



# MONTE VISTA HIGH SCHOOL

## Parent/Student Handbook 2025-26

Monte Vista School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaints should be referred to: Complaints regarding violations of Title IX should be referred to: Leona Holland, Title IX Coordinator, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719-852-5996, email: [Title9Coordinator@monte.k12.co.us](mailto:Title9Coordinator@monte.k12.co.us). Complaints regarding violations of Title VI. (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title II, Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

A lack of English language proficiency will not be a barrier to admission and participation in Monte Vista School District programs or activities.

This Student Handbook serves as a comprehensive overview and essential policy/practice guide for students and parents at Monte Vista High School. Administered at the beginning of the school year, it is designed to provide a basic understanding of instructional and management-related matters crucial to the school's operation. For a deeper insight, individuals are encouraged to discuss any concerns with MVHS administration. The handbook aims to assist both the school and parents in fostering the best possible educational program. Students and parents are responsible for being familiar with its contents, adhering to procedures and rules. Additionally, district administrative policies and Colorado school laws apply. It is important to note that school rules are applicable both on and off-campus, and during school-sponsored events, with enforcement and consequences. Readers are urged to thoroughly review the entire handbook and advised to keep this packet in a suitable place for future reference.

Parents sign the Signature page saying that they have read the handbook and know where to find it during the online registration process.

### MONTE VISTA HIGH SCHOOL "PIRATE PHILOSOPHY"

A school, akin to an individual, possesses distinct qualities that set it apart from others. The character of a school is shaped by its community, comprising parents, students, and staff, with each playing a crucial role in defining the identity of Monte Vista High School. As we collaborate to implement the available educational programs, it becomes the joint responsibility of all personnel and parents to address academic and social needs, guiding students towards becoming independent learners capable of navigating our school, community, and the wider world effectively.

Emphasizing pride in our school and fostering school spirit is paramount. Monte Vista High School has outlined specific goals to ensure the delivery of quality education:

1. Facilitate the school's operations by aligning with Board Policies endorsed by the School Board.
2. Provide every student with opportunities to meet established standards and realize their highest potential through diverse learning activities and instructional methods.
3. Cultivate a positive self-image in students through successful educational and social experiences.
4. Offer a flexible and adaptable program that spans educational, social, and career opportunities for students.
5. Promote understanding and respect for each person's rights and beliefs within the school community.

### **MONTE VISTA HIGH SCHOOL BELL SCHEDULE**

<b><u>1st Hour</u></b>	7:56–8:50
<b><u>2nd Hour</u></b>	8:53–9:47
<b><u>3rd Hour</u></b>	9:50–10:44
<b><u>4th Hour</u></b>	10:47–11:41
<b><u>LUNCH</u></b>	11:41–12:15
<b><u>5th Hour</u></b>	12:15–1:09
<b><u>6th Hour</u></b>	1:12–2:06
<b><u>7th Hour</u></b>	2:09–3:03
<b><u>8th Hour</u></b>	3:06–4:00

### **MONTE VISTA SCHOOL DISTRICT WEBSITE**

Explore the extensive resources available on the Monte Vista School District website at <https://www.pirates.monte.k12.co.us/mvhs>. Navigate to the Schools tab and choose Monte Vista High School to discover a variety of information. Find calendars of activities, sports schedules, the senior newsletter featuring scholarship information and links, and more.

Head to the Parent/Student tab for convenient access to grades and attendance using Infinite Campus, as well as the student handbook. Additionally, you can manage tasks such as paying fees for Chromebooks, school meals, enrolling in school insurance, and more. The website provides a comprehensive hub for staying informed and engaged with school-related matters.

### **VISITORS**

All individuals visiting the school premises are required to register at the office and obtain permission from the office staff before interacting with students or staff. It is imperative for visitors to adhere to all school rules and regulations. Student visitors are not permitted to attend classes during regular school hours.

Parents and guardians are welcome to visit the school at their convenience, but they must first check in with the office secretary. To minimize disruptions in the classroom, parents/guardians are advised against interrupting ongoing classes to meet with their child. To communicate with teachers, parents/guardians are encouraged to leave messages with the secretary. Additionally, any items intended for their child should be left with the front office staff, and these items can be retrieved during breaks between classes.

