

MORENO VALLEY HIGH SCHOOL

23300 COTTONWOOD AVENUE
MORENO VALLEY, CALIFORNIA 92553
(951)571-4820

BOARD OF EDUCATION

found in word

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Robert Ramey - Assistant Principal
Ray Burns - Dean of Students
Latoysa Brown - Dean of Students

EXTENSION

33001
33006
33007
33008
33022

GUIDANCE COUNSELORS

COUNSELOR	EXTENSION
Michelle Gomez	33034
Kathleen Millholland	33036
David Olson	33035
Philip Peeples	33037
Guadalupe Romero	33030
Kim Scott	33033

Accredited by:

**WESTERN ASSOCIATION OF
SCHOOLS AND COLLEGES**

The Moreno Valley Unified School District is committed to the protection of employees and students from violation of human rights and discrimination. Alleged charges relative to school sites pertaining to students shall be directed to the site principals and alleged charges relative to any employee of the District may be directed to the Assistant Superintendent/Human Resources for investigation as the initial step in the complaint procedure.

HELPFUL STUDENT INFORMATION

"HOW TO" QUICK GUIDE

<u>PROBLEM</u>	<u>WHERE TO GO</u>
Reporting a theft	Administrator
Permission to leave campus	Administrator
No locker	Attendance
Broken locker	Attendance
Medical appointment	Attendance
Get homework assignment	Attendance
Buy ASB card	Bookkeeper
Buy game tickets	Bookkeeper
Replace lost I D Card	Bookkeeper
Sign up for athletic team	Coach
Change a class	Counselor
Make program adjustments	Counselor
Requesting Intra-district Transfer	Facilities
Counselor appointments	Counseling Office
Illness	Health Office
Found something	Library
Reporting accidents or injuries	Nurse/Admin.
Leaving a class	Teacher
Work Experience credit	Work Experience
Get a work permit	Work Experience

SCHOOL RECORDS

The State and Federal Governments have passed legislation giving the parents of a minor student the right to see their child's school file. This means parents can view their student's standardized tests, psychological evaluations (if any), disciplinary file, or any other items that are a permanent part of a student record. An appointment must be scheduled, and a written request provided to the school administration in order to review the student records. At the same time, those laws limit the right of others to get information from your son's or daughter's school records.

NEW STUDENT ENROLLMENT

New students may enroll during the summer at the Alessandro Administration Center, located at 23301 Dracaea Ave., between Frederick and Graham Streets. They are open between 8:00 a.m. and 3:45 p.m., Monday through Friday, for registration purposes. New students are required to bring copies of their school transcripts, proof of address, and their immunization records. A registration packet is completed by the parent, and reviewed and stamped by the Registration Center. Then a school is assigned to the student.

Upon completion at the Registration Center, the packet is taken to the assigned school to the Registrar in the Guidance/Student Services Office. When school staff returns in mid-August, an appointment will be made for students to meet their counselor to enroll in classes.

SCHOOL PICTURES

Pictures are taken at Registration, or upon enrollment. These photographs are used for the ID Cards at no charge to the student, for class pictures in the yearbook, and for the individual packet orders at the student's option.

Packets, ranging in price, are available for order. **Students wishing a packet of photographs must pay the photographer at the time the pictures are taken, during Registration.** Information is included in the Registration Packet. For your convenience, money

envelopes are attached to the advertising brochure. Money shall be refunded if the pictures are not satisfactory.

Each student must be photographed for the ID Card, and this will occur before the class schedules will be issued. Students cannot get their class schedule until the photograph is taken.

SENIOR PORTRAITS

The official school photographer will take the senior picture for the yearbook. The photographer will mail individual letters to seniors that will include the appointment date and prices for personal photo packets. No other photographs may be used in the school yearbook.

STUDENT VEHICLES

Parking on school grounds is a privilege as described in Board Policy No. 3671. In order to retain your parking privilege, you MUST:

1. Obtain a MVHS Parking Permit and decal. To receive a parking permit and decal, you must present your registration card, proof of insurance, and your valid driver's license. The permit and decal can be purchased the first two weeks of school at the Attendance window. After that, it must be purchased through the Bookkeeper.
2. Display your parking permit in your rear window or on your rear bumper.
3. Park your car in the marked parking area in the student parking lot.
4. Obey all traffic and safety laws while driving on campus.
5. Violation of these rules may result in parking permit being revoked.

NOTICE: Use of school premises for vehicle parking implies consent for vehicle search in accordance with Board Policy No. 3671.

PARKING LOT: Students are not to be in the parking lot during the school day. The only exceptions are coming to and going from school, or when the student has a valid permit to leave campus. Failure to follow these rules will result in loss of parking privilege on campus.

BICYCLES, SKATES, SCOOTERS, AND SKATEBOARDS

Bicycles must not be ridden on campus, and should be secured in the bicycle racks by padlock. If a student rides a skateboard, scooters or skates to school, it will be the student's responsibility to secure these items during the day as there is no facility on campus to store skates, scooters or skateboards. Skates, scooters or skateboards will be confiscated if used on campus, or carried around the campus.

PERSONAL PROPERTY

Students are responsible for their personal property. Even though a teacher or staff member may permit a student to leave personal property temporarily at school, MVHS or the School District does not assume liability for the loss or damage of personal property brought on campus. This includes motor vehicles, bicycles, computers, backpacks, any property stored in lockers, etc. Recovery for damages can be claimed only in the event of negligence on the part of the District.

LOCKERS

Lockers are the property of Moreno Valley High School, and are subject to inspection by authorized school personnel. If you have

difficulty with your lock, see a custodian or report to the Attendance Office.

Each student and parent must sign a Locker Contract, contained in the Registration Packet. If the student violates any part of the contract, locker privileges will be revoked. Contents of the locker are to be taken home **for the weekend and holidays to prevent theft.** To be assigned a locker, the contract must be returned to the Attendance Office. **DO NOT GIVE YOUR COMBINATION TO OTHERS. DO NOT SHARE YOUR LOCKER. STUDENTS ARE RESPONSIBLE FOR THE CONTENT OF THEIR OWN LOCKER. WATER DAMAGE IS NOT THE SCHOOL'S RESPONSIBILITY.**

TITLE IX: NONDISCRIMINATION

The schools of the Moreno Valley Unified School District observe the provision of Federal Title IX regulations. This means that no student would be denied entry into any class because that course is restricted to only girls or boys.

The District also does not discriminate in employment on the basis of sex, religion, sexual orientation, national origin, race or ethnic background, or handicap.

LIBRARY

The Library is located in the West Quad. It contains thousands of books, computers, audio-visual equipment, and videos for use and for research. The Library is open for students and staff before and after school, lunch, and during class time. Textbooks are checked out from the Library at the beginning of each semester. Additional services provided by the Library are receiving items for the "Lost and Found". Students wishing to check out textbooks or library books must show an ID Card.

The Library anticipates receiving funding for purchases from a renewable State grant. Staff, students, and parents are welcome to offer requests for books that they would like to be purchased. Any ideas or suggestions are welcome.

LOST AND FOUND

Students that have lost or found articles can check the Lost and Found located in the Library. A description of the item must be provided to claim a lost item. Large amounts of clothing and other articles are accumulated in the Lost and Found. Unclaimed articles are sent to charitable organizations monthly.

To prevent loss:

1. Mark each item of clothing with indelible ink or by sewing on name tapes.
2. Purses, watches, pencils, pens and glasses should have a name on them.
3. Do not bring valuables such as jewelry to school.

DELIVERIES

Only emergency messages are delivered to the classroom. Food items, birthday celebration items, money, etc., cause a disturbance to the class educational process, and are not allowed.

FIRE AND DISASTER DRILL

Procedures have been established to evacuate the buildings in case of fire or other emergency. A chart of procedures is posted in each classroom, and teachers will inform students of the proper procedure for each emergency. Cooperation in treating these drills seriously could save lives.

