*

## FOOD OR BEVERAGES

Snack or beverage consumption during class time is at the teacher's discretion. Teachers may prohibit snack/drink if such consumption inhibits the student's ability to access the material.

Snack or beverage purchases are limited to passing periods or other non-instructional times of the day.

Any food or beverage deliveries must occur during lunch only.

Lunchtime is set aside in the schedule for the consumption of lunch meals. All lunch meals are prohibited during class time.

## IDENTIFICATION OF STUDENTS

During the school day, students are required to wear their student ID. Students should ensure their ID card is visible at all times.

Student ID cards will be administered during Mountain Lion Days. The cost is \$5. A student can obtain a replacement ID from the school Bookstore for a \$5.00 replacement fee.

## LOCKERS

### Hall Lockers

Students may request a locker for storage of personal belongings and school supplies. If a student requests a locker, they will be charged \$5 for usage spanning the current school year. This fee is non-refundable. This locker is for student use but may be opened at any time by school officials. Students are not allowed to share lockers and should not share their combinations with other students. Lockers should not be considered a safe place to store items of personal value. **The school will not be responsible for any lost, stolen or damaged items.**

### P.E. Lockers

Students enrolled in Physical Education will have a locker assigned to them. This locker also requires a school issued lock for a usage fee of \$5. School issued locks are the only locks to be used on P.E. lockers. If unauthorized personal padlocks are used, they will be cut off by school officials. Locker assignments, malfunctioning lockers, or other difficulties will be handled by the Physical Education Department.

## LOST AND FOUND

The lost and found is located in the Book Store and the Discipline secretary's office. If an item is found, please deliver it to one of these locations. Unclaimed items may be donated to charity at the end of each quarter.

## PASSES

Students **MUST** have a designated pass if they are out of class and out on campus for any reason.

### OFF-CAMPUS PASSES

Off-campus passes are a privilege we afford to our students who have met their academic and behavioral responsibilities. A special student I.D./Campus Pass is necessary to be off-campus at lunchtime.

#### Off-campus passes are available to students who have met specific criteria:

- A student must have eleven (11) credits: 4 elective and 7 in core curriculum classes (2 English, 2 Math, 2 Science and 1 Social Studies); or, a student who has met the expected academic progress as approved by their IEP team.

#### Administration will revoke off-campus passes for the following:

- Once a student receives 10 unexcused tardies, the student's off-campus pass will be revoked for a minimum of three weeks.
  - The off-campus will be reinstated for this infraction once the student demonstrates on-time arrival to all classes for a period of 3 weeks. Once a student has met this requirement, it is the student's responsibility to print a copy of their Synergy attendance report, have a parent or guardian sign it and return it to the discipline secretary's office, who will then confirm the accuracy and reinstate the off-campus pass.
  - If tardies continue during probationary period, additional consequences will be given per MVHS tardy policy and a parent may be requested.
  - If a student receives an additional 10 tardies, the off-campus pass will be revoked for the remainder of the year.
- A student leaving campus without an off-campus I.D. will be charged with leaving campus without permission. Manufacturing and/or possession of a fake off-campus I.D.s may result in disciplinary action.
- A student found giving his/her off-campus I.D. to another person will lose his/her off-campus I.D. and privileges.

**For juniors, and seniors carrying a full schedule, this I.D. is valid only with signed permission and confirmation by phone or in person with the student's parents or legal guardian.**

**The administration reserves the right to revoke off-campus passes.**

***Please note: Lost off-campus I.D.s may not be replaced.***

## PARKING REGULATIONS AND REGISTRATION

Parking permits are available to seniors, juniors, and zero hour students.

The Mountain View High School provides student parking for students in two areas: one on-site parking lot located in front of the West Gym and the other at Arthur Pack Regional Park, which is an agreement between MVHS and Pima County. In our agreement with Arthur Pack Regional Park, MVHS is responsible for all activities including driving violations and behavior that occurs in the parking lot. At any time, Pima County authorities have the right to revoke the use of the Arthur Pack Parking lot.

### Parking Regulations and Registration

Students driving vehicles to school are expected to abide by all state and county traffic laws. If a student proves to be irresponsible in controlling his/her vehicle, all on-campus driving and parking privileges may be revoked. Administration reserves the right to revoke permits at anytime. Parking is a privilege, not a right. The school reserves the right to open unlocked vehicles that do not have a permit to demonstrate ownership.