## GRADUATION REQUIREMENTS

### **Monte Vista High School GPA and Graduation Requirements**

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

#### District Academic Standards

All students must meet or exceed the district's academic standards prior to becoming eligible to graduate or complete the requirements and goals listed on a student's Individualized Education Plan (IEP), which may include modified academic standards. Graduation from high school is a culminating event that results from the foundations built at the elementary and middle school levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the district's academic standards and to meet the expectations for graduation.

#### GPA Determination

##### Regular Courses

A = 4  
B = 3  
C = 2  
D = 1  
F = 0

##### AP Courses

A = 5  
B = 4  
C = 3  
D = 2  
F = 0

\*Teacher Aide and Work Release classes will be Pass/Fail Grades

### Graduation Requirements

1. Completion of Diploma Credits
2. Completion of State Graduation Testing Requirements or Proof of College or Career Readiness through Capstone Project, CTE Certification, or Passing Concurrent Enrollment Class with a grade of C or Higher.
3. Completion of Senior Portfolio completed during the fall of Senior Year in Senior Seminar Class
4. Completion of 20 Verified Community Service Hours
- 5.

#### Units of credit needed

Monte Vista High School shall require completion of one of three diploma types:

1. Collegiate Diploma - 28 Credits
2. Comprehensive Diploma - 25 Credits
3. Certificate of completion - based on IEP

## Senior Portfolio

**ALL STUDENTS MUST** submit an approved (ICAP - Individualized Career and Academic Plan) portfolio with the following items as outlined:

1. Cover Page
2. Resume
3. Career Plan/Outline
4. Career Statement/Research Paper
5. Cover Letter
6. Job Application
7. College Application
8. 3 Letters Requesting a Letter of Recommendation
9. 3 Letters of Recommendation
10. 3 Thank you letters for Letters of Recommendation
11. Personal Essay
12. Senior Exit Interview
13. Awards/Certificates

## Credit Requirements

Students must successfully complete 28 credits from the following to receive a **Collegiate Diploma** and meet the state graduation requirements.

Language Arts- 4 credits English

Science- 4 credits

Social Studies- 3 credits

Mathematics- 4 credits

Physical Education- 1 credit

Health Education - .5 credits

Fine/Practical Art- 2 credits (One Fine Art & One Practical Art)

Foreign Language- 2 credits

Financial Literacy - .5 credits

*plus*

Elective Credit- 7 Credits

28 Credits

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Students must successfully complete 25 credits from the following to receive a **Comprehensive Diploma** and meet the state graduation requirements.

Language Arts- 4 credits

Social Studies- 3 credits

Science- 3 credits

Mathematics- 3 credits

Physical Education- 1 credit

Health Education - .5 credits

Fine/Practical Art- 2 credits(One Fine Art & One Practical Art)

Financial Literacy - .5 Credit

*Plus*

Elective Credits - 8 credits

25 Credits

<u>Diploma Type</u>	<u>ELA</u>	<u>Math</u>	<u>SS</u>	<u>Sci</u>	<u>PE</u>	<u>Art</u>	<u>Health</u>	<u>E Lang</u>	<u>Fin Lit</u>	<u>Electives</u>	<u>Total Credits</u>
Collegiate	4	4	3	4	1	2	0.5	2	0.5	7	28
Comprehensive	4	3	3	3	1	2	0.5	0	0.5	8	25

**State Graduation Requirements – must pass 1 in Math and 1 in English of the State Graduation requirement.**  
**The State Graduation Requirements can be found here:**

<https://www.cde.state.co.us/postsecondary/grad-menu>

### **Capstone Project/Industry Certificate**

Students can choose one or both of the following for Capstone Projects or the Industry Certificate:

1. Science Fair during Junior or Senior Year
2. History Fair during Junior or Senior Year
3. Be a completer for a CTE Certification Certificate
4. Complete a CTE Capstone Project Senior Year

Requests for waivers of any of the above mentioned graduation requirements should be submitted in writing to the office of the Principal for consideration. The Principal may appoint a committee to review each request and reserves the right to waiver, based on just cause.

Students meeting State Graduation Testing requirements for the first time in English or Math will earn 1 elective credit for each test passed above the state benchmark. Students will receive ½ elective credit for continuing to meet the State Graduation Testing requirements each time they are passed.

