

MVHS STUDENT HANDBOOK



2016-2017

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Aloha Mountain View Parents and Students,

On behalf of the teachers and staff of Mountain View High School, I welcome you to the 2016-2017 school year. As a new chapter begins for our sophomores, juniors and the senior class of 2017, I want to share with that Mountain View High School continues to be an outstanding high school in preparing its students to “take their next step in life!” We pride ourselves on being the most diverse high school in the Alpine School District, and having the healthiest student culture around. Our students at Mountain View High School care about one another, and they care about the success of our school. Our teachers and staff are committed to “providing the best education possible for our students,” and

we make it our mission to graduate every single student, and to prepare our students for college and career. At Mountain View High School, you will find excellence in academics, excellence in music, excellence in the performing and fine arts, and excellence in sports. Truly, MVHS is the best!

I want to make you aware of an important change we are making to our attendance policy, to align our practice with state and federal laws. In previous years, students at MVHS could have up to eight unexcused absences without any penalty to the student, and without any parent notification. By law, the MVHS Administration and staff act “en loco parentis,” or in place of the parent, when a student is in school. It is our responsibility to parents, and to the safety of every student, to know where students are during the school day. In addition, federal compulsory education laws require that students be in school. Due to these requirements, we are aligning our attendance policy to meet state and federal attendance laws, by **not allowing any unexcused absences** to go unaddressed. **Unexcused absences will no longer be allowed**, which is also the expectation of every high school in the Alpine School District (ASD). There is no good reason for an unexcused absence. Parents and school officials should know where the child is during the school day. Parents have every right to excuse their child from school, and as such, the moment a student has an unexcused absence, school officials will work with parents to determine why the student was not in class without parent or school approval to be absent. Parents, you will have up to two weeks to excuse your child’s absence, after which time the unexcused absence will change to a truancy.

For most students, this change will not affect them in any way. For some students who have made it a habit to occasionally miss a class here or there because of the lack of consequences, this will be a big change to their attendance patterns. We hope our community sees the value in knowing where every student is at all times during the school day, by not allowing unexcused absences to go unaddressed.

We created this handbook so that you can readily access information to commonly asked questions about Mountain View. By studying the campus map you can locate your classrooms. MVHS student policies and procedures are also found in this handbook. Please spend time familiarizing yourself with school policy and specifically our attendance policy, electronics policy and our dress code policy.

The handbook is only one of many useful tools we make available for our students here at Mountain View High School. Please stay current on all events with the updated calendar on the Mountain View High School website: <http://mvhs.alpineschools.org>.

As we begin another school year at the best high school in the state of Utah, I encourage you to **Engage** in all school activities, to **Achieve** great things in all of your academics and other activities you participate in, and to **Contribute** to the success of others. It is truly great to be a Bruin!

Sincerely,

A handwritten signature in black ink that reads "Taran Chun". The signature is written in a cursive, flowing style.

Dr. Taran Chun, Principal, Mountain View High School

ASSISTANT PRINCIPALS



Chas DeWitt



Belinda Talonia



Derek Elison

CONTACT INFORMATION

Address

665 W Center Street
Orem, UT 84057

Administrative Office

801-610-8160

Counseling Office

801-610-8161

Attendance Office

801-610-8162

**To Check Calendar of Events and Activities, Make Online Payments,
Check Grades and Attendance (link to Skyward), Etc.:**

MVHS Website

<http://mvhs.alpineschools.org>

To Follow MVHS Sports and Events

Follow @mvhsbruins on Twitter

To Receive Important Announcements on your Phone

Text "follow @mvhsinfo" to 40404

To Contact Alpine School District

Alpine District Website

<http://alpineschools.org>

To Contact Buses

ASD Transportation Dept.

801-610-8850

MOUNTAIN VIEW SCHOOL SONG

We are the fighting Bruins of Mountain View,
Our song is heard; our story told,
About a team that's tough –
We're telling you –
A victory will soon unfold!

Mountain View, we are a winning team.
See our colors gleam.
Always you will reign supreme –
The cardinal, white, and gold.

We are the fighting Bruins of Mountain View,
Our song is heard; our story told,
About a team that's tough –
We're telling you –
A victory will soon unfold!

M--V--H--S
M-V-H-S THE BEST!

BELL SCHEDULES

Regular School Day (Tuesday – Friday) Schedule 1

A1 / B5	7:45 – 9:10	(85 min)
A2 / B6	9:15 – 10:45	(90 min)
A3 / B7	10:50 – 12:15	(85 min)
LUNCH	12:15 – 12:45	(30 min)
A4/B8	12:50 – 2:15	(85 min)

Assembly 2nd period Schedule 2

A1 / B5	7:45 – 8:50	(65 min)
Report to A2 / B6	8:55	
ASSEMBLY	9:00 – 10:00	(60 min)
A2 / B6	10:10 – 11:15	(65 min)
A3 / B7	11:20 – 12:30	(70 min)
LUNCH	12:30 – 1:00	(30 min)
A4 / B8	1:05 – 2:15	(70 min)

Assembly 1st Period Schedule 4

A1 / B5	7:45	Report to A1/B5
ASSEMBLY	7:55 – 8:55	
A1 / B5	9:00 – 10:05	(65 min)
A2 / B6	10:10 – 11:15	(65 min)
A3 / B7	11:20 – 12:30	(70 min)
LUNCH	12:30 – 1:00	(30 min)
A4 / B8	1:05 – 2:15	(70 min)

Collaboration Day (Monday) Monday Schedule 1

A1 / B5	7:45 – 8:55	(70 min)
A2 / B6	9:00 – 10:15	(75 min)
A3 / B7	10:20 – 11:30	(70 min)
LUNCH	11:30 – 12:00	(30 min)
A4/B8	12:05 – 1:15	(70 min)
Teacher Work Time	1:15 – 1:45 pm	
Teacher Collaboration	1:45 – 2:45 pm	

Assembly End of Day Schedule 3

A1 / B5	7:45 – 9:00	(75 min)
A2 / B6	9:05 – 10:20	(75 min)
A3 / B7	10:25 – 11:40	(70 min)
LUNCH	11:40 – 12:10	(30 min)
A4/B8	12:15 – 1:30	(75 min)
Assembly	1:40 – 2:15	(35 min)

Extended Lunch ~ Schedule 5

A1 / B5	7:45 – 9:05	(70 min)
A2 / B6	9:10 – 10:30	(70 min)
A3 / B7	10:35 – 11:55	(70 min)
LUNCH	11:55 – 12:50	(55 min)
A4 / B8	12:55 – 2:15	(70 min)

BRUIN DANCES

DATE ⁺	DANCE	DATE DANCE	TIME	COST	LOCATION	SPONSOR
Fri. Sep. 2	Back to School	No	9:00- 11:00pm	\$5	New Gym	Student Council
Sat. Sep.17	Homecoming	Boys' Choice	8:30- 11:00 pm	\$30* or \$35	TBA	Student Council
Fri. Oct. 28	Monster Mash	Optional	8:30- 11:00 pm	\$5	New Gym (in back)	Student Council
Sat. Nov. 12	Sadie Hawkins	Girls' Choice	8:30- 11:00 pm	\$12* or \$15	New Gym	Cheer/ Orchesis
Sat. Jan. 14	Preference	Girls' Choice	8:30- 11:00 pm	\$30* or \$35	TBA	Student Council
Sat. Feb. 25	Sweethearts	Boys' Choice	8:30- 11:00 pm	\$12* or \$15	New Gym	FCCLA
Fri.. Mar. 24	Black Light Stomp	No	8:30- 11:00 pm	\$5	B Gym	Senior Class
Sat. Apr. 15	Junior Prom	Boys' Choice	8:30- 11:00 pm	\$30* or \$35	TBA	Junior Class
Sat. May. 6	MORP	Girls' Choice	8:30- 11:00 pm	\$12* or \$15	New Gym	Bruin Crew
Thurs.	End of Year	No	8:30- 11:00 pm	\$5	Bruin Bowl	PTSA