FOOD SERVICE REGULATIONS

Food Service provides breakfast and lunch at a minimal price.

Students who prefer may bring a sack lunch, or snack bar items are available at minimal cost. Please observe the following rules:

1. Food items purchased off campus may not be taken into the classroom.
2. Breakfast and lunch, or snack bar items may be consumed in the Multipurpose Room or other designated areas.
3. Keeping the campus clean is the responsibility of the students using it. Disposable dishes, trays, milk cartons and other combustible items must be placed in the receptacles provided.
4. Campus Supervisors are assigned to the Food Service Area to monitor student flow. Please cooperate with them. Seniors must have special parental written permission to leave campus for lunch. The parent/guardian must come to the Student/Guidance Office to complete and sign the form. If the parent/guardian is unable to do so, the form will have to be notarized with the parent/guardian signature.

TELEPHONES

Pay phones are located near the Administration Office. Students may use these phones before, after school; and during lunch. Students should call collect if they do not have the proper change. Office phones may not be used, unless there is an emergency.

CHANGE OF ADDRESS

You must verify your change of address with the Registration Center located at 23301 Dracaea Avenue. Proof of address is required. Contact the attendance office for any phone number changes. Be sure to complete/update emergency cards of any changes.

WITHDRAWALS

If a student is transferring to another school or leaving our attendance area, the parent/guardian should notify the Attendance Office prior to his/her last day in attendance. Under no circumstances should a student transfer or withdraw without following this procedure. Any outstanding fees must be paid, and all textbooks returned during the withdrawal process. See attendance clerk to withdraw.

GUESTS ON CAMPUS

"Guests" or Visitors can be defined as anyone who is not a student or employee of MVHS or MVUSD. Guests need to sign in with the date, time, name, and their reason for being on campus at the front desk of the Administration Building immediately when entering the campus. At this time, they will receive a visitor pass.

Friends or relatives from out of town are not allowed to visit the campus or classrooms. Students may not bring small children on campus unless part of a classroom activity, prearranged and cleared by the teacher. District liability regulations strictly forbid this practice.

The Principal shall provide written authorization to Campus Supervisors, who may request loiterers to leave school premises. (Penal Code 653)

If it reasonably appears to the Principal/Designee that a visitor is interfering with the peaceful conduct of school activities, or intends to do so, he may be asked to leave, and not return for seven days. The visitor must comply promptly. (Penal Code 626.6)

A visitor failing to register immediately upon campus entry, disrupting campus or extracurricular activities, failing to leave school grounds upon request of the Principal/Designee or

Campus Supervisors, or returning after being requested to leave has committed an unlawful act and may be prosecuted according to law.

Any person complying with the request of the Principal/Designee may appeal to the Superintendent/Designee in writing. The written request for a hearing must have a return address, must be made within fourteen days of the incident, and must state why the request to depart was improper. Upon receipt, the Superintendent/Designee will mail a notice of the hearing with time, place and date of the hearing to the requester. The hearing will be within seven days after receipt of the request.

The Superintendent/Designee decision may be appealed to the Board of Education. The Board shall consider and decide the appeal at its earliest meeting. The Board's decision shall be final.

Any person in possession of an unauthorized weapon or dangerous instrument/device on school premises, within 1,000 feet (designated as a school zone or gun-free zone) of a school, or at any other place in connection with school activities, shall be immediately reported to Police. Any school employee observing or suspecting possession of a weapon or dangerous instrument/device can make the report. The employee will immediately inform the Principal/Designee who will ensure that law enforcement has been notified.

Adequate signs providing public notice of this regulation shall be posted at every entrance to all school and District locations. AR 1250(a)

STUDENT ACTIVITIES

STUDENT GOVERNMENT

Your Associated Student Body Officers welcome you to Moreno Valley High School. Their goal is to make school more enjoyable for you, but they need your help and support. Let them know the activities you like, and be sure to purchase an ASB Card. You will save money on yearbooks, events, etc., and at the same time, help pay for the activities you desire.

2006-2007

ASSOCIATED STUDENT BODY OFFICERS

President - Chelsea Fuller
Vice-President - Jasmine Paule
Treasurer - Sierra Barner
Secretary - Amanda Baxendale

SCHOOL COLORS AND MASCOT

Moreno Valley High School is the home of the VIKINGS. Blue and Gold are our school colors. Spirit Day is Friday of each week when school colors may be worn to illustrate pride in our school. Show your VIKING PRIDE! The Rock, located in the Main Quad, is a symbol of our school pride, and is used as a school message center by school organizations and activities. Approval by ASB and School Administration is needed for such a message. See the Activities Office for an Activity Request Form.

ASB CARD

The Moreno Valley High School ASB Card is a tremendous value. This card includes reduced admission to all home athletic events (except CIF Playoffs), and entitles the holder to reduced prices at all away athletic events. A fully participating student will save over three times the cost of the card. Get yours early! **All athletes are**

expected to purchase an ASB Card. This pays for officials. ASB Cards may be purchased in room L-2 throughout the year. ASB Cards are also available at registration. Students are required to have an ASB card in order to receive a letter for athletics & activities.

FIELD TRIPS

Field trips are available to students at Moreno Valley High School. These include walking trips and trips in District vehicles, as well as by bus. All trips require the written permission of a parent/guardian. The teacher will distribute forms. The student must also inform each of his/her teachers prior to participation, and accept the natural consequence of his/her choice to participate.

DANCE REGULATIONS

1. Dance sponsors (club or organization) must fill out an Activities Request Form, and submit it to the Activities Office two weeks before the event. A tentative date will be given subject to administrative approval.
2. Student Dress Code applies to dances.
3. Dances are open to MVHS students and other students with an ID Card, an approved Field Trip/Excursion Waiver Form from MVHS, and administrative approval from their high school to attend.
4. Student conduct will be in accordance with the established school policies. Once a student enters the dance, he/she may not leave. If a student leaves the dance, they may not return.
5. Dancing that is explicitly sexually suggestive is not allowed.
6. Doors close at 9:30 p.m. for all dances held on the Moreno Valley Campus. All on-campus dances end by 10:00 p.m. Any violation of the rules will result in removal from the dance, and other consequences outlined in the Sequential Discipline Plan.

MVUSD FUND RAISING POLICY

ADVERTISING AND PROMOTION (BP 1325)

The Board of Education does not advocate using pupils to distribute materials or for soliciting funds that are not from school, or on-campus sales campaigns to finance extracurricular activities. It is, therefore, the policy of the Board to keep such activities to a minimum. At the high school level, "minimum" shall refer to the number of such activities per student organization.

Pupils may engage in raising funds under school control, and with administrative approval.

The Superintendent/Designee shall, upon request, present a yearly general report for fund-raising activities within the District to the Board of Education.

"Soliciting Funds From and By Students (BP 1324):

All school personnel shall seek to educate pupils in the services performed by humanitarian nonprofit agencies.

No fund-raising drives are to be conducted by non-school agencies or for non-school activities among the school children. Individual pupils and their parents may wish to participate with such agencies in their support of social value and community project.

Examples of humanitarian non-profit agencies include YMCA, YWCA, UNESCO, March of Dimes, etc. Humanitarian nonprofit agencies do not include churches or church affiliated organizations, which would not be allowed to disseminate information or solicit funds from or by students.

The list of humanitarian agencies and the appropriateness of the past year's activities shall be reviewed yearly by the School District.

Clubs/Groups may engage in raising funds to finance approved extracurricular activities subject to the approval of ASB and Administrative Cabinet. The policy of the Governing Board shall be to limit such fund-raising activities to a minimum.

Students may not sell food on campus for personal profit."

COLLECTIONS

Any checks presented to the school for fund raising or other events that are returned for insufficient funds and not cleared up will be turned over to a collection agency.

MVUSD Extracurricular and Cocurricular Activities

The Governing Board recognizes that extracurricular and cocurricular activities enrich the education and social development and experiences of students. The District shall encourage and support student participation in extracurricular activities without compromising the integrity and purpose of the educational program.