Submit written requests for the waiver of any mentioned graduation requirements to the principal's office for evaluation. The principal may designate a committee to assess each request and retains the authority to grant waivers based on justifiable reasons. Teacher aide classes will be graded on a pass/fail system.

Students in grade 11 are eligible to receive elective credit for performance on the state mandated SAT or ACT in the following manner:

- a. A student who achieves an ACT score of 22 or above, or (new) SAT score of 1110 or above will receive .75 elective credit
- b. A student who achieves an ACT score of 18 or above, or (new) SAT score of 950 or above will receive .25 elective credit.

### **Credit from other institutions and home-based programs**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit towards graduation requirements shall be granted for courses taken outside the district. Students, who are currently enrolled in the district and wish to obtain credit from outside institutions, or through “online” programs, must have prior approval from the principal. When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from **accredited** home-based education programs must submit student work or other proof of academic performance for each course for which credit is sought.

## **MONTE VISTA HIGH SCHOOL GRADING POLICY**

A good student desires high academic standards and quality instruction from teachers. In each of your classes, you will be informed in writing as to what is expected and how grades are determined. Every student must satisfactorily do the work if she/he expects to pass. The following grading scale is used school wide:

A =	90% - 100%
B =	80% - 89%
C =	70% - 79%
D =	60% - 69%
F =	0% - 59%
P-Pass/F-Fail	

An incomplete (I) designation is assigned when required work is absent due to illness, emergencies, or pre-arrangement with the instructor. Students are responsible for coordinating make-up work directly with the teacher. The administration may consider extenuating circumstances. In instances of academic deficiencies, students are encouraged to schedule remediation sessions with the classroom teacher, which may include before or after school hours or at other times as deemed necessary by the teacher or administration.

All Monte Vista High School (MVHS) teachers assess grades on an accumulative basis per semester. Grade reports are submitted to the office at the 9th, 18th, 27th, and 36th weeks of the school year. These reports are then sent home or provided during Parent/Teacher conferences in the fall/spring to communicate student performance. Only the first and second semester letter grades are recorded on a student's transcript.

## **MONTE VISTA CELL PHONE POLICY per Board Policy JICJ**

Cell phones are a very important part of our society, however, there is a time and a place that cell phones should be used. Learning the appropriate use of these devices is a life skill that needs to be learned. We believe a classroom is not one of those places. The following rule will apply to the 2024-25 school year.

- ❖ Cell phones and headphones/ear buds will **not be used** and **may not be visible** during instructional time.
- ❖ **All students will put their cell phones in the phone caddy hanging in the classroom or in their backpacks at the beginning of each class period.**
- ❖ Any student caught cyber-bullying or threatening another person will be in breach of the technology contract. This will result in loss of all technology equipment used throughout the school day. The period of loss will be at the discretion of the school administration.

### **Consequences:**

If a student refuses to comply with the cell phone policy, the cell phone will be confiscated and returned to parents at the end of the school day. Further incidents will result in Friday School and/or ISS. Additional offenses will result in a parent meeting and full ban of having an electronic device on campus.

## **BUS TRANSPORTATION**

It must be recognized that the bus is an extension of the school itself. Transportation on a district bus is a privilege, not a right accorded to students by the school board policy. The responsibility for school bus discipline is shared by the student, the driver, parent and the building principal. The bus driver is in full charge of the bus and the students. Misbehavior can result in the school bus driver being distracted. Such distraction could endanger the lives of all students being transported. Therefore, inappropriate behavior cannot be allowed. Parents are requested to explain the importance of proper behavior on the bus. Major disciplinary problems will be promptly handled by the principal according to the adopted discipline code, JFC-R and policy JG. In striving to ensure fair and consistent treatment the following procedure will be used by the Monte Vista School District.

- Step 1 -** Verbal Warning – The bus driver will discuss the behavior problem with the student. The student will be given a verbal warning and appropriate action such as an assigned seat.
- Step 2 -** Written Warning – A bus conduct report will be completed and sent to parents, principal, superintendent and transportation director. In addition, a telephone call will be made to parents regarding the warning if deemed necessary by the principal.
- Step 3 -** Student Conference – If the verbal and written warnings in steps 1 and 2 have not been effective in stopping the unacceptable behavior, a conference will be held between the principal, student and the parents. The bus driver will be notified of the conference and will attend if needed.
- Step 4 -** Bus Suspension – For serious infractions or continued violations, the student will be suspended from riding the bus. This action will be determined by the building principal and/or superintendent.