*Dates subject to change

*Purchased in advance

MVHS Student ID Cards are required at all dances

MVHS dress code is enforced at all dances

ASSEMBLIES

DATE	ASSEMBLY	SPONSOR	LOCATION	SCHEDULE
Mon. Aug. 22 (A day)	Hi Week	Student Council, Mack Fieldsted	Auditorium	During 2 nd Per. Schedule #2
Fri. Sep. 11 (A day)	Homecoming	Student Council, Mack Fieldsted	Auditorium	During 2 nd Per. Schedule #2
Thurs. Sep. 29 (B day)	Hope	Bruin Crew Jeralyn Merrill	Auditorium	During 2 nd Per.
Wed. Oct. 19 (B day)	Spirit	Student Council, Mack Fieldsted	Gym (Term 1)	End of Day Schedule #3
Thurs. Nov. 11 (B day)	Freedom	Bruin Crew/Fine Arts Jeralyn Merrill	Auditorium	During 1 st Per. Schedule #4
Thurs. Dec. 22 (B day)	Christmas	Fine Arts Department	Auditorium (Term 2)	During 1 st Per. Schedule #2
Fri. Jan. 20 (A day)	Spirit	Student Council, Mack Fieldsted	Gym	End of Day Schedule #3
Fri. Feb. 17 (A day)	Multi- Cultural	Multi-Cultural Club Dani Macias	Auditorium	During 2 nd Per. Schedule #2
Fri. Mar. 17 (A day)	Make a Wish	Student Council, Mack Fieldsted	Gym	
Fri. Mar. 31 (A day)	Election	Student Council, Mack Fieldsted	Auditorium (Term 3)	During 1 st Per. Schedule #2
Thurs. April 28 (B day)	Academic	PTSA & Bruin Crew Jeralyn Merrill	Auditorium	During 2 nd Per. Schedule #2
Fri. May 4 (B day)	Ken Garff/ Sports Rec.	Bruin Crew Jeralyn Merrill	Gym	During 2 nd Per. Schedule #2
Thurs. May 25 (B day)	Senior Send- Off/Talent	Student Council, Mack Fieldsted	Auditorium (Term 4)	8:00 a.m.

*Dates subject to change

Alpine School District 2016-17 AB Calendar

August/September				
M	T	W	TH	F
		17	18	19
22 A	23 B	24 A	25 B	26 A
29 B	30 A	31 B	1 A	2 B
5	6 A	7 B	8 A	9 B
12 A	13 B	14 A	15 B	16 A
19 B	20 A	21 B	22 A	23 B
26 A	27 B	28 A	29 B	30 A

October				
M	T	W	TH	F
3 B	4 A	5 B	6 A	7 B
10 A	11 B	12 A	13 B	14 A
17 B	18 A	19 B	20 A	21 B
24 B	25 A	26 B	27 A	28 B
31 A				

November				
M	T	W	TH	F
	1 B	2 A	3 B	4 A
7 B	8 A	9 B	10 A	11 B
14 A	15 B	16 A	17 B	18 A
21 B	22 A	23 B	24 A	25 B
28 B	29 A	30 B		

December				
M	T	W	TH	F
			1 A	2 B
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 A	20 B	21 A	22 B	23 A
26 B	27 A	28 B	29 A	30 B

January				
M	T	W	TH	F
2 B	3 A	4 B	5 A	6 B
9 A	10 B	11 A	12 B	13 A
16 B	17 A	18 B	19 A	20 B
23 B	24 A	25 B	26 A	27 B
30 A	31 B			

February				
M	T	W	TH	F
		1 A	2 B	3 A
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 B	28 A			

March				
M	T	W	TH	F
		1 B	2 A	3 B
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 A	28 B	29 A	30 B	31 A

April				
M	T	W	TH	F
3 B	4 A	5 B	6 A	7 B
10 B	11 A	12 B	13 A	14 B
17 A	18 B	19 A	20 B	21 A
24 B	25 A	26 B	27 A	28 B

May				
M	T	W	TH	F
1 A	2 B	3 A	4 B	5 A
8 B	9 A	10 B	11 A	12 B
15 A	16 B	17 A	18 B	19 A
22 B	23 A	24 B	25 A	26 B
29 B	30 A	31 B		

1st Term
August 22 - October 26
A Days = 22
B Days = 22
Total Days = 44

2nd Term
October 27 - January 10
A Days = 22
B Days = 22
Teacher Comp = 1
Total Days = 45

3rd Term
January 11 - March 16
A Days = 22
B Days = 22
Total Days = 44

4th Term
March 17 - May 26
A Days = 23
B Days = 23
Teacher Comp = 1
Total Days = 47

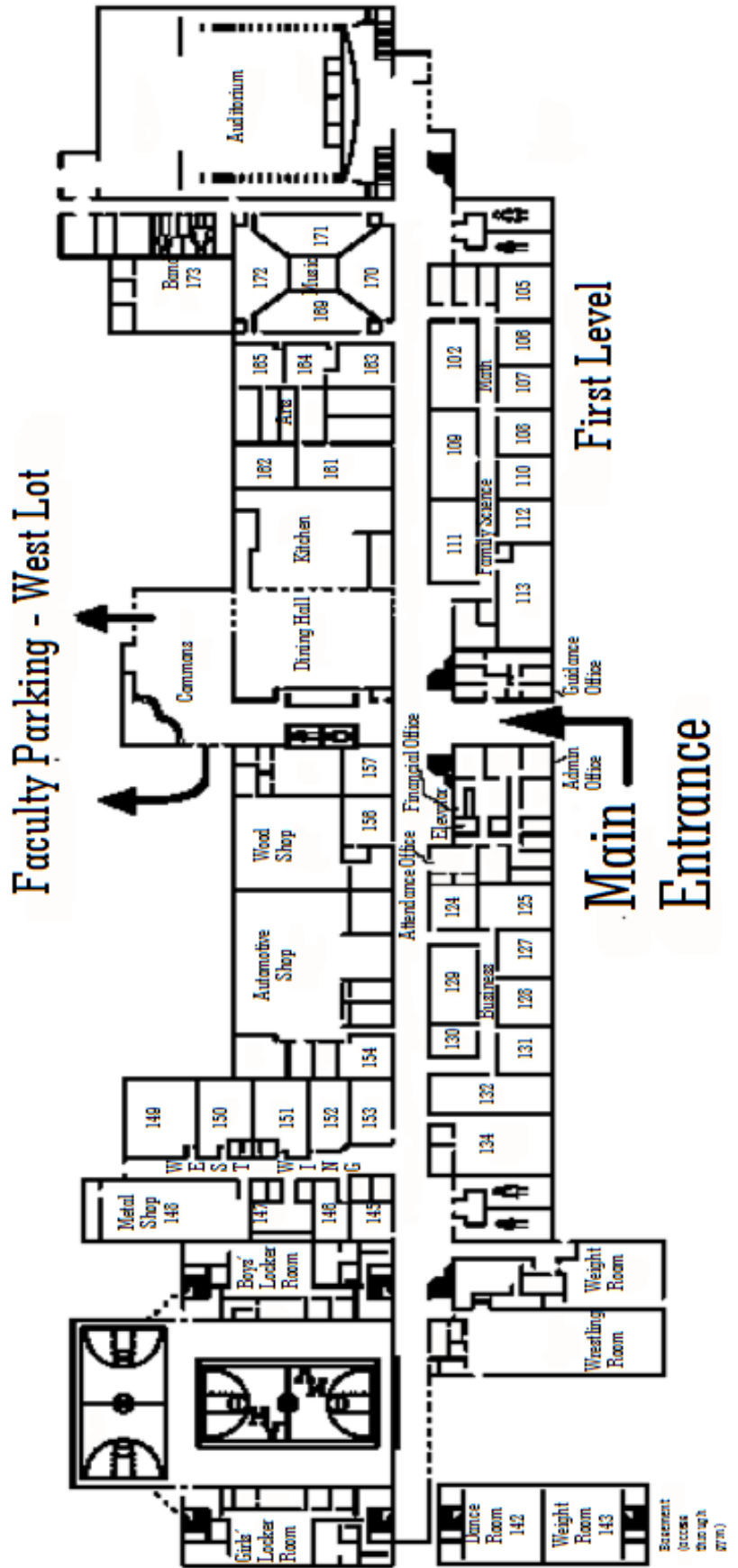
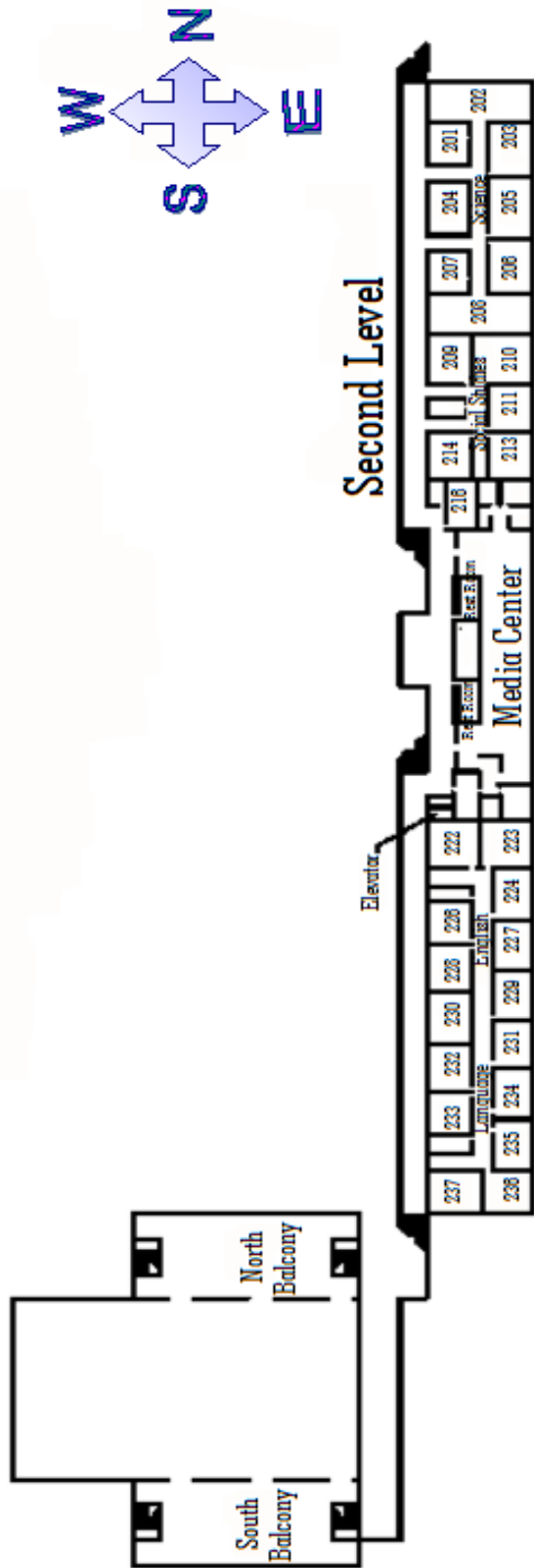
Trimester 1
August 22, 2016 - November 11, 2016