A student must maintain "Satisfactory Eligibility Status" as a condition of participation in extracurricular activities.

DEFINITION OF EXTRACURRICULAR ACTIVITY

1. Extracurricular activities are not part of the regular school curriculum, are not graded, do not earn credits, generally take place out of classroom time, and often involve performance before an audience or spectators.
2. At grades 9-12, extracurricular activities may include, but are not limited to, athletic teams, drill and flag teams, pep squads, student government, musical performance groups, dramatics, forensics, special interest clubs, service clubs, etc.
3. Some extracurricular activities may be connected with curriculum experiences in a regular classroom situation. When this is the case, care must be taken to differentiate participation for a student not maintaining satisfactory eligibility status. The student may continue as part of the class, and earn the grade and credits even though ineligible to participate in out-of-classroom activity, performance, or competition. Students will not be penalized or have a course grade lowered because of their unsatisfactory eligibility status.
4. This policy does not apply to promotion or commencement exercises.

EXTRACURRICULAR ACTIVITIES/GRADE 9-12

1. Definition of Satisfactory Eligibility Status

A student must meet all the following standards to attain the designation of "Satisfactory Eligibility Status".

- A. Maintain a 2.0 grade average during the previous quarter. (A=4 points, B=3 points, C=2 points, D=1 point, and F=0 points).
- B. Give students and parents adequate information concerning the requirements and implications of the policy for extracurricular participation by students.
- C. Any suspension will result in exclusion from participation for the period of suspension. Successful implementation of this policy requires the awareness and commitment of all members of the school community.
- D. To receive an award/certificate/letter, student must purchase an ASB card.

2. District Responsibilities

The implementation of the policy on extracurricular participa-

tion is another expression of the District's commitment to improve the instructional program. The District will:

- A. Reaffirm its commitment to the goal of improving student achievement.
 - B. Students and parents will be given adequate information concerning the requirements and implications of the policy for extracurricular participation by students.
 - C. Provide appropriate in-service training for school staff to facilitate the effective and equitable implementation of the policy.
 - D. Develop, for distribution by each school, a statement regarding school and parent responsibilities and suggestions for how the school staff and parents, working together, may contribute to the improvement of the instructional program.
 - E. Reinforce the consistent and uniform application of District grading practices.
 - F. Reinforce existing policies requiring regularly assigned student homework.
 - G. Emphasize the importance of a systematic approach in reducing student absenteeism in all schools.
 - H. Continue to develop programs to provide recognition and other positive incentives and rewards for student academic achievement and good attendance.
 - I. Monitor the implementation of the new extracurricular participation policy and evaluate the results on a District-wide basis.
- #### **3. School Responsibilities**
- All members of the staff in each school will cooperate in helping students to succeed in meeting the requirements of this policy. School staffs will:
- A. Provide for effective oral and written communication with all students and parents regarding the provisions and implications of the policy.
 - B. Review, reinforce, and implement policies relating to written description of goals and subject content of courses, appropriate lesson planning and support for the instructional program, consistent and uniform grading practices, and systematic homework assignments.
 - C. Implement a process, including in-service training, which facilitates parent, teacher, and student communications regarding individual student performance and achievement.
 - D. Make available to students and parents materials which will help with interpreting the standards used for assigning grades in classes. Provide notification to parent/guardian when a student shows signs of significant decline in effort or achievement and encourage follow up and involvement of parent/guardian. (See Board Policy 5124, "Reporting to Parents.") Review existing programs that might allow us to provide, within available resources, the necessary assistance to students in improving achievement and effort.
 - G. Facilitate the articulation of student's academic achievement, attendance and citizenship (eligibility), and the transfer of student records between schools and school levels.
 - H. Staff assigned to supervise, instruct or provide leadership in a given extracurricular activity shall review the quarter progress reports of participating students to ensure that those students are maintaining their "Satisfactory Eligibility Status". Staff assigned to the activities shall

inform participating students of their eligibility, and assist students to maintain eligibility by reviewing eligibility status. All teachers assigned to extracurricular activities are responsible for reviewing the eligibility status of students prior to their participation in any extracurricular activities.

4. Parent Responsibilities

In assuming their responsibilities for helping their students to succeed in meeting the requirements of this policy, parents/guardians will:

- A. Discuss with their students the requirement and implications of this policy, and reinforce realistic expectations of student effort and achievement.
- B. Maintain regular communication with the school concerning the progress of their students, including the review, signing, and return of progress reports and report cards and participation in follow-up conferences as necessary and desirable.
- C. Assure that their students complete assigned homework and that provision is made for a quiet, well lighted place to work as free from distraction as possible.
- D. Support the student's effort in school through their own participation in appropriate parent-related school activities and volunteer assistance.

5. Student Responsibilities

Students will have a primary responsibility for their own degree of success in achievement and adjustment in school. In extracurricular activities, students will:

- A. Know what the policy requires of them and where they stand at all times in terms of their own eligibility.
- B. Attend class on a regular and punctual basis except when too ill to come to school, and make up all assignments which may be missed due to necessary absence.
- C. Understand the subject content, specific course requirements, and the criteria for grading practices in each class.
- D. Be aware of the school's homework requirements and complete all homework assignments.
- E. Take home for review by their parent/guardian all progress reports, report cards, and other communications from the school, and return promptly to the school any form requiring parental/guardian signature.
- F. Discuss regularly with their parents/guardians the progress which they are making in school, and their eligibility status in terms of extracurricular participation.
- G. Schedule their time in such a way as to keep up with their class work and still be able to participate in extracurricular activities.
- H. Request assistance from the classroom teacher when they do not understand an assignment or material which has been presented.
- I. Take advantage of other assistance which the school may suggest.

6. General Guidelines

- A. If a student's grade point average falls below 2.0, the student will be ineligible the following quarter.
- B. Schools will provide grades of students at the end of each quarter. In addition, all schools will complete progress reports mid-way during each quarter on each student whose satisfactory eligibility status is in question to enable parents/guardians and students to attend to the possible change in status.

- C. Students in grades 4 through 12 who receive a failing grade in any subject on a progress report, or when the work is below average, will be placed on probation from mid-quarter to quarter, but may continue to participate during the remainder of the present quarter.
- D. Eligibility status is determined on a quarterly basis. A student's status at the conclusion of the fourth quarter/summer school (high school only) may predetermine the student's status for the first quarter of the next school year. A student may make up a fourth quarter grade deficiency by attending an accredited summer school and meeting the eligibility standards. However, course offerings are limited and space available is on a first-come, first served basis. Grades earned during summer school will be added to the fourth quarter grade point average.
- E. Students may regain eligibility by meeting the requirements for satisfactory eligibility status the succeeding quarter. Students are eligible to participate in summer extracurricular activities.
- F. Eligibility requirements under this policy will apply equally to all students, including those who move from one school level to another, from one site to another, or another district to Moreno Valley Unified School District.
- G. Students in special education classes, and students in all other special programs will meet the same general requirements as all other students.
- H. Students must be enrolled in classes meeting the State requirements of attendance.

7. Appeals

Appeals related to a student's satisfactory eligibility status for participation in extra-curricular activities will be referred to a District Appeals Board.

8. Reviewing the Implementation of this Policy

- A. Schools will record and submit for periodic review information related to all satisfactory eligibility status appeal cases to an appropriate District Administrator.
- B. Schools will collect data related to this policy. Data is to be submitted annually by August 15th of each year. All data shall form a report prepared by the Superintendent/Designee by September of each school year and presented to the Board of Education.
- C. Such data shall be reported quarterly and shall include the following:
 - (1.) Total number of students at the end of each reporting period.
 - (2.) Number of students with satisfactory eligibility status.
 - (3.) Number of students with ineligibility status and reasons for ineligibility:
 - a. Number with less than 2.0 average.
 - b. Number suspended.
 - c. Number failing to meet attendance requirements or other appropriate attendance program.
 - (4.) Number of students removed from extra-curricular activities because of ineligibility.