### Parking permits are available to seniors, juniors, and zero hour students.

A fee of \$20.00 will be charged for parking registration for all or any part of the school year. Students must choose **ONE**, and **ONLY ONE**, vehicle to place the permit on and drive on campus. **The parking permit MUST be affixed to the lower right corner of the vehicle's windshield.** If the student withdraws from Mountain View, their parking permit **MUST** be turned in prior to being cleared from the Bookstore.

### Parking Violations

- You must park on Mountain View property.
- Students may not park on the graveled areas near Linda Vista.
- Maximum speed limit for vehicles on campus and Arthur Pack is ten (10) miles per hour.
- Permits may be revoked without refund for: careless or reckless driving, failure to yield, double-parking, speeding, leaving campus without permission, taking underclassmen off campus, failure to attend classes, tardiness, and parking in undesignated areas.
- Vehicles making loud and unnecessary noises may be barred from Mountain View parking lots.
- Sale or transfer of a parking permit will result in the loss of parking privileges for both involved parties.
- **The parking lot is off limits to all students during school hours.** Loitering in the area, or sitting or congregating in cars is not permitted. Students needing to be in one of the parking lots during school hours must have approval from office staff.
- **Parking in faculty lot or other unauthorized area is prohibited. (i.e. "No Parking" zones, handicapped spaces, fire lanes, visitor spaces, walk ways, crosswalks, etc.).**

## TEXTBOOKS

Textbooks are assigned free of charge. The only time students will be financially responsible for a textbook is if the book is damaged/lost, or if it is returned after the book return due date. New textbooks are purchased and ordered to replace any unreturned/damaged books at full price.

Each textbook has two bar codes on it. The bar code is scanned and assigned to your student ID number. Writing your name in a textbook does not signify ownership. Returning a textbook that is not yours does not give you credit for that textbook; however, when a textbook is returned by someone else and it is in good condition the student assigned to that textbook will get credit for it. Textbooks that have been damaged or are missing bar codes will not be accepted at the end of the school year. **Students that do not return issued textbooks before the Inventory Date (at the end of the school year) will be charged full/new book price for their replacement. The inventory date is the Friday following the final week of school.**

## VISITATION

No person shall visit, audit a classroom or school, enter or remain on school premises without the approval of the principal or his/her authorized representative. Parents are requested to give 24-hour advance notice to teachers and/or make an advance appointment with the front office before visiting the classroom(s) and are required to sign in and out. Visitor passes for students are not issued at Mountain View

# CURRICULUM AND INSTRUCTION

## ALTERNATIVE READING OR WRITING ASSIGNMENTS

Students and/or parents who find required reading or writing material objectionable due to personal or religious beliefs may submit to the teacher a written request for an alternative assignment.

## ACCESSING STUDENT GRADES

Parents and students can track a student's class assignments and grades by using MUSD Connections Parent Portal. If you would like assistance accessing your child's MUSD Connections information please contact Lois Sims, Counseling Department Secretary.

## CREDIT RETRIEVAL

There are alternate ways to retrieve credit: on-line credit retrieval courses, or Pima Community College.

Note: All off-campus credits earned **MUST** be approved by a counselor **BEFORE** the classes are taken. It is the student's responsibility to make certain that our registrar's office receives official transcripts showing awarded course credit within time guidelines for graduation and as outlined in the "Submission of Credit for Graduation" policy in this section.

## FACTORED GRADES

Colleges and universities **often do not** recognize or use factored grades in admissions policies and scholarships. When requested, the universities receive Mountain View High School class rankings and student G.P.A. An explanation is also sent describing Mountain View's factoring system.

## GRADING SYSTEM

At Mountain View High School, we believe in grading practices that support the learning process, encourage student success, and accurately reflect student progress toward learning of the state standards. Students earn grades by demonstrating their learning of the content. Our beliefs about learning and grading practices are grounded in the following statements:

- All students can learn.
- Students learn in different ways.
- Assessment is a process for providing feedback that influences learning.
- Grades should accurately reflect learning and achievement.

Teachers will implement one of two scales: 0-4 point scale or 50-100 scale. Regardless of which system a teacher uses for their course gradebook, all grades viewed in Synergy will be converted into a percentage system. In alignment with our commitment to hope and optimism, all letter grades will be measured in equal increments. With respect to this, it is important to note that no student will ever receive a grade lower than 50% in Synergy. As with the 10 point measures that move students among the D, C, B and A letter grades, the letter grade of F will carry only a 10 point measure. The implementation of the 0-4 point scale, or 50-100 scale, will not change how honor roll, other weighted classes, or class rank are determined.