Trimester 2
November 14, 2016 - February 17, 2017

Trimester 3
February 21, 2016 - May 26, 2017

August 17- Professional Development
August 18-19- Teacher Contract Days
August 19 - 7th/10th Grade Day (optional)
August 22- First Day of School
September 5- Labor Day
October 20-21- Fall Break
October 24- Professional Development
November 23- Teacher Comp. Day
November 24-25- Thanksgiving Break

Dec. 23 through Jan. 2- Christmas Break
January 16- Martin Luther King Day
February 20- Washington-Lincoln Day
March 6- Professional Development
April 3- Snow Make-up Day
April 4- Teacher Comp. Day
April 5-7- Spring Break
May 26- Last Day of School
May 29- Memorial Day



POLICIES AND PROCEDURES

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ITEMS FOR REFERENCE

A-1 Accidents

1. Every accident in the school building or on the school grounds must be reported to the Attendance Office Secretary as soon as possible.
2. Accident insurance may be purchased from Student Assurance Services, Inc.; forms are available in the Attendance Office.

A-2 Address Change

Please promptly notify the Guidance Office if you change your home address or telephone number. In case of an emergency, it is to your advantage to have your correct address and telephone number on file.

A-3 Assembly Conduct

Courtesy is the key for assembly conduct. Please note the following expectations:

1. Sit with class in designated area.
2. Be on time.
3. Remain seated during entire performance.
4. Applaud appropriately.
5. Show respect to all performers.
6. Turn off cell phones.

A-4 Athletic Eligibility Requirements (See also Utah High School Activities Association)

Students who compete in UHSAA competition must be considered a full-time student (no fewer than six classes) and maintain a 2.0 grade point average ("C" average). They must have maintained a 2.0 in the quarter preceding that in which they will participate.

No student will be eligible to represent the school if more than one subject was failed in the preceding grading period. Each period failed in a multi-period class counts as a separate failing grade.

A student denied the right to participate may improve grade deficiencies and failures through various educational programs, tutoring, dual enrollment or by other methods acceptable to the school. Students who have been officially identified in Special Education will qualify to participate by successfully meeting their Individual Education Plans.

Student Athlete Attendance Policy

In order to stress and encourage school attendance and the importance of this positively affecting all areas of student success, the following Sports Attendance Policy:

1. If a student athlete falls to the Silver Level for Truancies or the Bronze Level for Tardies, he/she will be withheld from competition immediately until his or her truancies/tardies are remediated so that he/she is no longer in the Silver Level for Truancies or the Bronze Level for Tardies.

Students fall into the Silver Level for Truancies when they have:

- 1 Truancy (Y) per term.
- 21 or more excused class period absences per term.

Students fall into the Bronze Level for Tardies/Truancies when they have:

- 2 or more Truancies.
- 8 or more tardies per term.

2. Remediation can only be done with Attendance School. In an Attendance School session a student can remediate one (1) truancy and/or two (2) tardies. Remediation of Truancies and/or Tardies through Attendance School will qualify a student to compete as soon as they are no longer in the Silver or Bronze Level and do not fall back into it.
3. Students **must stay to play or to participate** in extra-curricular performances or activities. A student may not compete or participate in a performance if they have **ANY** truancies and/or excessive tardies (8+). Students and parents are encouraged to monitor student attendance weekly.

Student Athlete Drug and Alcohol Policy

The use of illegal drugs, alcohol, and/or tobacco is strictly prohibited for any athlete who participates for and represents Mountain View High School. If a student athlete is found to be using illegal drugs, alcohol and/or tobacco products either on school property or off, he or she will –

A. FIRST OFFENSE

1. Lose the privilege of competing in games, events, matches, etc. until four Alpine District sponsored drug and alcohol classes are attended and completed.
 - a. This is a minimum of two weeks, as drug and alcohol classes are offered per District class schedule (which tends to be twice a week).
 - b. The student athlete will not be able to practice as well as compete until these classes are completed (per UHSAA ruling Article 10, Section 1..A..1 p. 50 of UHSAA Handbook).
2. Be required to complete 25 hours of community service before returning to play in games, events, matches, etc.
 - a. The respective sport's coach will be required to oversee and document these service hours.
 - b. The student athlete will not return to play until the Athletic Director has this documentation.
3. Additional consequences may be assigned by each sport's respective head coach as outlined by individual sport's disclosure document.

B. SECOND OFFENSE

On the second offense, the student athlete will lose the privilege of competing in any game, event, match, etc. for the remainder of that sport's season.

B-1 Bus Regulations

Riding the school bus is a privilege. Improper conduct on the bus will result in denial of that privilege.

C-1 Cafeteria/Dining Hall

1. Student behavior in the dining hall should be based on courtesy and cleanliness. **You are responsible for cleaning the table at which you sit, and putting all trash in the proper containers.**
2. If a student decides to eat somewhere other than the cafeteria, he/she is responsible for cleaning the area and putting all trash in the proper containers.
3. Students who act irresponsibly or behave inappropriately may be suspended.

C-2 Cell Phones & Electronics

Cell phones and other electronic items are not to be used during academic time. This includes the use of text messaging, games, etc. Inappropriate use of camera phones could lead to suspension and or criminal prosecution. **Headphones will not be allowed to be worn in class and should be kept out of sight. If headphones are seen, teachers may confiscate the electronic device.**

C-3 Class Changes

Once registration is complete, changes in class schedules should be avoided as much as possible. After meeting with a counselor, if a change becomes necessary, school policy allows **one** (1) A Day and **one** (1) B Day to make adjustments. No class changes will be made after the first **two** (2) days of each term. Any changes made after this time require administrative approval.

C-4 Clubs

1. Students are encouraged to participate in social activities at the school. All clubs and/or social groups will:
 - a. Exist for the benefit of all students of the school.
 - b. Extend membership opportunities to all registered students.
 - c. Be organized in such a way that membership cannot be determined, even in part, by the popular vote of any of the club members.

- d. Submit charters, constitutions, and by-laws which are consistent with the rules and regulations herein stated and which will be approved by the principal, superintendent/board of education.
 - e. Be under sponsorship of one or more faculty members.
 - f. Receive administrative approval prior to advertising any event.
2. In order to be eligible to participate in any club, a student must return a signed parental permission form for that club.
 3. In keeping with the spirit of the district policy concerning school clubs, Mountain View High School takes the following position:

It is our strong recommendation that students affiliate only with authorized school clubs. If however, a student chooses to join and participate with another group or groups, he or she should be aware of the following:

- a. Unauthorized clubs, club members or their pledges are not allowed to conduct any activities at school, at any school activity or on the school campus at any time.
 - b. Unauthorized club members may not, at any time, use the name of the school directly or indirectly in any of their activities.
4. Any Mountain View High School student found in violation of the above school policy will be subject to disciplinary actions outlined in district policy.