STUDY HABITS

Here are some important points to remember in making out your

student schedule:

- Study in a quiet area.
- Establish a routine to study each day.
- Plan your study time.
- Before the week begins, make a **tentative** schedule for the following week.
- Fill in the **fixed times** first: eating, sleeping, etc.
- Fill in **proposed** study times. Remember, try to study the same subjects at the same time each day. Be sure to indicate what subject is to be studied, and for how long.
- **Plan review** periods weekly, and also before tests.
- Finish schedule by filling in times for **relaxation**: recreation, hobbies, and hanging out.

The following questions may help you formulate a wise and workable study plan:

- Do you have difficulty estimating the amount of time needed to complete an assignment?
- Are the hours after school used effectively?
- Are there make-up periods for lost study time? Is time generally spent as planned?
- Do you have adequate breaks? Are they planned ahead of time?
- Is too much emphasis on recreation?
- How does your use of time compare to that of other students?

ACADEMIC HONESTY POLICY

Moreno Valley High School is committed to maintaining academic honesty. Honesty is the essence on which all human relationships are founded. Academic dishonesty is almost always an attempt by a student to show possession of a level of knowledge or skill, which he or she does not possess.

It is considered cheating if:

1. A student uses anyone else's knowledge or work, and says it is his/her own.
2. A student uses a "cheat sheet" while taking an examination in class.
3. A student turns in an assignment that someone else has written.
4. "Student A" knowingly and willfully allows "Student B" to use his/her work, and "Student B" presents it as his/her own.
5. A student uses a quotation in a term paper without a proper footnote, without giving proper credit, or without identifying to whom the quotation is credited.

Once the teacher determines cheating has occurred, the assignment will be graded with an "F", and a zero will be recorded in the grade book. Students violating the Academic Honesty Policy will be referred to the appropriate administrator, and will be assigned one day of On Campus Suspension (OCS). Flagrant or habitual cheating will result in the student's referral to the Sequential Discipline Review Board, which may choose one of the following consequences:

1. Recommend failure of the course.
2. Recommend a behavior contract and/or community service.
3. Suspension from school (E.C. 48900(k)).

MVHS ACADEMIES

Recognizing the importance of providing for students' transition from school to career, MVHS has developed the concept of career focused, interest-based academies. Currently offered are the Business Academy and International Careers Academy (INCA).

The Business Academy is designed to assist all students for post high school careers. Regardless of the student's direction; this academy can assist in the world or work, 2 year community college program or the 4 year university student. MoVal's academy is to assist students with tools that they can use in life while gaining invaluable business skills and experience.

INTERNATIONAL CAREER ACADEMY (INCA)

The INCA Academy is a dual-language, bilingual program at MVHS. Its purpose is to promote bilingualism among all Academy members, and to prepare students for International Careers. The INCA Academy's goal is to help students understand, to prepare them for the kinds of career opportunity available to individuals with an international perspective, and to develop proficiency in another language for all INCA participants.

STUDENT ACADEMIC LOAD

Twelfth grade students shall be enrolled in at least five courses each semester, or the equivalent number of courses per quarter, except for students enrolled in any of the following:

- Regional Occupational Programs or Centers (ROP)
- UCR high school-university courses or community college courses.
- Special Education program where the student's Individualized Education program establishes a different number of courses.
- Work Experience program approved under Article 7 commencing with Section 51760, Chapter 5, Part 28.
- Any course of study authorized by the Governing Board which is equivalent to the approved high school course of study.
- (cf. 6146 et seq.-Graduation Requirements/Standards of Proficiency)
- (Concurrent Enrollment in Adult Education) (cf. 6158-Independent Study)
- (cf. 6174-Continuation Education)

SHORT SCHEDULE CONTRACT

With parent/guardian permission, student in grade 12 may leave campus for specific instructional purposes. Students must be enrolled in five classes each semester to qualify for a minimum school day, unless enrolled in an alternative education program on campus. The five courses may include enrollment in Regional Occupational programs, community college, university courses, the Work Experience program or adult education.

The School District shall send notification to parents/guardians regarding this restricted campus policy code. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any student during such time that the student has left the school grounds (Education Code 44084-5).

The short schedule will be permitted only so long as the student leaves campus immediately after the last scheduled class, or does not remain on campus during his/her non-scheduled time. The first offense will bring a warning, the second offense will result in placement in a full schedule. The grade and credits received for revoked short schedules will be prorated from the time of the revocation. The only recognized reasons for being on campus during unscheduled time would be participation in school-sponsored activities and programs, or for reasons approved by a counselor or administrator prior to the time of the offense.

SCHOOL COUNSELING OFFICE

School Counseling Office Mission Statement

The Mission of Moreno Valley High School Counseling Office embraces its diversity, by providing a comprehensive and developmental counseling program that addresses the academic, career, and personal/social needs for all students in all grade levels. Student will become life long productive members of society through a partnership of empowered students, educators, parents and community who are responsible for the learning process.

School Counseling Office Philosophy

The philosophy of the Moreno Valley High School Counseling Office strives to provide a comprehensive and developmental program for all students so that every student achieves at his/her highest potential and becomes a successful productive member of the 21st Century.

School Counselors

School counselors work with students in the academic, career, and personal/social domains which include school-wide and intentional guidance lessons at all grade levels.

Pre-High School

- In-class orientation at the middle school.
- Individual conference with each eighth grader to plan for high school
- Orientation night for eighth graders and parents.

Ninth Grade

- Ninth grade workshop.
- Materials and guidance in developing a personalized four year high school plan.
- Parent and student conferences upon request.
- Personal counseling and referrals to academic tutors, health professionals, community agencies, etc.
- In class and individual program advisement for the following year.
- Academic program adjustment
- Tragic consequences.
- Grade check as requested.
- Violence prevention.

Tenth Grade

All services provided in the ninth grade plus:

- Tenth grade workshop.
- Career center orientation.
- Introduction to college admission tests: PSAT, SAT, ACT.
- Administration of the PSAT each year in October.
- Higher stakes-harassment information.

Eleventh Grade

All services provided in the ninth and tenth grades plus:

- Eleventh grade workshop.
- In class and individual college and career planning.
- Transcript evaluation for progress toward graduation, deficiencies, honors, etc.
- Advice concerning opportunity to participate in the Regional Occupational Program (ROP).
- Follow up on college entrance testing program.
- Armed Services Vocation Aptitude Battery (ASVAB) testing for interested students.

Twelfth Grade

All services provided in the preceding three grades plus:

- Career, college, and scholarship letters of recommendation.
- Individual transcript audit and graduation status update.
- Individual and group assistance with college and financial aid applications.
- Maintenance of scholarship file for interested and eligible students.
- Coordinate efforts of Scholarship Committee.
- Suicide awareness/yellow ribbon.
- Senior Awards night.
- Baccalaureate night.
- Graduation activities.

How to See a Counselor

It is necessary to make an appointment to see a counselor, and it is recommended that each student do so at least one each year. Students should come to the School Counseling Office before or after school, or during lunch time to schedule an appointment or for walk-in appointments. The clerk in the School Counseling Office will schedule you with the appropriate counselor. No student will be seen by a counselor during class time without a pass.

Counseling Groups

- Anger Management
- Grief Management
- Changing Families
- Teen Mother/Father Groups
- Self-Esteem
- Gay-Straight Alliance
- School Support
- Insight:-group that works with chemically involved student.
- Concerned Persons-support group assisting those with significant others who are chemically dependent.
- After Care-students returning from drug and rehabilitation clinics.