## **FINAL EXAMINATION SCHEDULE (non-graduating seniors)**

The final test schedule will be followed on the last week of the semester. According to board policy a final exam will be required in every class unless students are exempt. **FINAL EXAMS WILL NOT BE GIVEN IN ADVANCE WITHOUT PERMISSION OF THE SCHOOL ADMINISTRATION. Students must fill out a final exam form 2 weeks before finals in order to take finals early.**

Make-up final exams will be arranged between the student and teacher but may not be scheduled after the final day of school. Students who miss finals will make up the exam through arrangements with the teacher.

## **ACCESS TO RECORDS**

A parent or legal guardian has the right to examine and review the educational files of the student. To obtain a copy of the student's transcript, a request can be submitted to the school counselor or secretary in the counseling office. Online access to grades and attendance records is available via Infinite Campus under the Parent/Student tab on the Monte Vista School District website. For assistance in setting up a login ID and password, please contact Mrs. Harlan in the library.

## **HOME SCHOOLING CREDIT**

Homeschooled students have the option to enroll at MVHS to earn extra credits. Unless they attend MVHS full time in their final year, these students will graduate through their homeschool program. Credits earned through homeschooling will be marked on a pass/fail basis, and letter grades will not factor into any grade point average during their time at MVHS. To transfer homeschooling credits to MVHS, students must provide a transcript from an accredited homeschooling program or obtain approval from the school administration.

## **POST SECONDARY OPTIONS (COLLEGE COURSES)**

College-level courses may be taken during the junior or senior year of MVHS. The principal must authorize the course prior to starting it and the student must be in good academic standing. The school district is responsible for payment of tuition. Fees and course materials are the responsibility of the student/parent. Students must pass the course with a grade of "C" or better in order to receive MVHS Credit.

## **INTERNSHIP**

Should a student have an area of interest that goes beyond courses taught at the high school, an Internship may be arranged with the counselor and approved by the school administration. The student must complete 60 hours to receive .5 credit, or 120 hours to receive one MVHS credit.

## **FEES AND FINES (Other)**

Any fines assessed because of damage to or loss of equipment or supplies checked out to the student are payable by the end of the school year. **Failure to pay all fines by graduation will result in loss of graduation ceremony privileges.**

## **CLUB ACTIVITIES**

The purpose of co-curricular activities is to provide an opportunity for students to participate with one another in areas of common interest. The goal of such activities is to encourage individuals to participate in an activity which supports the classroom, yet directly relates to the growth of the student mentally, physically and socially. Co-curricular programs that are sponsored by the school are:

Student Council	Key Club	
Knowledge Bowl	National Honor Society	Gaming Club
MESA/Science Club	SHOCK	
Future Business Leaders of America (FBLA)	Drama Club	
FFA		

## **ELIGIBILITY**

Eligibility will be reported on every Tuesday of each week by the teachers through Infinite Campus. Grades will be pulled by administration on Wednesday every week. Coaches and Club Sponsors will be given a copy of eligibility report by 4 p.m. on each Wednesday. Those student athletes and participants in extracurricular activities who are ineligible will not be affected in the current week. They will begin their week being ineligible the following Monday through Saturday.

Two F's or more in one week, automatically ineligible for the week

One F in two consecutive weeks, ineligible for the week

Must pass 2.5 Carnegie Units at all times

Must pass 2.5 Carnegie Units at semester or ineligible for semester

.25 classes will not be used unless students need them to pass the 2.5 Carnegie Units

## **ATHLETIC ACTIVITIES**

Boys Golf	Basketball
Cheerleading	Track
Volleyball	Baseball
Football	Girls Golf
Wrestling B&G	



### **FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES**

Occasionally, MVHS students have the chance to participate in school-related field trips. Before leaving the school grounds, a student must obtain a Field Trip Permission Slip from their teacher, complete with the appropriate parental signature. Students must have a grade C or higher in each of their classes they will be missing. While on a field trip, students are expected to adhere to the conduct rules outlined in the student handbook. Sponsors, teachers, chaperones, or administration may inspect students with backpacks, lunch boxes, or lunch sacks before departure and/or upon return from field trips. Failure to comply with school rules and field trip policies during these excursions may lead to the loss of the privilege to attend such programs for up to one year, along with other potential consequences.