In addition to clubs, Mountain View High School sponsors extracurricular organizations that are either Utah State Office of Education approved Career and Technical Student Organizations (CTSO's) or national scholastic organizations. These extracurricular organizations require a faculty advisor and administrative approval.

Other extracurricular opportunities are available that are associated with enrollment in a particular class or that are competition or performance events that require audition or selection.

C-5 School Colors

The school colors are cardinal red, gold and white.

C-6 Creating a False Emergency

Any student who creates a false emergency by setting off a fire alarm is violating the law and will be suspended from school and referred to juvenile court. A referral to the district for expulsion may also result

D-1 Dress and Grooming Standards

The Alpine School Board of Education requires students to conform to community standards and avoid extreme, unsafe or inappropriate dress or appearance. **State law also requires that appropriate footwear be worn at all times.** Those who do not follow the dress and grooming standards may be asked to change or may be sent home.

The following list outlines examples of inappropriate dress which should not be worn to school:

1. Tank tops and/or shirts with spaghetti straps, bare midriff/belly shirts, or off-the-shoulder tops.
2. Short shorts or short skirts. (length must be below the finger tips, including the skirt slit) The four-finger width rule only applies to formal dresses at dances (No tank tops allowed for boys and girls).
3. Clothing that is torn or ripped in areas which should be covered.
4. Revealing clothing that is too short, too low cut, not covering areas which should be covered.
5. Display of undergarments.
6. Clothing with inappropriate language, slogans or pictures, including drugs, alcohol, violence and/or sexual innuendoes.
7. Hip chains attached to jeans (considered unsafe) must be tucked into the pocket.
8. Clothing, jewelry, or backpacks with spikes.
9. Extreme hair styles that are distracting.
10. Anything identified as gang attire, i.e., gang colors, bandanas, etc.
11. Offensive tattoos or extreme piercings - need to be covered or removed.

E-1 Emblem

The official emblem of the school is an “MV”.

E-2 Equal Opportunity

Mountain View High School is an equal opportunity institution. The school will not discriminate on the basis of sex, race, creed or national origin in any educational or activity programs.

F-1 Fighting

Fighting among students is prohibited. Participants may be subject to suspension and referral to the police and juvenile court for disorderly conduct, disturbing the peace or disrupting the school process. Repeated incidents of fighting will result in a district hearing with possible expulsion from Alpine School District.

F-2 Fire Lane

The area adjacent to the building and at the southwest exit has been designated as a fire lane and by law must be kept clear of all vehicles. Vehicles found in these areas will be ticketed and have a warning placed on the windshield. Further violations may result in the vehicle being chained or towed away at the owner's expense.

F-3 Fireworks

According to the Utah State and Orem City codes, it is unlawful for students to use or have fireworks (including firecrackers) in their possession. Students found in violation may be referred to the police and to the administration for disciplinary action.

F-4 Flag Decorum/Procedures

The following is a suggested guide for the faculty and students at Mountain View High School to show proper respect for the National Colors, National Anthem and *Pledge of Allegiance*:

Monday Morning Classroom Flag Ceremony

When the National Anthem/Pledge of Allegiance is announced, students and teachers should stand at attention, face the flag (no moving or talking), and recite the *Pledge of Allegiance* at the appropriate time.

Additional Activities

Similar procedures should be followed at various events such as: athletic contests, assemblies and special programs which include the playing of the National Anthem and/or the reciting of the *Pledge of Allegiance*.

G-1 Guidance Information

ALPINE SCHOOL DISTRICT MOUNTAIN VIEW HIGH SCHOOL

Graduation Requirements

(Including Grades 9-12)

<u>4.0 Credits English</u> (3.0 English Core and 1.0 Language Arts Elective) 1.0 English 9 1.0 English 10 1.0 English 11 1.0 Language Arts Elective	<u>3.0 Credits Science</u> (2.0 Science Core and 1.0 Science Core Elective) <i>Science Core taken from 2 of the 4 quadrants:</i> Earth Science (9 th Grade) Biology Chemistry, Chemistry H, Physics, Physics H, Physics AP <i>Electives:</i> Biotech Medical Anatomy & Physiology Zoology/Botany	<u>3.0 Credits Math</u> (2.0 Math Core and 1.0 Math Core Elective) 1.0 Elementary Math 1.0 Advanced Math 1.0 Math Core Elective	<u>1.5 Credits Fine Arts</u> <u>1.0 Credit Career Tech</u> <u>.5 Credit Computer Tech</u> <u>.5 Credit Financial Literacy</u> <u>.5 Credit Health</u> <u>9.5 Credits General Elective</u>
<u>3.0 Credits Social Studies</u> 0.5 World Geography 0.5 World Civilization 1.0 U.S. History 0.5 Social Studies Elective 0.5 Government and Citizenship (12 th Grade)		<u>1.5 Credits Movement/Fitness</u> 0.5 PE Skills 0.5 PE Fitness 0.5 PE Elective	

28 TOTAL CREDITS

- ◆ Students will meet annually with a counselor to update the CCR (College and Career Readiness).
- ◆ Duplicate credit cannot be given if a class is repeated. If a class is taken twice, credit from the second class may only count as elective credit.
- ◆ According to state school law, high school credit may not be given for any “release” time.
- ◆ Release periods are highly discouraged. Any student desiring release in their schedule must fill out required release form, which requires parent and admin approval.
- ◆ Students will not be allowed a release period if they are deficient in credit. Release time only approved for A1/B5; A4/B8. Students on release time are not allowed on campus.

OTHER GUIDANCE OFFICE SERVICES

Guidance department personnel try to provide assistance to all students at Mountain View. Their objective is to assist students in becoming successful, productive citizens. A sincere effort is made to determine the unique needs of all students and to provide educational programs which will meet those needs. Every student has the opportunity to meet with counselors in yearly CCR interviews. Students are also invited to contact a counselor whenever a need arises.

Counselors are prepared to help students:

1. Assess abilities, aptitudes, interests and educational needs.
2. Understand available educational career opportunities and requirements.
3. Make the best possible use of their opportunities and develop job skills.
4. Arrange school programs of study to meet educational needs.
5. Find ways to work out personal problems.
6. Explore occupations in which the student may be interested and match abilities to interests.
7. Secure information about college, universities, vocational school, armed forces, and special training programs.
8. Interpret test information.
9. Secure information about available scholarships.
10. Credit recovery optional including digital curriculum class.

Scholarships

Information on college scholarships is available through a variety of means such as the scholarship box in the Guidance Office and the Internet.

If needed, counselors are available to assist students with the preparation of scholarship applications. Merit scholarships are often awarded on the basis of the following criteria: grade point average, ACT/SAT test scores, school/community participation, honors/advanced placement classes, as well as financial need. Talent scholarships, usually in the performing arts and athletics are offered by universities and colleges. Private scholarships from various organizations are also available.

Testing Services

Test: Sage Testing

Purpose: This test is designed to provide information regarding student achievement in English, writing, science and math areas.

Date: April and May

Cost: None

•National Tests•

Test: PLAN

Purpose: This test mirrors an actual ACT test. It acts as an early indicator of scores on ACT tests in the areas of English, math, reading, and science reasoning. This test also has an interest inventory to help students in career planning.

The PLAN will be administered to all sophomores on Oct 6, 2016 at MVHS. There will be no charge.

****Oct 6, 2016 will be a Practice ACT for juniors and College Day for seniors.***

Test: ACT - The American College Testing Program

Purpose: This college entrance exam is required for admission to most Mountain and Midwest colleges. Areas tested are English, math, reading and science reasoning.

Date: September 10, October 22, December 10, February 11, April 8 and June 10

Cost: \$39.50, w/writing \$56.50

Location: Given at various sites.

Students must submit registration by mail or on-line at www.actstudent.org. The MVHS Code is 450-280.

**The ACT will be administered to all juniors on March 7, 2017 at MVHS. No charge on that day.*

Test: PSAT/NMSQT - Preliminary Scholastics Aptitude Test/ National Merit Scholarship Qualifying Test

Purpose: This test measures verbal and math abilities. It is required of juniors who are interested in participating in the National Merit Scholarship program. This test is optional.

Date: Wednesday, October 19

Cost: \$15 (approximately), pay MVHS in the financial office

Test: SAT - College Board SAT Program/ SAT Subject Tests

Purpose: This college entrance exam is required for admission to some Eastern and Western colleges. The areas tested are verbal and math. Individual subject tests are also available. It is also required of National Merit Scholarship semifinalists in order to continue in the competition.