**4-Point Scale**

Level	Percentage Equivalent
4	100
3.75	95
3.50	92
3.25	89
3	86
2.75	83
2.50	80
2.25	77
2	74
1.75	71
1.50	68
1.25	64
1	60
0	0-59

**50-100 Scale**

Level	Percentage Equivalent
A	90-100
B	80-89
C	70-79
D	60-69
F	50-59
<i>An absence of learning evidence or students earning 0-49 will be reported at the baseline of 50.</i>	

### **The Course Pass/Fail Determination (Grades 9 - 12)**

Achievement of minimum performance standards shall be determined by the teacher based on the following non-prioritized items:

- Arizona College and Career Ready Standards.
- District Assessment results.
- Assessment of projects, presentations, essays, tests, and quizzes.

The data considered in the decision of whether a student passes or fails a course reflects the teacher's most objective assessment of the student's academic achievement. The final decision of whether a student passes or fails a course is based on these data.

Per Arizona Revised Statute §15-521, the final recommendation to fail a student in a course shall be made by the teacher.

Parents of secondary school students, or the student if emancipated, may appeal failing or passing semester course grades. Appeals of failing or passing semester course grades must be made within the semester immediately following the semester in which the failing or passing grade was earned, provided, however, that nothing in this Policy shall permit an appeal requesting that one passing grade be changed to another passing grade. All appeals of failing or passing grades will be submitted in writing to the Governing Board.

### **High School Grade Level Placement**

In order to be classified at the next higher grade within the high school, the student must earn the number of credits listed as specific credits in the required course of study. The District requires students to complete twenty-two (22) units of credit for graduation.

- **Freshman.** A student who has completed the eighth (8th) grade and has fewer than five (5) units of credit will be given *freshman* class standing.
- **Sophomore.** A student who has completed at least five (5), but fewer than eleven (11), units of credit by the opening day of school will be given *sophomore* standing.
- **Junior.** A student who has completed at least eleven (11), but fewer than sixteen (16), units of credit by the opening day of school will be given *junior* standing.
- **Senior.** A student who has completed at least sixteen (16) units of credit will be given *senior* standing.

In order to graduate from high school, each student must have earned all required credits.

### **Completion of Course**

The successful completion of a course will be determined by the teacher based on evidence of a student's mastery of the standards identified in curriculum materials as required for the course. This evidence will consist of data from teacher assessment of student performance, teacher prepared tests, curriculum guided assessments, and course exams prepared/selected.

### **Progress Assessment and Failure Notification**

Teachers will follow appropriate procedures for documentation to continually and carefully observe and assess a student's performance through the school year to determine if expected achievement levels are being met. Parents and legal guardians shall receive a progress report no less than twice per semester.

### **Credits**

Parents or legal guardians, and students are encouraged to verify that sufficient graduation credits are being earned. The school will attempt to notify parents or legal guardians, and students if sufficient credits for graduation have not been successfully completed.

### **Credit and Non-Credit Courses**

Courses taken for Credit/Non-credit (i.e. pass/fail) will not be averaged into the student's G.P.A.

### **Incomplete Courses**

Incomplete grades are not given as a final grade at Mountain View High School. Incomplete work must be completed within specified time limits. If the student does not complete the work within the specified time, the grade will be recorded as an F.

### **Non-Graded Courses**

Non-graded courses will not be used to figure a student's G.P.A. Teacher's Assistant may only be taken two semesters for credit. A second placement as a Teacher's Assistant requires the Principal's permission and credit will not be awarded.

## **HONOR ROLL POLICY**

The Principal's Honor Roll is based on each nine-week's grades. Students must have a 3.75 or better grade point average, with no grade lower than a C, and be enrolled in at least six classes. The Honor Roll is based on each nine-week's grades. Students must have a 3.0 or better grade point average with no failure and be enrolled in at least six classes. Honor roll will be awarded at the end of first quarter, first semester, and third quarter.



## **LATE ENROLLMENT**

Students who enroll in Mountain View High School after the 10<sup>th</sup> day of a semester may be placed in classes on an audit basis. (See the Attendance section for more information on Audit/No Credit). Students planning to enroll in Mountain View High School after the 20<sup>th</sup> school day of a semester should be aware that they may find it difficult to pass and are encouraged to have peer or professional tutoring.