### **STUDENT COUNCIL**

The Student Council comprises class officers and a representative from each recognized co-curricular club or organization. All these roles are filled through elections within their respective groups. Student leadership holds the authority to legislate on social activities, school policies, procedures, and any matters outlined in the Monte Vista Student Leadership Constitution. Social activities must first gain approval from student leadership, followed by endorsements from school and district administrations. Student Leadership organizes various special theme and dress days for the entire student body to engage in as a unified group. The approval of special attire and theme days is a collaborative decision between student leadership and administration. Active participation from the student body is encouraged in these activities. However, students on Behavioral or Academic Suspension will not be eligible to participate or assume leadership duties.

### **COUNSELING OFFICE**

The purpose of the counseling program is to provide services designated to foster the personal, social, educational, and career development of the student. Services include, but are not limited to, testing, career counseling, education, college counseling, personal and group counseling, and scheduling. Students with personal or educational problems or concerns are urged to use these services. Students are allowed in the counseling office by appointment, and before or after school. Please see the counselor or counseling office secretary to schedule an appointment.

### **DROPPING/ADDING CLASSES**

Every student is anticipated to stay in the initially chosen or assigned class. Transfer students are also expected to remain in the classes chosen or assigned during registration. However, situations may arise necessitating the removal or addition of a class. Any adjustments will be kept to a minimum and require approval from the administration.

**Students dropping a course after the first two weeks of the start of the class may be issued a withdrawal failing (WF) grade.**

**Students changing classes must follow the procedure outlined below:**

1. The student must submit a drop/add slip signed by the teacher and parent or guardian.
2. A teacher may recommend a student changing a scheduled class if approved by administration.

**It is the responsibility of the student to get the required signatures of parents, teachers, and counselor. The student shall not stop attending the class until all signatures have been acquired, forms returned to the Counseling Office, and approval is final.**

### **POLICY ON ENROLLMENT IN AP CLASSES**

Advanced Placement courses are available to students to provide college level opportunities in the high school setting. Monte Vista High School is committed to providing support for students enrolled in these classes through tutoring and other means. Students will not be allowed to drop these courses after the initial drop/add period. Unusual circumstances that would not allow a student to continue in the Advanced Placement course he/she has enrolled in will be evaluated by the principal on a case by case basis. All AP classes will be weighted in determining GPA as follows:

Regular Courses	AP Courses
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

## **PARENT-TEACHER CONFERENCES**

Monte Vista High School employs a semester-long grading system. Credits are awarded at the end of each semester. Progress Reports will be given at parent/teacher conferences in October and March. All parents are requested to attend both Fall and Spring conferences. Teachers are also available for conferences before school, after school, and during planning periods. Advance appointments scheduled with the individual teacher are **strongly** recommended.

## **NURSE'S OFFICE**

The school nurse is limited to specific times on campus. If you become ill, come to the office immediately after you get permission from your teacher. In case of an emergency, come directly to the office.

## **ACCIDENTS/ MEDICATION**

If you are injured at school, at a school-related event or during a sports event or practice, report to the teacher/coach/sponsor immediately. The staff member will be sure an accident report will be completed with the office or the nurse's office. Even if you have private health insurance, all school related injuries must be reported. If it becomes necessary for any medication (prescription or nonprescription) to be given at school, the procedure outlined below must be followed.

1. A "Permission for Non Prescription or Prescription Medication" form must be completed, signed by the parent or guardian and physician, and returned to the school. Forms are available at the school office.
2. All medications must be brought to school in a container appropriately labeled by the pharmacy, pharmaceutical company, or physician. All medication is placed in a locked cabinet in the nurse's office.
3. The medication and "Permission for Medication" form must be on file in the office, and the student will report there to receive the medication.

## **STAYING AFTER SCHOOL**

No District transportation will be provided for students who stay after school.

## **SCHOOL CLOSURE/LATE START/EARLY RELEASE**

In the event that school is canceled because of weather, epidemic illness, building facility breakdown, or other emergency cases, notification will be broadcast over the local radio stations and by phone/text/email. If for some reason an emergency occurs after the start of school, parents will be notified by phone/text/email, and students will be dismissed following announcements over the local radio station. Buses will be provided for the regularly transported students.