Date: October 1, November 5, December 3, January 21, March 11, May 6 and June 3.

Cost: \$54.50

Location: Check test sites online. (See link below.)

Students must submit registration by mail or on-line at www.collegeboard.com The MVHS Code is 450-280.

Test: AP Tests - Advanced Placement Tests

Purpose: Students who pass a test at a certain level of proficiency can earn college credit which is acceptable at most colleges in the USA.

Tests: Art History, Calculus AB, English Literature, English Language, French, Music, Psychology, Spanish, Statistics, Studio Art-2D design, Studio Art – Drawing, U.S. History, European History, and World History

Cost: \$89; \$50 deposit due in March to reserve test. Pay MVHS in the financial office

Dates: May 1, 2017 - May 12, 2017

H-1 Home and Hospital Programs

Homebound instruction is handled through the Guidance Office. If a student will be absent two or more weeks, parents are requested to notify the school immediately. The homebound instruction application can be obtained from the school. The completed form, along with a doctor's statement, is then sent to the Alpine School District office requesting the service. Students who are absent for periods less than two weeks should keep class work current by maintaining contact with the teacher. Teacher e-mail addresses are listed in this handbook.

H-2 Homework

The successful student sets a certain time each day for independent study. He or she might spend part of this time studying notes that were taken during class or reading a resource book related to the material. Frequently, time will be provided for students to begin the homework assignments under the supervision of the teacher. Work not finished in class will become part of the student's homework responsibility. Homework assignments are expected to meet acceptable standards of neatness, legibility and completeness.

As high school students continue through their junior and senior years of high school, they will find there is a progressive increase in time dedicated to home study if they are to accomplish the work outlined by the teachers.

H-3 Honor Roll

Honor Roll recognition is provided for a GPA of 3.70 to 3.99. High Honor Roll recognition is for a GPA of 4.0. Students who maintain a 4.0 GPA throughout the school year are honored at the Academic Assembly in the spring.

I-1 Insurance

Accident insurance is available to all students from an independent provider, Student Assurance Services, Inc. Application forms are available in the Attendance Office. Students who are not covered by a family or a personal insurance plan are urged to buy this insurance. The school has no responsibility for accidental injury.

Only those students who obtain insurance, or who sign the insurance waiver at the bottom of the *Emergency and Release* form, will be allowed to participate in athletics and/or physical education classes.

I-2 Internet Use

Proper use of the internet, according to Alpine School District's acceptable use policy, is required of the entire school community while on the MVHS campus. This form must be filled out during registration.

I-3 Internships

The internship program is available for all students. There are paid and unpaid possibilities. Students should consult their guidance counselor for further information. Mr. Karsten Walker is the adviser over the internships; he can be reached at karstenwalker@alpinedistrict.org

L-1 Lockers

Students should use only the locker assigned to them. If a student wishes to make a change, an administrator must give permission.

1. The school provides lockers for students' convenience. Lockers are only for storing materials pertaining to school.
2. Once a locker has been assigned, the student is responsible for that locker throughout the school year.
3. Students may not display inappropriate materials such as: vulgar words, profane and obscene slogans, pictures and advertisements that have any reference to alcohol, tobacco, drugs or sex. Lockers may be inspected at any time by school officials and inappropriate or unauthorized materials will be confiscated.
4. Students are responsible for the cleanliness of their lockers both inside and out. Failure to keep the locker clean may subject the student to loss of the locker and a fine.
5. If your locker isn't clean, or is damaged at the beginning of the school year, please notify the Attendance Office. You will be held responsible for the locker's condition at the end of the year.
6. Lockers are not for the storage of money or personal valuables. Students assume risk and responsibility for any valuables stored in lockers.
7. Please remember to clear all items from lockers before school ends for the year. Items left in the locker will be donated to charity.
8. Generally, there are two students assigned to a full size locker, do not give anyone else the combination to your locker.

L-2 Lost and Found

The lost and found department is housed in the Attendance Office. All lost and found articles should be brought to the office immediately. Items will be returned to owners following proper identification of the lost item. All items left unclaimed are donated to charitable organizations several times throughout the year. If an item is stolen or lost, immediately contact the secretary in the Attendance Office.

L-3 Lunch Money

1. Lunch money is deposited into the student's lunch account, preferably before school, in the lunchroom. **Deposits to lunch accounts cannot be accepted during lunch time.** Now you can deposit money in your student's account online by going to www.mypaymentsplus.com.
2. Those who qualify for free or reduced price lunches must file the appropriate form with the Alpine School District Food Service Office (490 N State Street, Lindon, UT 84042, 801-796-3101).

M-1 Mascot “Beuford”

The Mountain View High School mascot is the Bruin, a folklore name for a bear.

M-2 Media Center/Library

The Media Center is not just a place to read or study. Students are encouraged to make thorough use of the Media Center to explore, create, learn, and relax:

1. Available items to check out include books, eBooks, audiobooks, calculators, music, and more.
2. Items must be correctly checked out before leaving the Media Center.
3. Use of the Media Center during class periods is allowed with permission from a teacher.
4. Media Center hours are from 7:15 am - 3:00 pm (2:30 pm on Mondays).
5. Activities and socializing are allowed during lunch time.
6. Printing Costs: First three pages free every day. Additional pages = \$.05 per page.

Circulation Policy

1. Library patrons must be active Mountain View High School students.
2. Check out period: Books = **two (2)** weeks / Kindle eReaders = 1 week.
3. Overdue fines = \$.10 per day.
4. Students with fines over \$1.00 or overdue items cannot check out any materials until the problems have been corrected.
5. Students who have lost items will be charged replacement costs.

M-3 Medication

It is against the law for anyone at the school to dispense any kind of medication, even acetaminophen (Tylenol), without permission from parents.

N-1 Nuisance Items

Items not directly associated with the educational program (examples include, but are not limited to: video games, cell phones, MP3's, iPods, pagers, radios, boom boxes, CD/DVD players, water guns, yo-yos, water balloons, etc.) are generally not to be brought to school. **Headphones will not be allowed to be worn in class and should be kept out of sight. If headphones are in sight, teachers may confiscate the electronic device.** If any items become a nuisance to the teacher or other school employee in class or in the halls of the school, they will be confiscated. Students found possessing nuisance items will have the items taken and will be subject to disciplinary action. Many of these items become a target for theft and should remain at home. **Mountain View High School is not responsible for the loss or theft of these items.**

O-1 Obscene Literature, Pictures and Language

Literature, pictures and language which are obscene and offensive are unacceptable. Students have the right not to be exposed to obscenity or vulgarity. Teachers, parents and students should notify the office immediately if any such material or language is present at school. Students found in violation of this standard will be dealt with to the full extent of the law.

Utah State Code 76-10-1234, Accessing Pornographic or Indecent Material on School Property, states:

Accessing pornographic or indecent material on school property is defined as willfully or knowingly creating, viewing, or otherwise gaining access to pornographic or indecent material while on school property. Each separate offense under this section is a:

1. Class A Misdemeanor if the person is 18 years of age or older.
2. Class B Misdemeanor if the person is under 18 years of age.

O-2 Out-of-Area Attendance Request

Students who reside outside of the Mountain View attendance area and want to attend Mountain View High School must obtain and complete the necessary Out of Area Transfer Request Form. This form is available in the Guidance Office. Students who are accepted to attend Mountain View must live by all the rules and regulations of Mountain View High School and maintain good attendance. If they do not, they must return to their original school.

P-1 Parent-Teacher Conference

Parents may arrange conferences at any time by calling the school at 227-2400. Also, school wide Parent-Teacher conferences are held several times a year. Please refer to the school calendar for exact dates.

P-2 Parking

1. Parking at Mountain View High School is considered a privilege.
2. Alpine School District provides parking for students under certain provisions. These conditions apply to all motorized vehicles, including motorcycles and scooters. It is the intent of the administration of Alpine School District that allowing cars at school will not interfere with the normal operation of the school. With the passage of Utah Code Section 53-6-20, amended by Senate Bill No. 7, 1975, Mountain View High School will receive the assistance of the Orem City Police department in enforcing all rules and regulations in and around the parking lot. This includes the assistance of the on campus police officer.
3. Failure to abide by the following rules may result in a denial of the parking privilege:
 - a. **Parking Permits:**

All vehicles, including motorcycles, must be registered with the school and display a current parking permit. Registration forms and parking permits are available in the Attendance Office throughout the school year. The permit cost is \$5, payable through the Financial Office. Students found registering automobiles not belonging to them, or improperly using parking permits, will be subject to a fine, a suspension and the loss of parking privileges.