## **REPEATING A CLASS**

Students will earn credit on a semester basis in all courses. Any student failing to pass a course may earn credit by repeating that course.

Students may repeat an academic course in which credit was received; however, the credit earned for successful repetition of the course will be elective credit only. A course may be repeated once and receive elective credit, except for those classes indicated in the course description handbook. Both grades will be recorded on the transcript as earned. (They will not be averaged together.) Factored classes may be repeated, but the factor will be averaged into the G.P.A. only for the first time the class was taken.

## **REPORT CARDS AND PROGRESS REPORTS**

Semester grades are based on the entire semester's work, and these are the grades posted on the permanent record card and transcript. Quarter report cards are reported at the close of each nine-week period. Progress reports are posted midway through the nine-week grading period.

## **SCHEDULE CHANGES**

Requests for schedule changes through the counseling office must be submitted within the first **TWO** weeks of each semester. Schedule changes may be granted for the following reasons:

1. A course was taken after registration, in summer school or off-campus – needs verification.
2. A course was failed after registration – needs verification.
3. An incorrect placement has occurred – needs teacher verification.
4. A computer error was made – verification through registration materials.
5. Student has not met pre-requisite for course – verified through course history.
6. A required course is missing from the schedule.

All other requests for schedule changes must be approved by administration. Students requesting to drop an Advanced Placement (AP) course should meet with both the teacher and their counselor for guidance on this change.

Schedule changes will not be made in order to request a specific teacher.

## **STUDENT RECORDS AND TRANSCRIPTS**

If a parent or student wishes to access student records or transcripts, please contact the MV registrar at 579-4435.

## **SUMMIT CLASS AND BASE CAMP**

### **Summit Class**

Students at Mountain View attend Summit class twice weekly. Summit is an integral part of Mountain View's instructional learning program. The purpose of Summit is multifold:

- Provide school-wide PBIS, administrative, or counseling lessons.
- Provide students time to study and complete schoolwork.
- Provide instructional support.
- Provide time for make-up test and work, and work completion.
- Provide time for school or grade-level assemblies.

### **Base Camp**

Base Camp is a school-wide intervention designed to provide students dedicated time to complete graded work. Base Camp meets Monday through Thursday, from 3:20 to 4:30 pm. Students may voluntarily attend, or be assigned to after-school Base Camp based on the following criteria:

- Students, who miss an in-class, graded assignment due to an excused absence, may choose to attend after-school Base Camp, or Thursday Summit Base Camp.

- Students who have missing graded assignments due to an unexcused absence or due to lack of completion during class will be assigned to after-school Base Camp to ensure completion

Recognizing that students have a variety of after-school commitments, students who attend Base Camp will complete a Base Camp referral form and select an attendance date that works with their schedule and meets the expected work-completion timeline.

Base Camp is not a tutoring program and students are expected to complete the entire assignment within the scheduled time. Students completing shorter assignments will be dismissed upon submittal. The MUSD activity bus is available to all Base Camp students and leave campus at 5:30pm

## **WITHHOLDING OF TRANSCRIPTS/DIPLOMAS**

Transcripts and/or diplomas will not be released if there are any outstanding charges owed to the school. Diplomas will be withheld pending community service for disruptive behavior during graduation ceremony.

# **ATTENDANCE and ENROLLMENT**

## **ATTENDANCE POLICY**

**High School attendance is ultimately the responsibility of the student and his/her parents.**

**Grades 9 & 10 phone: 579-4443**

**Grades 11 & 12 phone: 579-4405**

Student absences from school should occur only when necessary. Many classes use lectures, discussions, demonstrations, and participation, as part of daily learning and these activities cannot be made up by those who are absent. Students with good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, the following attendance policy will be used for high school students.

Arizona law requires that a parent or legal guardian must ensure that their minor child between the age of six (6) and sixteen (16) is in school for the full time school is in session, unless otherwise legally excused, pursuant to ARS 15-802 or 15-803.

## **EARLY DISMISSAL REQUEST**

The front office staff assists parents who need to pick up their student for an appointment or personal reason. In order to insure the student is ready for pick up, please call the MVHS front office an hour or more in advance. This will assist the staff in getting an office pass to the student and decrease wait time.