## **ATTENDANCE**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.... Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students, who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. A student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits.

**Excused absences:** The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence has been pre arranged using the Pre Arranged Absence Form. Pre arranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is pursuing a work-study program under the supervision of the school.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement, absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

**Unexcused absences:**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

**Chronic absenteeism:**

When a student has an excessive number of absences (excused or unexcused), these absences negatively impact the student's academic success. For this reason, a student who has more than five total absences (per class) in a semester may be identified as "chronically absent" by the school principal or designee. The student will be at risk of losing credit in each class that accumulates over 5 absences. An attendance plan may be utilized at the Principal's discretion.

**Truancy:**

If a student accumulates 4 unexcused absences within one month or 10 unexcused absences in a year, truancy court proceedings may be initiated. Parents of the student exceeding the permitted number of absences will receive a letter from the school. In certain instances, students surpassing the allowable absence limit will be sent an invitation letter, along with their parents, to attend a mediation meeting.

**Ditching Classes:**

Students who are caught "ditching" class will face administrative discipline and parents will be notified.

**Absence from School the Day of Participation in Activities/Practices**

Students must be in school one half day on the date in question in order to participate in athletic practices/events or any other school related activity. **Exemption to this policy may be made for doctor appointments, if prior approval has been granted by the athletic director or principal.**

**Monte Vista High School Tardy Policy**

In preparation for future employment and postsecondary education, students are expected to learn career-soft skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. A tardy student is one who is not inside his/her classroom when the bell rings. Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates.

A tardy is defined as arrival to class within the first ten (10) minutes after the bell rings. Students are expected to be at their assigned seat when the class starts. If they are not, they are considered tardy. Arrival to class 10 minutes or later will constitute an unexcused absence. For chronic absenteeism purposes, every 3 tardies is equal to an absence (excused/unexcused). **Tardies are tracked for accumulation throughout the school day, not just in an individual class.**

### Consequences for Tardies:

Every 3 Tardies =1 absence.

*Individual classroom policies and consequences regarding tardies may also apply in addition to the rules stated in the student handbook.*

### Make-up Work

Make-up work will be allowed **for excused absences** through arrangements with the teacher. It is the responsibility of the student to request and pick up any make-up assignments on the day he/she returns to class. There will be one day allowed for make-up work for each day of absence. Additional time may be granted by the teacher for extenuating circumstances. Assignments may be accessed on the District website by the following steps: Under Schools, select Monte Vista High School. Under Faculty, select MVHS faculty/staff. Click on the staff member (in blue) and then the course (in blue), and a calendar with assignments will open up. **When dates for exams, class presentations, projects, etc., are announced in advance, they are due either before the student leaves or the first day the student returns from an absence.** Assignments are to be obtained by the student from all teachers for all school-related absences, and work is due upon return or by other arrangements with the teacher. This includes classes missed for athletics, field trips, and other school-related activities. If work is not made up for school related activities, the grade will become a zero.

### Check-out/in Procedure

A student must check in at the office with a parent note or phone call when arriving to school late. A student must check out through the office prior to leaving school grounds. By Colorado school law, **parents must be notified prior to permission being granted for their student to leave campus.**

## MONTE VISTA HIGH SCHOOL CHEATING AND PLAGIARISM POLICY

The following actions are considered to be cheating:

- ✓ Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, and/or electronic devices.)
- ✓ Giving or sharing information on a test, quiz, homework, project, etc.
- ✓ Copying another student's work of any kind
- ✓ Passing on or receiving answers to test or quiz questions

The following actions are considered to be plagiarizing:

- Turning in someone else's paper as one's own
- Using another person's data or ideas without acknowledgment
- Failing to cite a written source of information (printed or electronic) that you used to collect data or ideas
- Copying an author's exact words and putting them in the paper without quotation marks
- Re-phrasing an author's words and failing to cite the source
- Copying, rephrasing, or quoting an author's exact words and citing a source other than where the material was obtained. (For example, using a secondary source, which cites the original material, but citing only the primary material. This misrepresents the nature of the scholarship involved in creating the paper. If you have not read an original publication, do not cite it in your references as if you have!)
- Using wording that is very similar to that of the original source, but passing it off as one's own.