**Special permits will be auctioned off to the highest bidders in the front parking lot.
These passes are valid during school hours only (7:45 a.m. to 2:15 p.m.).**
 - b. **Parking Permit Display**

With the following exceptions, all vehicles should have the permit affixed to the lower left (driver's side) of the rear window.

 - *Motorcycles: Affix permit to front fork of motorcycle.
 - *Vehicles with tinted windows: Affix permit to the lower left (driver's side) of the front windshield.
 - c. **Student Parking:**

Students who have parking permits may park in **any marked parking stall in the east parking lot**, except the first row (nearest the school) which is reserved for visitor and disabled parking, and the loading zone.

 - (1) Motorcycles may only be parked in the designated lot on the east side of the building.
 - (2) Student parking at any other place during school hours (7:45 a.m. to 2:15 p.m.) is prohibited, except in the auto shop compound with teacher permission.
 - d. **Staff Parking:**

The west parking lot is reserved for faculty and staff parking.
 - e. **Visitor Parking:**

Visitor parking is east of the main building. The first row of stalls next to the school is reserved for visitor parking; also, visitors may park during non-restricted hours in the horseshoe.
 - f. **Orem Fitness Center and Tennis Court/Community Park Parking Lots:**

The Orem Fitness Center parking lots including the lots for the tennis courts and the community park are for patrons only! They are not school parking lots. Anyone using these parking lots for school parking will receive an Orem City Parking Ticket or be towed at owner's expense.
 - g. **Speed Limits:**

The speed limit for all areas is 10 M.P.H.
 - h. **No motorized vehicle is to be parked next to the school building.**
 - i. All **service areas** must be open for deliveries and emergency vehicles. Students may not park in the fire lane at any time, including during concerts and plays. Vehicles may be towed away.
 - j. **Vehicles without identification**

Vehicles which are used to abuse parking regulations and cannot be identified may be towed or chained.

- k. **Students are not permitted in the parking lot at any time during the school day.** (7:45 a.m. to 2:15 p.m.). Students may go to their cars during lunch, for educationally scheduled activities or if they are officially checked out through the Attendance Office. These are the only exceptions.
- l. **Traffic Violations:** All traffic violations on school property will result in a citation from Mountain View High School and/or Orem City Police Department. The vehicle may be impounded or chained.
- m. **Traffic Accidents:** All traffic accidents or any damage to vehicles in the parking lots should be reported to the school administration and the on-campus police officer.

4. Parking Tickets:

1. Students are charged **\$10** for each violation received.
 - a. After receiving a third violation, a chain and barrel may be attached to the car so that it cannot be driven. In addition to the **\$10** per violation, the student must pay a **\$50** charge to have the chain and barrel removed. Also, a student/administrator conference will be held and a letter may be sent home or a telephone call made informing parents of the problem.
 - b. After a fourth ticket is dispensed, the car may be towed. Towing fees may exceed **\$100**.
2. **Restricted Areas:**
Students parking in restricted areas (faculty parking lot, loading zone, etc.) will be charged **\$20** for each violation.
3. **Disabled Parking:**
Vehicles parked in designated disabled parking stalls may be ticketed according to state regulations and fined in excess of **\$100**.
4. **Reckless Driving:**
Students driving over sidewalks and grass areas may be ticketed.
5. **Search and Seizure:**
All vehicles parked on Mountain View High School property are subject to a search by school officials and/or school security guards. Any illegal contraband will be confiscated and charges may be filed.

P-3 Physical Hazard to Other Students (Causing)

Throwing, kicking or placing any item that may cause physical injury to another person or damage to the building is prohibited. Examples include, but are not limited to: throwing cans, snowballs, footballs, Frisbees, or flipping pennies, etc. inside or outside the school building. **Skateboard riding is not allowed on campus at any time.** Because of the possibility of physical harm that can result, assault charges may be filed against anyone participating in these activities.

P-4 Public Display of Affection

Embracing, kissing, or other acts of affection are inappropriate behavior on campus and at school sponsored activities and will not be allowed.

R-1 Report Cards

Report cards are available on the Skyward website. (Go the MVHS website, www.mvhs.alpineschools.org, and click on Skyward) Grades are reflected in the following manner:

How a Grade Point Average (GPA) is Figured				
	B+ = 3.4	C+ = 2.4	D+ = 1.4	P = 0.7
A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

S-1 Safe Schools

Mountain View High School policy prohibits acts of violence, aggression, intimidation, use or possession of weapons, lighters, matches, candles, criminal behavior or gang activity. This policy applies to all Alpine District school grounds, at school sanctioned activities or when students are being transported in vehicles dispatched by the district.

S-2 Sexual Harassment

Alpine School District and Mountain View High School are committed to the maintenance of a learning environment which is free of any form of sexual harassment, an environment where students may attend school free of unwanted conduct or communication of a sexual nature, and one that is in compliance with State and Federal law dealing with this form of discrimination. *Board Approved: October 11, 2005*

The Alpine School District strongly disapproves of any form of sexual harassment in the school, including acts of non-employees. Disciplinary action will be taken against any employee or student who engages in sexual harassment.

S-3 Sick Room/Illness

If a student becomes ill during the day, he should obtain a hall pass from his teacher and report immediately to the Attendance Office. If the student's illness is of such a nature that minor aid does not bring relief, the home will be contacted and the student will be released. A student may only remain in the "sick room" for one class period, and then they must return to class or check out of school. **Students are not permitted to leave the campus without first checking out of school in the Attendance Office.**

S-4 Skateboard Policy

Skates, rollerblades, skateboards, or scooters are **not** to be used on any area of campus.

Mountain View High School is not responsible for any of these items and if used to arrive to campus, these items should be stored in their personal lockers.

S-5 Sophomore Day

Sophomore Day is a special day designated just for sophomores. Each year, MVHS hosts a "Getting to Know Mountain View" assembly, tour of the school and lunch on the day before school begins. All sophomores are encouraged to attend, making a smooth transition to Mountain View High School.

S-6 Stairs and Hallways (Blocking)

Students may not create a hazard by blocking the free flow of traffic by sitting on the stairs or across the hallways.

S-7 Suspensions

Students who commit serious actions of misconduct or insubordination are subject to suspension from school. A written copy of the suspension notice will be given to the student or mailed to the home. Contact will be made with parents/guardians by telephone when a student is suspended. Suspensions include being suspended from all school activities and/or events. A conference between the parent, student and administrator is required before the student will be permitted to return to school.

T-1 Telephone

Students may use the student phone in the Attendance Office before and after school and during the lunch period. Parents/guardians may leave a message for teachers with an administrative assistant or student advocate.

T-2 Textbooks

All school textbooks are checked out to students for their use during the school year. Textbooks are to be kept clean and handled with care and respect. Students will be fined damaged or defaced textbooks and/or for the replacement of missing/lost textbooks.

Textbook Check-out/Check-in Procedures

1. Books must be correctly checked out before being removed from the Media Center.
2. Positive ID is required to check out any textbooks.
3. Students should check-out and check-in textbooks with their class.
4. New students as well as students who are withdrawing from school may come to the Media Center individually to check-out textbooks or to return textbooks.

5. Textbooks are checked out for the entire semester or year depending on the class.
6. No duplicated textbooks may be checked out without administrative approval.
7. Damaged barcode labels will incur a \$1.00 fine for repair.

T-3 Tobacco, Alcohol, or Drugs

The possession or use of tobacco, intoxicants, narcotics, or any imitation drugs of any kind is prohibited in any building owned or operated by the Board of Education. This also applies to areas in the immediate vicinity of the school such as the Orem Recreation Center/Park. Students who choose to violate these policies will be subject to the following disciplinary actions:

SUBSTANCE ABUSE PENALTIES

Alcohol and Drug Use/Possession

First Offense:

- Referral to a law enforcement agency.
- Possible suspension for up to ten (10) days.
- Exclusion from extracurricular school activities.
- Parent conference - sign a non-use contract.
- Referral to the Parent/Teen Program.
- Expulsion if Parent/Teen program not completed.

Second and Subsequent Offense:

- Referral to a law enforcement agency.
- Suspension, initiate expulsion procedures.
- Referral to Parent/Teen Program second time.

Tobacco Use/Possession

First Offense:

- Submit a court referral.
- Notify parents.
- Referral to the Parent/Teen program.

Second and Subsequent Offense:

- Submit a court referral.
- Notify parents.
- Ten (10) day suspension.
- Student ordered to complete tobacco cessation program.

Distribution or Intent to Distribute

- Referral to a law enforcement agency.
- Notify parents.
- Begin immediate expulsion procedures.