## **LEAVING CAMPUS**

Once a student has reported to school, he/she may not leave the school grounds without permission from the office. During the school day, if a student must leave, he/she must check out through the Front Office. A written (or verbal) message from a parent or guardian is required in all cases. Leaving campus without permission will result in disciplinary action.

Underclassman may not leave campus for lunchtime.

A student who leaves at lunchtime and who has afternoon classes and does not return will be considered truant. A parent or guardian must call to excuse the student **by the end of the day**.

Passes from the Health Office to leave campus will be given when parents have been contacted and permission has been received for the student to walk or drive home.

## **MAKE UP WORK POLICY**

After any excused absence **or absence due to a condition set forth in Paragraph A.I. (a), (b), (c) or (d) of the Comprehensive Student Discipline Policy**, a student shall be required to initiate contact with school instructors to obtain appropriate make-up work. The student may have as many days to make-up daily work missed as the number of days he or she was absent plus one. During school-imposed suspensions, the student must complete all assigned work by the completion of the suspension if the teacher has provided the work.

## PERSONAL INFORMATION CHANGES

Should a student's telephone number or place of residence change while attending Mountain View High School, the Registrar's office should be notified immediately.

## REGISTRATION

Students are expected to register for six (6) courses. Seniors who are on track for graduation may register for fewer than six (6) courses; remaining courses must be taken in succession and students must provide their own transportation if they arrive at school after district transportation or leave prior to the end of the school day.

All reduced schedules for seniors must be initiated through the counseling department and approved by parents and the principal. Parents of underclassmen may petition for a reduced schedule through the counseling department, to be approved by the principal. However, the family is responsible for transportation. In addition, students taking zero hour must provide their own transportation.

## SUBMISSION OF CREDIT FOR GRADUATION

To be eligible to participate in graduation ceremonies, all seniors must submit proof of completed credit(s) to the Registrar by noon the Friday before graduation. Any exceptions to this timeframe must be approved by administration.

## TARDY POLICY

The first few minutes of every class are key minutes in a student's learning. It is during this time that teachers identify the important learning for the day. Late arriving students miss this important part of the lesson, and hinder their ability to acquire the new learning. With respect to others, late arriving students interrupt the flow of instruction and disrupt the learning of their fellow students.

Families and students who drive to school should consider high traffic times and parking distances when planning for the commute and arrival time. Once on campus, students have ample time to travel between classes, and tardies during the school day should be rare. If a special circumstance arises such as an extended meeting with a counselor or the late finishing of a test that causes a student to arrive late to the following class, systems are in place to ensure that the student has a *Return to Class* pass that enables the student to arrive tardy without a consequence.

Students are considered tardy if they are not in the classroom when the tardy bells rings. Once students are in the classroom it is the teacher's discretion and classroom management plan that determines the expectation.

### Excused Tardies

If a student is late due to a late arriving bus, the student is excused from the tardy. A student may also have their first scheduled class, (0 or 1st hour period) tardy excused, up to 3 occurrences per 9 weeks, if the parent or guardian provides a written or verbal excuse to the school. Other excused tardies include a written excuse from the school office if the student was required to be in the office, or a written excuse from an administrator.

### Unexcused Tardies

If a student is late to class, and if the late arrival is not excusable according to the conditions listed under *Excused Tardies*, the student's tardiness will be addressed as described herein. **When a student is more than 10 minutes late, the tardy will be counted and recorded as an unexcused absence and the tardy consequence system will still be applied.**

If a student acquires 10 cumulative unexcused tardies in their first scheduled class of the day within any contiguous 9-week time period, the student will either: lose campus parking permit, or be assigned to daily lunch detention. This consequence will remain in effect until the student maintains 3 weeks of no tardies in their first schedule class of the day. Should a student fail to attend the assigned after school detention, additional consequences will be applied. After school consequences may be postponed only if the parent or guardian contacts the discipline secretary (579-4411) prior to the scheduled after school consequence date. If a student continues to arrive tardy, a parent conference will be held with the student, teacher, parent, counselor and/or administrator to seek remedies to the tardiness.

If a student acquires 10 cumulative unexcused tardies across the remainder of the student's schedule classes within any contiguous 9 week time period, the student will either: lose their off-campus lunch pass, or be assigned daily lunch detention. Should a student fail to attend the assigned detention, additional consequences will be applied. If a student continues to arrive tardy, a parent conference will be held with the student, teacher, parent, counselor and/or administrator to seek remedies to the tardiness.