### Consequences for Cheating and Plagiarism:

**1<sup>st</sup> offense**—Student caught cheating on a test/assignment will have parent contacted by the teacher and loss of credit for the assignment.

**2<sup>nd</sup> offense**—A second offense may result in one or more of the following: parents contacted by the office, a loss of credit for the assignment and 1-2 days in-school suspension, 1-2 days out-of school suspension, and/or a Behavior Contract/Re-entry Contract.

*Individual departments/teachers may have their own plagiarism policies in addition to the rules stated in the student handbook.*

### **ASSEMBLIES**

Assemblies and class meetings are intended for students and/or their parents/guardians of Monte Vista High School. Students are expected to be respectful to guests as well as to other fellow students. When a speaker or master of ceremonies comes to the front of the auditorium, common courtesy is to be quiet and listen. Hooting, whistling, or booing, for example, are considered inappropriate reactions to speakers or productions. Any student failing to abide by the accepted behavior for assemblies or displaying general disrespect will be removed from the assembly and may receive disciplinary actions. Since school assemblies are learning activities, it is strongly recommended for all students to attend.

### **DANCES**

Regular dances are held for MVHS students at the high school upon request from the Student Government or other recognized school organizations. All school rules apply as to acceptable/unacceptable behavior. Students are required to register out-of-school dates with the office using an Out of School Date Form. Dates need to be of high school age or above but not to exceed age 20. Junior- Senior Prom dates must be juniors or seniors and cannot be over the age of 20.

The following rules relating specifically to school dances apply:

1. School rules apply.
2. Outside dates must be pre-approved by the administration using an Out of School Date Form from the office. Outside dates must have a picture I.D.
3. Once a person leaves the dance (building) they CANNOT return to that dance.
4. Sponsors have the right to censor or stop any music they deem inappropriate or if unsafe dancing occurs.

### **DRESS**

Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Code is enforced at all dances and school activities. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

### **EXAMPLES OF UNACCEPTABLE ITEMS**

1. Any unnecessary body or headgear (i.e., bandanas, hair nets & sweatbands) worn inside the building, or sunglasses worn over the eyes. Trench coats are included in this prohibition as well as clothing with chains, spikes, or bolts that cannot be removed. **Sweatshirts with hoods are allowed, but hoods may not cover the head.** If the wearing of hoods becomes a problem, hoodies as a whole will be banned.
2. Inappropriately sheer, tight, low cut or revealing clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and chest. **Tank tops or other similar clothing with straps narrower than 1.5 inches in width are not permitted.**
3. Shorts, dresses, skirts or other similar clothing **shorter than arms-length**, as well as pajamas and slippers, are not permitted.

4. Any clothing, paraphernalia, grooming, jewelry or accessories or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
- \*Refer to drugs, tobacco, alcohol, or weapons
  - \*Are of a sexual nature
  - \*By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - \*Are obscene, profane, vulgar, lewd, or legally libelous
  - \*Threaten the safety or welfare of any person
  - \*Promote any activity prohibited by the student code of conduct
  - \*Otherwise disrupt the teaching-learning process

### **HALL PASSES**

The staff values student-teacher contact time as an important component of achievement. Therefore, students are not allowed out of class during class time, except to go to the office as requested, to the library, or for emergency situations. Students must first obtain permission from the teacher to be excused for any reason. **Teacher will be responsible for providing students with a pass.**

*Individual teachers may also have classroom policies and consequences regarding Hall Passes in addition to the rules stated in the student handbook.*

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate intimate contact is when two students make contact with each other in either a front-to-front or front-to-back positioning of their bodies, kissing, embracing in a non-consoling manner, or any sexual touching of the body of the other person **with or without** permission of the persons involved. Students will be warned on the first offense and a progressive increase in response will result in being sent home for the day.

### **CAFETERIA**

The high school provides a breakfast and hot lunch program. Students may bring lunch to school, or leave campus to have lunch. Student families are asked to apply for free/reduced lunch; the form is included in the online registration packet given to students at the start of the school year. Please fill out this form, even if you feel you might not qualify for free/reduced lunch.

### **SOLICITING AND POSTING**

High School students may NOT sell anything at school without first obtaining permission from the school administration. Petitions may NOT be circulated on school property without prior approval from the school administration.