COLLEGE AND CAREER CENTER SERVICES

- Computerized occupational and college information.
- Sample job applications.
- Instructions on job-seeking skills.
- Information about various colleges throughout the United States.
- College applications for the ten schools in the UC system, the twenty three schools in the Cal State System, and RCC.
- Federal and State Financial Aid Forms
- Interest questionnaires (CASE, COPS, JOB-0, CDM) to identify student interest and goals.
- On-going speaker programs with speakers about college, careers, and military service.
- Information and applications for college admission tests (SAT, ACT).
- ASVAB testing for interested students.
- Visual and printed materials on numerous topics for individual and/or group use.
- Scholarships
- ROP Coordinator
- Information on post high school options.

WORK EXPERIENCE

The Work Experience Program offers students an opportunity to

earn high school graduation credit while maintaining employment. Students with a job, who meet the following qualifications, are eligible for the Work Experience Program.

1. At least 16 years of age.
2. A junior or senior.
3. Employed (We do not have job placement services).
4. Satisfactory grades/citizenship in regular classes.
5. Satisfactory school attendance.
6. Attend weekly class sessions.

Items 4 & 5 are required for full Work Experience course credit. Work Experience can be taken each semester, offering 10 credits. A maximum of 40 credits may be taken during high school. There are no course prerequisites for the program, and it is a full year course. Students provide their own transportation to work.

WORK PERMITS FOR EMPLOYMENT

Students under 18 years of age and planning to work, must obtain a work permit from the Work Experience Coordinator. This is a State law.

1. Work permits are issued by the school, and should be secured at the time employment is offered or prior to vacation periods.
2. A normal schedule permits only four hours of work on any school day, and eight hours on Saturday. The total must not exceed twenty (20) hours a week.
3. Students officially enrolled in Work Experience may acquire a work permit allowing them to work up to six hours on school days.
4. Since part-time work depletes a student's energy, we issue permits for additional work only in those cases where the student submits evidence of an actual job, financial need, parental approval, and satisfactory citizenship.
5. All permits expire at the end of the summer, and must be renewed in September of each school year. There is a separate permit for summer employment.

Students desiring employment should check with the Work Experience Coordinator.

THE REGIONAL OCCUPATION PROGRAM (ROP)

ROP provides:

1. Entry-level job skill training
2. Preparations for further training
3. High school credit
4. Upgrading of occupational skills
5. Certificates of completion
6. Job placement assistance

ROP and high school counselors provide counseling and guidance. Community business/industry locations are used wherever possible to make training as realistic as possible. All students are expected to comply with dress and conduct standards required of regular employees.

ELIGIBILITY

ROP is for anyone 16 years of age or older with a desire to learn and work with first preference to high school seniors. The Regional Occupational Program is a cooperative effort of the Riverside County Office of Education, and Moreno Valley Unified School District. All classes are open to all students without respect to race, religion, or origin.

INDEPENDENT STUDY PROGRAM

The Independent Study Program is an alternative education program of instructional/course studies, administered at the most comprehensive high school. The program is designed to provide

the high school student with alternative means of requirements toward a high school diploma. This program serves students that are high achievers, self motivated, and near grade level. Students need to pass the assessment test and submit the proper paperwork to his/her high school counselor.

CONCURRENT ENROLLMENT

A student may transfer credits from a community college or other college or university for purposes of graduation, only with prior written permission of the Principal/Designee. Any of the criteria below could result in approval for concurrent enrollment.

1. The class is not offered in the high school of residence.
2. The class does not supplant an existing course offering at the high school of residence.
3. The student is credit deficient, and may not graduate with his/her class.
4. The student is participating in a school-approved program, or enrolled in a specialized school or District program that includes concurrent enrollment.

A District form shall be used to record concurrent enrollment permission.

All denials of credit/concurrent enrollment by an administrative designee will be referred to the Principal for review. The Principal shall follow Administrative Regulation 6147.1 to process appeals. If the parent/guardian wishes to continue to appeal, Board Policy/Administrative Regulation 1312 shall be followed.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

The California High School Proficiency Examination (CHSPE) provides an opportunity for eligible persons to demonstrate proficiency in the basic skills taught in California Public High Schools. The State Board of Education awards each person who passes the CHSPE a Certificate of Proficiency, which is legally equivalent to a High School Diploma. State Law also provides, however, persons younger than 18 years old must continue to attend school unless they have been awarded:

1. A regular High School Diploma by a local Board of Education.
2. A Certificate of Proficiency, are 16 or older, and have presented parental permission to leave school.

Persons who are 16 or older on the day of the test may take the CHSPE. Persons who are younger than 16 may also take the test if they:

1. Have completed a year of enrollment in the tenth grade.
2. Will complete a year of enrollment in the tenth grade at the end of the semester in which the test falls.

Persons wishing to take the CHSPE must register in advance by mailing a completed form (available in the School Counseling Office at MVHS) along with the test fee to Educational Testing Services (ETS), at Box 100, Berkeley, California 94701.

The test is given under the authorization of the State of California when funding is available.

GRADUATION ACTIVITIES

GRADUATION CEREMONY

Graduation from high school is a very special occasion for students and their families. The administration and staff want to provide a dignified graduation ceremony where the community and school can recognize and honor the accomplishments of the graduating class. All guests must remain in the stands during the

entire graduation ceremony, and all photographs must be taken from the stands.

Participation in this formal graduation ceremony is NOT required, and those students who choose not to be involved can receive their diplomas the day after graduation in the School Counseling Office.

Any disruptive behavior, either before or during the ceremony, will cause the involved students to be excluded from the ceremony.

In order to participate:

1. Students must have completed all graduation requirements, including elective units.
 2. The Senior Contract must be signed and on file.
 3. Students must be satisfactorily dressed according to the District-adopted dress code.
 4. Must have attended rehearsal.
 5. Must not smell of alcohol, or appear to be under the influence of a controlled substance.
 6. Nothing is to be carried in the hands while marching except programs. Purses and other personal possessions should be left with family or friends prior to lining up for the ceremony.
 7. Seniors must wear the regulation cap and gown. Displays other than flowers (boutonnieres or corsages) on cap and gown will not be allowed.
 8. After the ceremony, students may go directly to the MPR room to pick up their diplomas.
 9. Graduation checkout required.
- **MUST HAVE PASSED CAHSEE.**

AFTER HIGH SCHOOL GRADUATION

Tech Schools

Many specialized technology schools provide special training to become a barber, businessperson, beautician, mechanic, mortician, and many other trades. Before any student decides on one of these schools, he/she should check to see if the school is accredited or recognized as being a school qualified to train students. The student should also check to see whether the same training might be obtained more economically in some public-supported schools, such as a community college offering training in trades or semiprofessional services.

COLLEGE/UNIVERSITY INFORMATION

Students should study catalogs in the Career Center, and talk with their counselor to find out what training is available in community colleges, The University of California, California State Universities, as well as private colleges. (Visit campuses whenever possible.) A college fair is held locally in the fall with more than 100 colleges and universities providing information for students and their parents. Watch for posted information.

TIPS FOR PARENTS

To succeed in school and work, teenagers need to know they are capable of doing a good job. Teachers working daily with high school students report that the most important "school supply" a teenager can bring to school is a "Can Do" attitude. As a parent, you play a major role in building confidence in your children. Here are some ways to do that:

- **Be generous with praise:** Try to make five positive comments for each negative one. Don't be insincere, but look carefully for things your teen does right.

- **Encourage "personal best":** Help by encouraging them to do their "personal best" in school and at home. Remember, "personal best" does not mean "Perfect". Learning is not the same as high grades, and children, like adults, must be free to make mistakes and learn from them.
- **Let your priorities show:** Your attitude toward school attendance, education and involvement in the school makes a strong and lasting impression.
- **Keep skeletons in the closet:** If you want your youngster to succeed, don't provide such excuses as, "I was never any good at math either."
- **Show interest in schoolwork:** Talk about school each day. Ask to see class work, encourage your teenager to discuss new ideas and defend his/her opinions. Express your pride in their expressed views, and demonstrated skills. Show interest and appreciation.
- **Don't pressure your teen:** Pressure results from comparing one person with another. Inspire a young person to perform to his/her own "personal best". Have specific suggestions on how to do better such as:
 1. Reading the assignment when it's given.
 2. Keeping a list of new vocabulary words.
 3. Proofreading material to catch errors, before writing a final draft.
 4. Outlining a chapter to prepare for a class.
 5. Reviewing notes before a test.
- **Help set goals:** At the beginning of each quarter or semester of the school year, ask your teenager to identify three or four goals. can refer to them often. (The refrigerator is a good spot.) Make sure goals are more specific than just "better grades".