## MVHS Unexcused Tardy Consequences

<b>Tardy Events (within 9 contiguous weeks)</b>	<b>Progression of Response</b>
1st - 4th Tardy	No response
5 <sup>th</sup> -8 <sup>th</sup> Tardy	Interventionist advises student of the tardy policy and consequences and sends tardy concern letter to family
10+ Tardies	Student receives consequences as described in Unexcused Tardy section. Consequences remain in effect until student maintains 3 weeks of no tardies.
Continued Tardiness	Parent Conference with student/counselor/teacher and/or administrator. Student will receive other district-aligned consequences for continued excessive tardies.*

\*Consequences for excessive tardies and trancies may include but are not limited to: additional ISS placement, assignment to an 'at risk' student support group, community service hours, restriction from school, and restriction and/or suspension from school.

## BEHAVIOR EXPECTATIONS

Mountain View High School is a *Positive Behavior Intervention Support* (PBIS) school. We believe that when we teach and coach our students in the behaviors that match our commitments to being *Respectful, Responsible, Safe, and Kind*, students will do “*Do the Right Thing*.” Students are trained in the expected school wide behaviors at the beginning of the year. Students receive additional supportive mini-lessons throughout the year and during weekly announcements or during Summit class. Students also receive specific training from their teachers on classroom specific expectations that align with our commitments

We believe that recognizing students for appropriate behavior affirms their actions and encourages students to continue the positive behavior. We encourage and acknowledge positive behaviors through both verbal and tangible forms of recognition. Giving *Lion Cards* is one way we recognize students who are demonstrating *Respectful, Responsible, Safe, and Kind* behaviors. If a student receives a *Lion Card*, he/she should write their name on the card and take it to the bookstore to pick an instant prize or to submit the *Lion Card* for a PBIS prize drawing.

The success of all students is important to us. To that end, we provide a variety of student interventions to support students. Interventions vary in type and intensity, and are provided dependent upon the student's needs. Specific interventions are based upon referrals from teachers, family or staff, and recommendations from the PBIS team. If, as a parent, you ever wish to decline your student's participation in these interventions, please contact the school.

### Communication of Concerns:

#### Teachers

We believe that proactive communication between family and school is invaluable to the success of students, and especially to the success of students who may struggle in school for any reason. Mountain View teachers reach out to families when they have concerns about a student's behaviors or academic progress. If a parent or guardian has a concern, they should contact the school using the following information as a guideline.

#### Parent or Guardian

If a parent or guardian has a concern about their student's academic or behavioral performance in one or two particular classes, the parent or guardian should contact the teacher directly. Contacting the teacher through email is oftentimes the best first contact. The times during which teachers can answer phone calls is limited and different in every teacher's schedule. If a parent or guardian prefers to speak with a teacher, emailing is still usually the best method of first contact. When emailing, include the time(s) of day that work best for a call.

#### Counselors

If a parent or guardian has concerns about their student's academic or behavioral performance in multiple classes or in the school environment in general, the parent or guardian should contact their student's alpha counselor. Similar to teachers, alpha counselors meet with students for large parts of the day and may be unable to answer the phone. Contacting the counselor through email is the best form of initial contact. If a return phone call is desired, included the time(s) of day that work best for a call.

Mountain View has a student referral process that both parents and staff may use to bring significant academic and/or behavioral concerns about a student to the PBIS team. After working with a student and his/her family on a student concern, a counselor may recommend that a referral form be completed. The form provides valuable and useful information that the team will use to select or create strategies to support the student. Additionally, a parent may independently decide that a referral should be made. The parent should contact the alpha counselor so that she may provide the family with the form.

## **SCHOOL DISCIPLINE OR CONSEQUENCES**

We believe that staff, students, and families create a working triad that supports student success. In conjunction with our school expectations and commitments, student discipline and consequences are addressed in a manner that aligns with District policy and that considers both the severity and frequency of student behavior errors. (The *Marana Comprehensive Student Discipline Policy* can be found on the *Mountain View High School* website.)