T-4 Transcript of Credit

Senior students may have a free copy of their transcripts sent to one or more schools. MVHS will mail the transcript directly to the school or agency requested.

U-1 Utah High School Activities Association and Region Information (UHSAA Handbook)

Members of Region Seven (4A Classification)

Member Schools	Mascots	Phone	Address	City	Zip Code
Alta High School	Hawks	801-826-5600	11055 S 1000 E	Sandy	84094
Corner Canyon High School	Chargers	801-826-6400	12943 S 700 E	Draper	84020
Mountain View High School	Bruins	801-610-8160	665 W Center Street	Orem	84057
Orem High School	Tigers	801-610-8165	175 S 400 E	Orem	84097
Provo High School	Bulldogs	801-373-6550	1125 N. University Ave	Provo	84604
Skyridge High School	Falcons	801-610-8820	3000 N Center	Lehi	84043
Timpanogos High School	Timberwolves	801-610-8175	1450 N 200 E	Orem	84057
Timpview High School	Thunderbirds	801-221-9720	3570 Timpview Dr.	Provo	84604

Scholastic Regulations

Students must be “full-time” in order to be eligible to represent their schools in UHSAA competition. For Alpine School District, this means 1.5 credits earned per term. Students failing more than one subject or who have less than a 2.0 GPA for the term previous to the sports season will not be eligible to represent their school. If the sport season runs through 2 terms of School the previous and current terms will be counted toward eligibility. Sophomores wishing to participate in UHSAA activities their first term in high school must meet the same requirements. For fall sports, the student’s grade average for the last term of ninth grade must be a 2.0 and they can have no more than 1 “F”. The student may make up any incompletes, failures or lower grade point averages over the summer by attending summer sessions, dual enrollment, receiving tutoring or by any other method acceptable to the Alpine School District. However, for all grades, once the school year starts, and term grades are posted, a grade cannot be “changed” by a teacher to achieve academic eligibility.

Transfer Rule

A student who transfers from one high school to another is deemed ineligible to participate in any interscholastic activity sponsored by the UHSAA for **ONE FULL YEAR** at the school to which he transfers. A student, who moves into the school boundaries with their parents, needs to fill out a transfer form and submit it the UHSAA office. Any other transfer student must fill out a Hardship Application Form which must be signed by the principals at both schools. See MVHS Athletic director for help in both cases.

Eligibility Lists

- a. Each member school will keep on file in a book provided by the UHSAA a list of all students who are eligible and participate in each activity. This list must be updated each grading period and certified by the principal. The principal thereby certifies that the students listed meet all of the requirements and are eligible under the constitution and bylaws of the UHSAA.
- b. Certification will be based on complete information concerning the student's age and scholastic history.
- c. Participation on any varsity, junior varsity, sophomore, or freshman team is to be considered as a season of competition.

Spectator Conduct

- a. Other than authorized spirit groups (cheerleaders, pep club, drill team), no spectators will be allowed on the field or floor during game time, quarters or half-time.
- b. Regarding noisemakers and other spectator support items, please refer to the UHSAA manual reference guide for those allowed in each sport.
- c. Throwing any objects, including confetti, torn paper scraps, crepe paper, toilet tissue, etc. is not allowed.
- d. School administrators who are present at games agree to take immediate, definitive action toward disruptive or unsportsmanlike students or fans. All schools will continue to enforce the front row rule (no sitting on the very first row).
- e. The host school will clearly define seating area for both home and visiting students. These areas should accommodate bands and pep clubs as well as the general student body.
- f. Shirts must be worn at all times.

Banners and Signs

No negative banner or posters of any nature will be displayed in the area of competition. A sign welcoming the visiting team is encouraged.

V-1 Valuables

Do not leave money, watches, rings, purses or any articles of value in lockers, classrooms, restrooms or locker rooms. The office will keep valuables for you, if necessary. Be sure that your lockers are securely closed and locked before leaving. If you lose an article, check the “Lost and Found” in the Attendance Office. If an item is stolen you may file a report with the on-campus police officer. Report forms are available in the Attendance Office.

V-2 Visitors

Do not invite family members/friends to attend classes with you, this is **not** permitted. All visitors on official school business must secure a visitor's pass from the Administration Office.

V-3 Vocational Programs

Alpine School District and Mountainland Applied Technology Center (MATC) have established programs in which a limited number of students may attend MATC on a part-time basis. Students who are interested in specific career choices should consult a Guidance Counselor early in their high school careers.

W-1 Withdrawals and/or Transfers

Students leaving Mountain View attendance area must obtain a withdrawal form from the Guidance Office. Parent/guardian signature is required on the form. The student will take the form to each teacher to sign and return books/items. See form for other signatures needed. Students must pay all fines before withdrawing from school.

EARTHQUAKE

If inside the classroom:

- a. Drop under your desk or a table and assume the "drop and hold" position.
- b. At the end of the tremor, upon instruction from your teacher, evacuate the building quietly and go quickly to the proper gathering area, based on the emergency route for that classroom. If you have a coat in the room take it with you.
- c. If another tremor should occur while evacuating, take the "drop" (against the wall or lockers) or "drop and hold" (holding onto pipes or other solid objects) position. When the tremor stops and the teachers give the signal, proceed to the appropriate gathering area.

If in the hallway or gym:

- a. Assume the "drop" or "drop and hold" position. If you can hold onto something solid, do so.
- b. Report to the teacher of the class for that time of day. Lunch period is your third period teacher. If the earthquake should happen during a class change, report to the previous period teacher.

If outside:

- a. Assume the "drop" or "drop and hold" position. Hold on to some solid object if possible.
- b. Report to your teacher for that period, being sure to avoid power lines, light poles, etc. If an emergency occurs during a class break report to the previous period teacher. You must know in advance where that class meets in an emergency.

Every fire alarm means evacuate. Don't hesitate; don't question whether the alarm is "practice" or the real thing. Just evacuate quickly and orderly.

FIRE AND ALL OTHER EMERGENCIES

When the alarm sounds, evacuate. Don't hesitate.

Evacuation routes may need to be modified, based on the type of emergency.

If there is smoke, try to get below it or cover your mouth and nose with your shirt or other material.

Breathe as little of the smoke as possible.

Remain at the gathering area until further instructions are given.

Attendance Philosophy

The mission of Mountain View High School is to "prepare our students for *their* future by providing the best education possible!" This will occur when classroom teachers have engaged students seeking opportunities to learn. If students do not arrive on time, and attend all of their classes, it is very difficult to learn the content presented by the teacher. Re-teaching lessons and preparing makeup materials for students who are tardy and/or absent uses valuable teaching time and deprives all students of learning opportunities.

The goals of the Attendance Policy at Mountain View High School are to: 1) Provide students with engaging classroom learning experiences in every class; 2) Celebrate students who are consistently in class and taking advantage of learning opportunities; and 3) Provide appropriate tiered interventions for students (parents) who need additional support in school attendance.

Absences

Utah State Law (Utah Code Section 53A-11-101) requires parents/guardians to ensure regular attendance at school by school-age minors for whom they are responsible. In order to “prepare our students for *their* future” we expect students to be present in every class, every day. However, parents/guardians may occasionally need to excuse students due to illness and emergencies. This should be done within two weeks of the absence. Excused absences will show with an (E) code in Skyward attendance records. Absences that are unexcused (X) **after two weeks** will be considered a truancy (Y).

Excusing Absences

Parents may excuse absences by sending a note during school hours or calling the attendance office at 801-610-8162, **twenty-four hours a day**. An excused absence clears a student only from unexcused absences; however, it does not remove the absence from the attendance records. **Truancies may NOT be excused**. When excusing an absence(s) with a note or on the phone, parents should include:

A) the date of the absence(s) B) specific class period(s) missed C) and a phone number where the parent can be reached

When writing a note please include the date it is written and parent signature. **Fraudulent excusing** of absences may result in student suspension and loss of privileges for all involved. Students are responsible to make up any work, quizzes and/or tests missed during their absence. Students have the responsibility to arrange for makeup work with their teachers.

Prior Approval Form for Extended Absences

If the student is planning to have an extended absence, a *Prior approval form* must be filled out by the student and signed by the parent/guardian 3-5 days **before** the extended absences. Forms may be picked up in the Attendance Office. The student accepts the responsibility for getting materials/notes, for completing assignments and making arrangements for any testing prior to or upon return of absence as required by each teacher. Parents and students should realize that any extended absence may adversely affect grades due to missed labs, participation points, etc. *If denied*, the student will be advised in person and the parent will be notified. **An attendance exception will not be made for a request of more than two (2) weeks**. If a student misses **more than ten (10) days of school**, it is possible that the student will fail the term.