HELP YOUR TEENAGER GET ORGANIZED

- **Expect Responsibility:** Encourage your teenagers to plan a daily routine and stick to it.
- **Schedule study time:** Post a family calendar that schedules study time, school project deadlines, athletic activities, midterm dates, exam periods, and report card deadlines.
- **Keep track of assignments:** Turning in assignments on time is important. An assignment book is the key. Encourage your teenager to write down all assignments and dates due. Check this regularly to keep the work on schedule.
- **Help with homework:** That doesn't mean doing it. But you can help to understand assignments, listen to oral reports, and proofread first drafts or discuss a problem.
- **Provide a study place:** Provide your teenager with a desk or table in a quiet place with a bright light, and comfortable chair. Keep a supply of paper, pencils, pens, ruler, tape, and stapler on hand to avoid lost time. Handy paperback reference books are an asset: Dictionary, Atlas, Thesaurus and Almanac. Also, if possible, a computer with word processing or other appropriate software and Internet access.
- **Provide materials for organizing:** Successful students keep material for each subject separate. Some use notebooks with folders; others use color-coded notebooks. Whatever system your teenager likes, provide the supplies, and work with them to make certain the system is used.

TARDY POLICY

Tardies to school will only be excused if a student went to the doctor, dentist, or had a court appearance. This excuse must be on official stationery signed by the appropriate professional. Failure to serve OC detention will result in either an On

Campus Suspension or possible suspension from school for excessive no shows.

1. Tardy sweeps will be done periods 1, 2, 3, between 4a and 4b, 5 and 6.
2. When the tardy bell rings, teachers lock their door; students not in class are to report to the attendance windows to receive a tardy slip and after school detention for that day only. Students with no ID will receive 2 lunch detentions.
3. The tardy slip will be time-stamped. NOTE: Teachers will need to change the absence to tardy.
4. Failure to arrive at the class within the 7 minute time limit from the time stamped, will result in an additional lunch detention. Teachers will write a referral and forward to the appropriate administrator.
5. Students will report to the detention room after school with their tardy/detention slip. Failure to arrive on time to the detention will result in an OCS assignment.
6. Students who fail to follow the rules of detention will be given a one day on-campus suspension.
7. Students who are more than 30 minutes late are considered truant and will be marked absent accordingly. Students will need to bring a note signed by a parent or guardian excusing the tardy within the 3 day time limit.
8. All students are expected to leave campus within 15 minutes after their last class. Those remaining on campus will be given an after school detention for the next day. Those in after school tutoring will report directly to the classroom.
9. **First no show** to after school detention = One day of on-campus suspension the following day.
Second no show after school detention = Two days of on-campus suspension the following day.
Third no show after school detention = One day suspension.

TRUANCY POLICY

Students who are habitually truant will be placed on an Attendance Contract, and referred to the School Attendance Review Board (SARB). Please see the Sequential Discipline Guide in the back of district handbook.



EXPECTATIONS OF STUDENTS

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus, going to and from school, shall be orderly and in keeping with the rules and regulations of the school, the District, and State laws. An educationally sound environment does NOT allow anyone to interfere with the teacher's right to teach or the student's right to learn. Students will be held accountable for all aspects of the MVHS Sequential Discipline Policy. Students need to be aware of and follow the procedures outlined below.

- Show respect for self and others.
- Report to class promptly, and ready to begin work. Bring necessary textbooks, supplies, and supplementary material and equipment.
- Stay in PE class just as any other class. Do not leave the area until the passing bell rings. Follow PE dress code requirements.
- It is the student's responsibility to obtain a SIGNED PASS whenever he/she is out of class for any reason. This includes students who act as TA's.
- When absent from any class, the student is to bring a written note from parent/guardian to the Attendance Office before the start of the school day. Students must have an ADMIT (excused/unexcused) in order to return to class after any absence.
- Permission to leave campus requires authorization from the Attendance Office or Nurse in the form of a Permit to Leave. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS UNLESS THEY HAVE A VALID PERMIT TO DO SO.**
- Keep clear of the parking lots. Permission is required to be in the parking lots. Students are NOT permitted to park in front of the school, along the curb, in reserved parking places, or across the street from the school.
- For student safety, parents may drop off students along the Graham Street drive. Students should not be dropped off or picked up from the parking lots. Students or parents should not use the Staff Parking Lot to exit, as it creates a hazard for in-coming traffic.
- Students with short schedules must leave the campus at the designated times. Students are not to loiter on campus while on shortened schedules. The penalty for loitering is OCS.
- School rules prohibit gambling and wagering on campus.
- **Use of tobacco products at school or during school activities is reason for suspension from school.**
- Skateboards and bicycles may not be ridden on campus. Please store in a classroom or in administration. There are no facilities on campus to store skateboards.
- Loitering in the restrooms is prohibited.
- Loitering in off-limits areas is prohibited. OFF-LIMITS AREAS include: front of the school, any streets adjacent to the school, community park adjacent to the school, football field or bleachers, parking lot except to and from school, staff parking lot, dugout area.
- Water balloons and other water items are prohibited on campus.
- Become familiar with the causes for suspension and expulsion.
- The staff at MVHS is NOT responsible for personal property, which students may bring to school. **DO NOT BRING**

VALUABLE ITEMS TO SCHOOL.

- **Dress appropriately according to the District Dress Code. Do not wear hats or sunglasses in the buildings.**
- On minimum-school days, MVHS students may not visit other schools, which are in session. Loitering on another campus is prohibited.
- Parents are liable for defacement, injury or loss of any District property.
- **Do not bring electronic devices such as pagers, CD players, or cellular phones on campus. They will be confiscated.**
- Medication and medical inhalers are brought to school only with a doctor's statement, and are monitored by the Nurse.
- Only attend classes on your schedule. Unscheduled visits to other classes cannot be tolerated.
- **Immediately follow directions from all adults in authority. Wear student ID at all times.**
- **Refrain from using foul language, provoking others, or public displays of affection.**
- Do not bring food or drink into the classrooms, halls, theater, or gym.

Teachers, campus supervisors, and the Administration will assist in encouraging students to follow the stated school rules. Please be courteous and cooperative with staff to make MVHS a school you can be proud to attend.

RESTRICTED (CLOSED) CAMPUS (B.P. 5142.1):

When a student arrives at the designated school, permission to leave campus is denied unless a parent/guardian or designee indicated on the emergency card comes to school and signs a register to remove the student. Each principal shall maintain a system to enable a parent or guardian to remove a student from campus for approved reasons. Namely, these are illness or injury, medical appointment, serious illness of a family member, death of an immediate family member, or justifiable reason such as court appearance, observance of a religious holiday or ceremony, or other reasons considered justifiable by the School Principal. Each Principal shall notify a parent/guardian that less than full-day attendance adversely affects student's progress.

Board Policy 5112.5 state students in grade 12 may leave campus for specific instructional purpose or for lunch. Parents/guardians must come to the school office to sign the permission slip authorizing the student to leave the campus. This slip may also be taken home and returned with a notarized signature. The privilege shall be withdrawn if a senior receives on absence or two unexcused tardy notices after returning from lunch. The school district shall send notification to parents/guardians regarding this restricted campus policy code. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any student during such time that the student has left the school grounds. (Education Code 44808.5)

1. By the fall semester, the student will have accumulated 160 credits in order to qualify for an off campus pass.
2. If any 12th grader transports another student at lunch without proper permission, he/she will lose their off campus permit.