Occasional minor infractions from expected classroom and school wide behaviors are addressed with the student by the teacher or staff member in the classroom or in the setting of the occurrence. During initial occurrences of minor behavior errors, the teacher or staff member identifies the behavior error and explains the expected behavior to the student. During subsequent events, the teacher or staff member will offer and ask the student to suggest strategies or ideas that might best help the student discontinue the behavior error, and instead perform the expected appropriate behavior. If a teacher has reached this level of concern, the teacher will inform family. If a student repeatedly refrains from following rules or expected behaviors, the student may receive an Office Referral, and will then meet with a member of the administrative staff to discuss and problem solve resolutions to the problem behavior. Consequences may be assigned in accordance with District policy and parents or guardians will be contacted.

At times, a student may commit a behavior error that in severity is beyond the scope of a teacher or staff member's role to resolve. When this occurs, an Office Referral form will be written and an administrator will meet with the student to strategize resolutions to the problem and to apply consequences. Parents or guardians will be contacted.

## **APPEAL PROCEDURES**

Disciplinary consequences may be appealed. Please see the MUSD Comprehensive Student Discipline Policy for more information.

## **DUE PROCESS**

THE COMPREHENSIVE STUDENT DISCIPLINE POLICY explains DUE PROCESS. A copy of this policy is available for reference in the Associate Principal's Office, the Principal's Office, and the District Office.

## **INTERVENTIONAL ALTERNATIVES**

### **Rationale**

Discipline should be a guiding, rather than a punitive, device. It follows, then, that the best discipline is preventive in nature. To that end, students should learn to be effective decision makers and problem solvers. Therefore, school personnel should attempt to intercede with students before behavior seriously interrupts the educational process.

### **Problem Prevention Methods**

Through annually revised student handbooks, each student shall be informed of behavior expectations and the rights and responsibilities that he/she enjoys as a student of the particular Marana Public Schools attended; provided, however, that failure of a student to receive a handbook shall not excuse student conduct otherwise subject to discipline.

School activities or situations which can be judged to be conducive to breaches of discipline shall be minimized or eliminated as the circumstances warrant.

Consistent, fair, and effective discipline procedures should be applied and followed from classroom to classroom in the administration of student discipline.

All instructional, as well as administrative staff shall be aware of resource personnel who are available for assistance in the amelioration of discipline problems, and who are available within the School District or building itself.

- Counselors
- School Psychologists
- Health Services
- Alternative Classroom Teachers

Effective communication between student, teacher, parent, and/or administrator results in the prevention of many discipline problems. Such communications include the following:

- Student teacher conferences
  - Behavior Contracts
  - Bestowal or withdrawal of privileges
- Parent Teacher Conferences and/or Parent Teacher Contract
- Staffings between teacher, parent, and any other specialized professional individuals who may give input to behavioral problems of any student.

Students who are identified as being unresponsive to mainstream education experiences may be provided various degrees of specialized education, including:

- Independent projects
- Technological learning devices
- Student research or independent study based on individual interest/need
- Work/study experience
- Alternative educational environment

The following resources from outside the school system may, in situations deemed appropriate by the School District be used for prevention/intervention of discipline situations:

- Social agencies
- Mental health services
- Probation offices/juvenile court services
- Law enforcement agencies
- Child Protective Services

## **SEARCH AND SEIZURE**

Students, student lockers and/or property (including motor vehicles parked on or near school property) may be searched if there is reasonable belief that any matter or material, which is illegal or detrimental to the health, safety or welfare of the student or students, exists. See the Comprehensive Student Discipline Policy for further reference.

## **STUDENT DRESS CODE**

Mountain View High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is student focused and inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

**Basic Principle: Certain body parts must be covered for all students at all times.**

### **Students Must Wear:**

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.
- *\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

### **Students May Wear:**

- Hats that allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps or halter-tops.
- Off the shoulder shirts with sleeves.
- Athletic attire.

**Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

**Dress Code Enforcement:**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements above to all students. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day

If a student exhibits continued defiance and non-compliance the Dress Code Standards, this could result in escalating Disciplinary Consequences including Referrals and Restriction from school.

## STUDENT SERVICES

**COUNSELING DEPARTMENT**

**Counseling Department: 579-4450**

<u>By Alpha (last name)</u>	<u>Counselor</u>
A-B	Heather Anderson
C-Gos	Britnee Kati
Got-Ma	Sarah Wampler
Mc-Ros	Barbee Crawford
Rot-Z	Nicole Ruboyianes

Lois Sims, Secretary  
Lori Wray, College and Career Center  
Bruce Hesse, Counselor, Interventionist, Post-Suspension Support

School counselors work with students on academic, personal/social, and career development needs in classrooms, small groups, and individual settings.