Student Check-in/Check-out

All students must check into the Attendance Office if they arrive **ten (10)** minutes or more after the tardy bell rings. However, arriving late to class constitutes a tardy, which cannot be excused. Anytime a student leaves campus during class time, the student must check-out through the Attendance Office.

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive and disrespectful to teachers and peers. **A student is considered tardy if he or she is not in the classroom when the tardy bell stops ringing**. Only teachers, counselors, or administrators may excuse a student's tardy. Students who come to class after **ten (10)** minutes are marked very late (which counts as a tardy) and must have a slip from the Attendance Office. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused by an administrator. Students will be allowed **seven (7)** tardies per term before dropping to the Bronze Level.

Attendance Appeal Process

Appeals are reserved for rare and/or uncontrollable attendance problems (medically verified illness, etc.). Appeal forms may be picked up at the attendance office. Appeals will be taken to one of the assistant principals (based upon the student's last name). *If denied*, student will be advised in person or parent will be notified.

Tiered Support for Truancies and Tardies:

In order to support all students in preparation “for *their* future” and meet their attendance goals, MVHS has adopted a tiered attendance policy. Absences due to school-sponsored activities (i.e., field trips, extracurricular events, etc.) will not count toward the absence limit. (See next page.)

	Gold Level "Tier 1"	Silver Level "Tier 2"	Bronze Level "Tier 3"
Attendance Goals	No (0) Truancies.	One (1) Truancy per term.	Two (2) Truancies and/or 21+ Excused absences per term.
Attendance Support	Quarterly and Yearly Celebrations	Assigned to Attendance School	Counseling Mediation Education and the Law Workshop Truancy School Truancy Court
Tardy Goals	0-3 Tardies per term.	4-7 Tardies per term.	8+ Tardies per term.
Tardy Support	Quarterly and Yearly Celebrations	Assigned to Attendance School	Counseling Mediation Education and the Law Workshop Truancy School Truancy Court

Teachers, Administrative Assistants, Student Advocates, Counselors, and Administrators will seek to work with parents and students who have habitual truancy issues in order to rectify the situation in a timely manner.

Attendance School and Truancy Interventions

Once students are in the Silver Level/Tier 2 (please see section above) students will be assigned to participate in Attendance School. Each **Truancy** must be remediated by attending **two** (2) forty-five (45) minute Attendance School sessions after school on Tuesdays or Thursdays within 10 school days of each truancy. Attendance School sessions will be held in the dining hall from 2:30pm to 4:00pm. Truancies may also be made up on Saturdays. There will be **two** (2) ninety (90) minute Attendance School sessions each Saturday. These sessions will begin at 8:00am and 9:30am. Once students are in the Bronze Level/Tier 3 (please see section above) students will be assigned to participate in Attendance School. Each **Tardy** must be remediated by attending **one**, (1) **forty-five** (45) minute Attendance School session after school on Tuesdays or Thursdays within ten school days of each tardy above **seven** (7). Attendance School sessions will be held in the dining hall from 2:30pm to 4:00pm. Tardies may also be made up on Saturdays. There will be **four** (4) forty-five (45) minute Attendance School sessions each Saturday. These sessions will begin at 8:00am and 9:30am.

Truancy and Tardy Remediation Potential of Attendance School								
Day	(½) Session = 45 Minutes		(1) Session = 90 Minutes		(1 ½) Sessions = 135 Minutes		(2) Sessions = 180 Minutes	
	Tardies	Truancy	Tardies	Truancies	Tardies	Truancies	Tardies	Truancies
Tuesday	1	0	2	1	N/A	N/A	N/A	N/A
Thursday	1	0	2	1	N/A	N/A	N/A	N/A
Saturday	1	0	2	1	3	1	4	2

All Attendance School sessions, require a **\$3.00** fine which must be **paid in advance** at the MVHS Student Financial Office. Students will then use their receipt as an admittance ticket to Attendance School.

***Tuesday and Thursday sessions of Attendance School = \$3.00 Prepaid
Saturday has two sessions of Attendance School = \$3.00 Prepaid for each session
or a total of \$6.00 Prepaid for both sessions.***

Attendance School is a requirement once a student reaches the Silver Level for Attendance and the Bronze Level for Tardies. Should a student choose not to attend after having been assigned to Attendance School, there will be disciplinary action taken by the administration. These actions could include a referral for Insubordination and/or a referral to Truancy School. Truancy School is held weekly at Orem High School. Truancy school is 90 minutes long and has a \$20.00 fine that must be paid before attending at the MVHS Financial Office.

Failure to participate in Truancy School will result in an immediate referral to court.

WHAT ARE YOUR CHANCES OF BEING SUCCESSFUL?

Missing a class here or there doesn't seem like much but...

When you miss just...	that equals...	which is...	and over 13 years of schooling that is...	which means that best that you can perform is...					
1 Day every two weeks	20 Days per year	4 Weeks per year	Almost 1 ½ Years	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">YOU</td> <td style="width: 80%;"><div style="background-color: red; height: 15px; width: 100%;"></div></td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 100%;"></div>	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>	Equal to finishing 11 th grade.
YOU	<div style="background-color: red; height: 15px; width: 100%;"></div>								
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								
1 Day each week	40 Days per year	8 Weeks per year	Over 2 ½ Years	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>YOU</td> <td><div style="background-color: red; height: 15px; width: 80%;"></div></td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 80%;"></div>	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>	Equal to finishing 10 th grade.
YOU	<div style="background-color: red; height: 15px; width: 80%;"></div>								
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								
2 Days each week	80 Days per year	16 weeks per year	Over 5 Years	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>YOU</td> <td><div style="background-color: red; height: 15px; width: 50%;"></div></td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 50%;"></div>	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>	Equal to finishing 7 th grade.
YOU	<div style="background-color: red; height: 15px; width: 50%;"></div>								
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								
3 Days each week	120 Days per year	24 Weeks per year	Almost 8 Years	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>YOU</td> <td><div style="background-color: red; height: 15px; width: 20%;"></div></td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 20%;"></div>	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>	Equal to finishing 4 th grade.
YOU	<div style="background-color: red; height: 15px; width: 20%;"></div>								
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								

attendance
MATTERS



Reminders

- School excused absences (field trips, extracurricular activities, etc.) do not count toward the absence limit.
- An excused absence is still an absence.

Shared Responsibilities:

- In order to be “prepared for your future” it is expected that students regularly attend and are on time to all classes.
- It is both the responsibility of the parent and the student to understand the Attendance Policy and to regularly check attendance on Skyward. www.mvhs.alpineschools.org
- School excused absences (field trips, extracurricular activities, etc.) do not count toward the absence limit. Students are still responsible to make up all material missed and must make arrangements with their teachers.
- After **two (2)** weeks or as soon as it becomes known that an unexcused absence (X) is a truancy (Y) it will be changed to a truancy Y).
- A truancy (Y) must be made up at Attendance School and may not be excused by parents.
- Parents may call or write a note to excuse their student’s absence @ 801-610-8162.
- Leaving campus without parental permission and going through the proper check-out procedure in the Attendance Office for any reason will be considered a truancy (Y).
- Parents must call the Attendance Office to check a student out. We discourage parents to contact a student directly via cell phone/text, because this will disrupt learning for other students.

Teachers will:

- Keep accurate records of students’ absences and tardies.
- Begin class on time and provide meaningful and engaging classroom instruction each day.
- Send failure notices, to students and parents, within sufficient time for remediation.
- Discuss attendance issues with students as they arise and inform the school counselors or administrators if attendance does not improve.

Student Advocates will:

- Keep students, parents/guardians, advocates, counselors, and administrators, informed of attendance issues.
- Notify students and their parents/guardians of excessive absenteeism by phone message or letter/postcard.
- Review attendance records and help resolve discrepancies.
- Provide check-in/check-out slips upon receiving a note, email, phone call or in person by any adult authorized by the student’s parent/guardian.

Counselors will:

- Counsel with student in regards to attendance concerns.
- Make an attendance plan to help students improve truant behaviors.
- Assign students with attendance issues to attend Mediation and/or Education and the Law Workshops.
- Correspond with parents/guardians when students have attendance issues by phone or email.
- Make home visits as needed in order to resolve attendance concerns.

Administrators will:

- Work collaboratively with advocates, teachers, counselors and parents/guardians to identify and contact students with trancies or habitual tardies.
- Use earnest and persistent efforts to improve student attendance using a tiered system of interventions.
- Enforce and uphold the Utah State Compulsory Education Law that may include a referral to truancy school or juvenile court for excessive absenteeism.