PERMITS TO LEAVE

Students who need to leave campus during the regular school day should bring a written note from parent/guardian to the

Attendance Once stating the time the student is to leave, reason for leaving, and telephone number of the parent/guardian writing the note. Upon returning to school from a doctor/dentist appointment, student must bring verification from the doctor/dentist for an excused absence. Under no circumstances should a student leave campus without notifying the Attendance Office. Parents **MUST** sign their child out at the Attendance window.

PROCEDURES FOR ADDRESSING CONFLICT

The way in which students react to conflict will determine in large part whether or not we maintain a safe and orderly environment at MVHS. Here are the possibilities and consequences to consider:

1. **FIGHT:** possible injury, definite suspension, possible transfer to another school, possible expulsion.
2. **TRY TO 'TALK IT OUT':** When done privately with an adult mediator, peaceful solution is likely. When done in front of a crowd with no adult to mediate, usually a fight occurs.
3. **ASK COUNSELOR/ADMINISTRATOR/STAFF MEMBER TO HELP RESOLVE THE CONFLICT:** this technique is almost always successful. This also puts the school on notice that the student has attempted a mature means of resolving a conflict, which would work in the student's favor should an altercation erupt nonetheless.
4. **IGNORE THE PROBLEM, AND HOPE THAT IT GOES AWAY:** This usually does not work, unless the conflict is truly trivial. Students have the right to feel safe and to be free from intimidation, threats, or any form of harassment at MVHS.

The MVHS staff is committed to providing a safe campus for you. We highly recommend that you do not ignore intimidation, as it usually tends to get worse when ignored. In order for us to provide safety for you, you must tell us of any intimidation, threats, etc., and allow us to resolve the problem. Please bring these concerns to your counselor, administrator, campus supervisor, or any other staff member on campus.

TWO FINAL TIPS

1. Talking about people behind their back (GOSSIP) is the primary cause of the vast majority of conflicts which arise. **JUST SAY NO TO GOSSIP!** If we all refuse to listen to it and participate in it, IT WILL STOP!
2. **Avoid gathering at a conflict situation. Being a part of a crowd to start and incite an argument or fight only adds tension to an already tense situation. You can protect yourself and others by avoiding being an onlooker of the situation. Without a crowd, the conflict may resolve itself.**

ELECTRONIC SIGNALING DEVICES

Cell Phones/Pagers: The use of cell phones or pagers are prohibited during instructional class time and/or if it is distracting to any staff member. These items must also be turned off during school hours as to not interrupt a class or disturb anyone. Unauthorized use or disturbance of these items will result in items being confiscated and turned into administration. Confiscated items not being held in evidence may or may not be returned directly to the student upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. The

Moreno Valley Unified School District or any individual school is not liable for damage or loss of these confiscated items. Moreno Valley High School requests these items not to be brought on campus to ensure students' focus on educational tasks and to prevent the loss or damage of private property. Loss or damage of these items brought to school are the sole responsibility of the student/parent.

CD players, walkman's, radios, DVD players, game players, or other electronic devices are not permitted on campus. These items will be confiscated and turned into administration. Confiscated items not being held in evidence may or may not be returned directly to the student upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. The Moreno Valley Unified School District or any individual school is not liable for damage or loss of these confiscated items.

ALTERNATIVES TO SUSPENSION

POSITIVE REINFORCEMENT

MVHS Renaissance, a program of positive reinforcements, is used to encourage, reward and recognize good citizenship. It must be remembered that the vast majority of students obey all school rules all the time. It is important that these students understand the connection between demonstrating self discipline and the positive results of following the rules. Examples of positive reinforcement activities in place include

- Reward Assembly
- Certificates for good items
- Media recognition of students with perfect or good attendance
- Perfect Attendance Awards, plaques
- Peer Leadership Program

The above activities could not be accomplished without the support of the ASB, parents, staff, and contributions from community merchants.

CAMPUS SWEEPS

There will be constant campus supervision to ensure a safe campus and to discourage students from being in unauthorized areas. Students caught in unauthorized areas will receive consequences as per the Sequential Discipline Standards.

ON-CAMPUS SUSPENSION PROGRAM (OCS)

OCS is designed to provide a place where students in violation of the rules can be assigned a positive alternative to being suspended off campus. Students assigned to OCS for more than a single period are able to work productively and receive credit for school work completed, and also reflect on their behavior, while there.

1. **DEFIANCE IN OCS:** students will not defy the OCS teacher, because it interferes with the other students learning in the room, and teaches misbehavior is acceptable. **Examples:** failure to remain in the seat, backtalk to staff members, repeated talking at inappropriate times. **Non-examples:** Student fails to bring materials to class, student sleeps in class, student does not work in class, but does sit quietly, student turns in poor quality work or

does not turn in work.

2. **AWOL from OCS:** Students will not leave the OCS room without permission, because this teaches the students that they are not responsible for the consequences, which are a result of their behavior. **Examples:** Student leaves OCS without permission or is truant from OCS assignment.
3. **Referral from OCS:** will result in suspension

OFF-CAMPUS SUSPENSION

A suspension is the removal of a pupil from a regular classroom in the school program for adjustment purpose within the limitations as described in Section 48900 of the Education Code.

A suspension shall be imposed only when other means of correction fail to bring about responsible behavior. The most common options that can be utilized in seeking a solution to irresponsible, illegal behavior on the campus are:

1. Personal conference and warning
2. Parent contact
3. On-Campus Suspension
4. Off Campus Suspension with parent conference, or referral to School Attendance Review Board
5. Recommendation for transfer to Independent Study
6. Recommendation for transfer to Continuation School (March Mountain High School)
Recommendation for exclusion from school where parents are aware of the student's inability to profit from school, or where professional rehabilitation is necessary to remedy an educational disability.

SCHOOL IMPROVEMENT PROGRAM

The School Improvement Program is organized under the leadership of the School Site Council. The Council is made up of representative parents, students, faculty, staff, and site administration. The Council meets on campus, and meetings are open to the public.

SCHOOL RIGHTS AND RESPONSIBILITIES

ADMINISTRATIVE STAFF

RIGHTS

- To be respected as an administrator.
- To expect assistance from the District Office in a timely manner.
- To expect teachers to deal with preliminary discipline problems.
- To see meaningful instruction taking place each day in each classroom.
- To expect all staff to enforce the Discipline Policy. To work in a safe environment.

RESPONSIBILITIES

- To ensure a safe, secure, and orderly campus.
- To treat students, staff, and parents/guardians with respect.
- To provide instructional, logistical, and technical support for the classroom teacher.
- To provide accurate test and other data to assist teachers in assessing student needs.
- To support teachers in dealing with students who interfere with the learning of others.
- To monitor instruction to ensure a high level of teaching at all

times.

- To minimize instructional interruptions.
- To promote a team concept within all of the school's constituencies.
- To be actively and visibly involved with the actual day-to-day operation of the school and its instructional programs.
- To ensure that students are placed in appropriate classes.
- To ensure that all staff and students follow school policy.
- To promote and support quality extracurricular activities.
- To provide opportunity for evaluation by teaching and support staff.
- To maintain confidentiality regarding student information.

TEACHING STAFF

RIGHTS

- To be treated with courtesy and respect by students, parents, and staff members.
- To have support from the administration (site and district) as well as from parents/guardians.
- To work in a safe, secure, and orderly school environment.
- To provide instruction in an environment free from distractions.
- To work with students who make an honest effort to learn.
- To receive necessary books, materials, supplies, and equipment.
- To have an opportunity for input in the evaluation of the administrative and other support staff.

RESPONSIBILITIES

- To respect and support school personnel, students, and parents/guardians.
- To provide continual assessments, data, and feedback to students and parents/guardians.
- To enforce school policies.
- To provide well-planned, and well-conceived instruction each day.
- To assist students in improving their academic skills.
- To provide instruction in appropriate content and skills.
- To treat students with courtesy and to model proper behavior.
- To strive to improve professional skills and stay abreast of current educational research and practice.
- To maintain confidentiality regarding student information.
- To deal with preliminary discipline problems by fair, consistent application of classroom-specific rules. To maintain safe, secure and orderly classrooms.