Ongoing counseling activities throughout the school year include but are not limited to:

- Student class schedule development, graduation information, and transfer credit information
- 504 conferences
- Student/parent/teacher conferences
- Personal contact with students
- Classroom guidance activities
- Intervention/referral to appropriate services
- College planning (scholarships, financial aid, applications, etc)
- Career exploration/development

# EXTRACURRICULAR ACTIVITIES and ATHLETICS

For information on clubs and athletics at Mountain View High School, please see or contact Activities Secretary.

## BELL SCHEDULE

### Monday –Tuesday - Schedule

	<b>Start Time</b>	<b>End Time</b>
Zero	7:15 AM	8:12 AM
First	8:20 AM	9:17 AM
Second	9:23 AM	10:25 AM
Third	10:31 AM	11:28 AM
Fourth	11:34 AM	12:31 PM
Lunch	12:31 PM	1:10 PM
Fifth	1:10 PM	2:07 PM
Sixth	2:13 PM	3:10 PM

### Wednesday - Thursday - Schedule

	<b>Start Time</b>	<b>End Time</b>
Zero	7:15 AM	8:05 AM
First	8:20 AM	9:10 AM
Second	9:16 AM	10:06 AM
Summit	10:12 AM	10:54 AM
Third	11:00 AM	11:50 AM
Fourth	11:56 AM	12:46 PM
Lunch	12:46 PM	1:24 PM
Fifth	1:24 PM	2:14 PM
Sixth	2:20 PM	3:10 PM

### Friday Schedule

	<b>Start Time</b>	<b>End Time</b>
Zero	7:15 AM	8:00 AM
First	8:20 AM	9:05 AM
Second	9:11 AM	10:01 AM
Third	10:07 AM	10:52 AM
Fourth	10:58 AM	11:43 AM
Lunch	11:43 AM	12:19 PM
Fifth	12:19 PM	1:04 PM
Sixth	1:10 PM	1:55 PM



## MVHS EXPECTATION MATRIX

	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>	<b>Kind</b>
<b>Instructional Setting</b>	Enter quietly Listen when others talk Be engaged in your own learning	Be on time and prepared Complete and turn in assignments Follow dress code Use technology as instructed	Sit properly in chairs Keep hands and feet to self Use materials and equipment as directed	Encourage all Use kind words Have an open mind Contribute to a positive learning environment
<b>Restrooms/ Locker Rooms</b>	Wait your turn Honor school property Use appropriate language and volume	Keep restroom clean Return to class in a timely manner Conserve resources	Wash hands Report unsafe behavior to office or hotline voicemail	Give others privacy Be considerate Protect the property of others
<b>Cafeteria/ Eating Areas</b>	Use appropriate language and volume Wait patiently for service	Have ID & money ready Eat in appropriate areas Clean up after yourself	Wash your hands Walk	Include others Say please and thank you
<b>On Campus Walkways/ Common Areas</b>	Use appropriate language and volume Protect the property of others	Return to class promptly Keep areas clean	Stay in supervised areas Report safety concerns Walk	Be considerate, polite & patient Be friendly and open doors for others
<b>Athletics Areas</b>	Demonstrate good sportsmanship Exhibit school pride Welcome competitors and fans	Follow dress code Follow venue rules Plan ahead for transportation home	Stay in designated areas Secure belongings Report any concerns to staff	Cheer positively Be courteous to participants, officials, staff and fans
<b>Parking Lot</b>	Wait patiently Protect the property of others	Park in designated areas Display parking permit Report concerns to staff	Use crosswalks Obey traffic laws Use seatbelts Watch for pedestrians	Be polite to other drivers and pedestrians Merge one at a time
<b>Technology</b>	Use equipment/ technology with permission and as instructed Phones silenced and put away	Come to class with a charged CB Stay on appropriate sites Leave equipment the way you found it	Post and share appropriately according to school and district guidelines Report inappropriate content	Polite and friendly communication
<b>Visitors (Admin Building/ Offices)</b>	Wait patiently Use appropriate language and volume	Sign in with staff Wear visitor pass at all times	Have identification with you Report all concerns to staff Park in visitor parking	Be considerate and polite to others
<b>Auditorium and Theater</b>	Applaud politely Take conversations outside Put phones away/ on silent	Keep food outside Plan ahead for transportation home	Stay in designated areas Secure your belongings Report concerns to staff	Be courteous to performers and guests