PARENTS/GUARDIANS

RIGHTS

- To expect a safe and orderly school environment for my child.
- To be treated with respect by school personnel.
- To expect my child to be treated fairly and consistently by school personnel.
- To be informed of my child's progress and receive prompt communication if a problem arises.
- To expect confidentiality on the part of school personnel.
- To expect high quality instruction in appropriate academic content.

RESPONSIBILITIES

- To support the school's rules and expectations of my child.
- To work cooperatively with the school when a problem arises.
- To provide the time needed at home to support my child's academic program.
- To promptly inform the school of any pertinent medical, family home, and learning problems.
- To provide a specific place for my child to do homework.
- To teach my child the attitudes, habits, and values which will

enable him/her to succeed in school.

- To ensure my child's attendance in school. To treat all staff, administrators, students, and parents with respect.
- To promote a safe, secure, orderly campus.

STUDENTS

RIGHTS

- To attend a safe and orderly school.
- To be treated with respect by all students and school personnel.
- To receive daily instruction that is competent, well planned, and geared to his/her individual needs.
- To receive ongoing assessment of progress.
- To be provided access to receive the extra help required to overcome learning disabilities as necessary.
- To receive instruction in academic content and skills which will enable success in post-high-school education and work.
- To receive teaching with updated materials and technologies.
- To be provided an opportunity for quality extracurricular activities.

RESPONSIBILITIES

- To attend school on a daily basis for the purpose of learning.
- To abide by all rules of behavior and conduct.
- To treat all students, school personnel, and school property with courtesy and respect.
- To be diligent; to make an honest effort at all class work assigned; TO TRY!
- To be accountable for their own behavior and academic progress.
- To provide parents/guardians with school-related communications on the same day as received.
- To maintain satisfactory academic and behavioral performance.

THE APPEALS PROCESS

Students and parent/guardian will have five days to file the "Petition to Appeal". Once the paperwork is completed, it will be given to the appeals board to schedule a hearing. Only appeals for consequences with one full day OCS or more will be heard. The parent/guardian should be present at the hearing. The consequences will be held in abeyance pending the decision of the Appeals Board. The important point to remember is: all issues brought before the Appeals Board require immediate attention.

DEFINITIONS OF DISCIPLINARY TERMS

TWENTY DAYS SUSPENSION

Students who are suspended off campus for a total of twenty days will be recommended for expulsion or transfer to an alternate educational program upon their next suspendable offense. This is because they cannot be allowed to interfere with the learning of the other students, and have demonstrated they are not capable of success in the regular educational program.

SCHOOL WIDE RULES

These conjunctive rules are designed to protect the rights of those who are fulfilling their responsibilities.

1. **CLASS DISRUPTION**

Any activity that stops or seriously interrupts the teacher's classroom instruction, or which interferes with the student's learning. Disruptions cannot be tolerated, because they interfere with other student's learning and the teacher's teaching.

Examples: Talking back (arguing), talking while the Teacher is addressing the class, wandering around the classroom at an inappropriate time, talking loudly and interfering with other student's learning (annoying or disruptive behavior), making annoying noises during class, not keeping hands or

other object to him/herself.

Non-examples: Failing to bring materials to class, sleeping in class, not working in class but sitting quietly, turning in poor quality work or not turning in work.

2. **DEFIANCE**

Open, bold, and immediate resistance to directive by an adult. Defiance will not be tolerated, because it prevents the staff from maintaining a suitable learning environment.

Examples: Refusing to follow clear directions by a staff member, refusing to show ID, congregating around a fight when directed to disperse.

Non-examples: (See examples of classroom disruption.) Forgetting to take off his/her hat in class, eating in class.

3. **ABUSE OF STAFF**

Written or verbal abuse or derogatory body language directed toward a staff member. Students will not direct written/verbal abuse or derogatory body language toward a staff member, because this interrupts teaching and learning, and shows disrespect.

Examples: Directing profanity, vulgar body language, or insults at a staff member.

4. **ASSAULT OR BATTERY ON A STAFF MEMBER**

Threatens or commits battery on a staff member. Students shall not threaten or commit battery on a staff member, because staff have the right to work in a safe and secure environment.

Examples: Threatening to or doing harm to a staff member, or his/her property, verbally or written, striking a staff member.

5. **FIGHTING**

Hitting another student, but no one is seriously injured. Students will not fight, because students cannot learn in an atmosphere of violence and intimidation.

Examples: Punching another student, shoving another student in anger.

Non-examples: Shouting at another student, causing injury to another student requiring medical attention.

6. **PHYSICAL AGGRESSION**

Deliberate bodily contact, directed toward another person with intent to do harm, resulting in injury requiring medical attention. Students will not inflict injury on other students, because students have a right to learn in a safe and secure environment.

Examples: Causing injury requiring physical or hospital intervention, kicking or hitting another student, who does not fight back, attacking another student in an unprovoked manner.

7. **USE OR POSSESSION OF WEAPONS OR EXPLOSIVES**

Any objects used to attempt to injure another person, or are intended to produce injury, such as guns, knives, or nunchaku. Students will not possess weapons or explosives, because students and staff members have a right to work in a safe, secure environment.

Examples: Striking or threatening another student with a bat, knife, knuckles, gun, or any other dangerous object. Striking another student with a desk or other object not generally used as a weapon. Student has on his/her person, or in his/her possession a weapon, look-alike weapon, or any other dangerous object that can be used to injure or threaten another person.

8. **THREATENING OR INTIMIDATION OF STUDENTS**

Students will not threaten or intimidate other students, because teaching and learning cannot take place in an atmosphere of fear and intimidation.

Examples: Threatening another student with physical harm, engaging in pre-fight behavior (i.e. racial slurs, profanity, harassment, or gang gestures). **Non-examples:** Striking another student.

9. **SEXUAL HARASSMENT (VISUAL, VERBAL)**

Any attention, both verbal and visual, given to another person of a sexual nature that is unwanted by that person.

Students shall not sexually harass other students, because students have the right to learn in a peaceful environment.

Examples: Offensive comments, jokes or slurs, graphic verbal comments of a sexual nature, offensive poster, cards, cartoons, graffiti drawings, objects, or gestures.

10. **SEXUAL HARRASSMENT (PHYSICAL)**

Any attention given to another person which is of a sexual nature, and which is unwanted by the person.

Students shall not sexually harass other students, because students have the right to learn in a peaceful environment.

Examples: Intentional or obvious, unwelcome or offensive touching.

11. **OUT OF CLASS WITHOUT A PASS (UAA)**

Any campus location in which a student should not be. Any time a student is not in their assigned class or location without a pass.

Students will not be out of class during class without a proper permit, because students cannot learn if they are not in class, and staff time is wasted processing the necessary paperwork.

Examples: Wandering the campus without proper authorization, being on shortened schedule and not leaving the campus unless given written authorization to be on campus by school personnel.

Non-examples: All-day truancy, student is tardy with a pass from a staff member, student is tardy at the beginning of school day.

12. **DRUGS, ALCOHOL, AND CONTRABAND**

Students shall not possess drugs, alcohol or contraband, because they undermine student learning.

13. **CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY OR THEFT**

Taking school or personal property without permission.

Students shall not damage or steal school or private property, because this shows a lack of respect for property belonging to others.

Examples: Stealing personal or school property, tagging, graffiti, jamming door locks, vandalism.

MORENO VALLEYHIGH SCHOOL
ALMA MATER

ALL HAIL

*All Hail the Vikings Glorious,
The Steadfast and the Brave
Oh, Blue and Gold Victorious,
Oh, Alma Mater, Famed of Old
Before we say Good-bye,
We'll Praise your Name in Song
Moreno Valley High
Moreno Valley High*