### **AUTOMOBILE/PARKING VIOLATIONS**

High school students **with a valid driver's license** may drive their cars to and from school. Student parking is provided in the parking lot east of the Delta Center, and designated spots in front of HS. Faculty with parking permits will have designated parking on the 1st row in front of school (17 spots), the side row facing west (3 spots) and the last row closest to Prospect Ave., beginning on the west side of parking lot (the last 7 spots). All students are reminded to observe local and state laws while operating vehicles on or off campus. **The ten (10) mile per hour speed limit in the school parking lots will be enforced.** The observance of courtesy to pedestrians and school buses is of utmost importance. The driveway in the parking lot is one way. Violations of this policy or any other safe driving conditions may result in student parking lot privileges being revoked or further consequences. If the student continues to use the parking lot after having privileges revoked, the car will be towed at student's expense, and law enforcement will be notified. Monte Vista School District is not responsible for any damages that may occur to any vehicles in any of the parking areas around the school at all hours. Because of liability concerns,

private vehicles are not to be used by students or parents to transport students on field trips or any other school related excursions or activities.

### **EMAIL, INTERNET MISUSE/HACKING**

The use of E.I.S. shall be in support of education, research and the educational goals of the District. Anyone who misuses, abuses, or chooses not to follow the E.I.S. guidelines and procedures will be denied access to the District's E.I.S. and will be subject to further disciplinary action. An E.I.S. agreement must be signed by all students prior to use. It must be signed by parents and student and returned to the computer technology office in order for a student to obtain use.

### **LOCKERS**

A locker is issued to all students, and to anyone enrolled in a physical education class for use during the school year. Lockers are to be kept shut and locked. Lockers are not to be shared with other students. Students are cautioned not to bring large amounts of money or valuables to school to be stored in their lockers. The school is not responsible for the articles stolen out of individual lockers. The right to inspect a student's locker is reserved by the administration of the school. Any illegal or inappropriate items found during a search will be removed and may be turned over to law enforcement. The authority to search lockers may be exercised, as needed, in the interest of safeguarding students and school property. Drug dogs may check lockers and vehicles periodically at Monte Vista High School.

### **STUDENT GRIEVANCES**

Monte Vista High School parents/guardians or students may express their concern regarding problems, situations, or circumstances by contacting the most immediate staff member related to their concern prior to elevating it to the next level. District administrative policies will be followed in all grievances. Please contact a school administrator for direction.

**Monte Vista School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaints should be referred to: Scott Wiedeman, Superintendent of Schools, Monte Vista School District, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719)852-5996, scottw@monte.k12.co.us. Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title II, Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202. A lack of English language proficiency will not be a barrier to admission and participation in Monte Vista School District programs or activities.**

### **MONTE VISTA SCHOOL DISTRICT STUDENT EXTRACURRICULAR RULES   File: JJJ-A-E-2**

This contract is an agreement between me, my parents/guardians, my coaches/sponsors, and the administration of Monte Vista Schools. It pertains to all extracurricular activities related to my representation of Monte Vista Schools (i.e. athletics, CHSAA sanctioned musical competitions, club competitions, etc.) both on and off campus.

**Eligible Student** means any student in grades six to twelve who participates in any non-graded, school-sponsored, extracurricular activity. Such activities in the Monte Vista School District include but not limited to:

Football	Volleyball	Boys Basketball	Girls Basketball
Wrestling	Track	Baseball	Boys Golf
Girls Golf	Cheerleading	Drama	Knowledge Bowl

NHS  
SHOCK  
Sports and Activities sponsored by other schools

Student Council  
Key Club

MESA Science  
Spanish Club

FBLA

As a student representative of Monte Vista School District I accept responsibility for my conduct at all times. I understand that participation is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. As a player/participant I must show discipline and dedication to the program and my teammates in order for us to be successful during the season and/or specific competition. The success of the team depends on my willingness to discipline myself, set a positive example for my teammates, and make personal sacrifices.

The following is a list of rules and guidelines that I will follow to prepare myself physically, mentally, and emotionally prior to and during the specific season/competition:

- As a member of the Monte Vista School District I am an example for others to follow. Any conflict, on or off campus, that brings embarrassment or disgrace to the school or program will not be tolerated.
- Attendance at school is extremely important. I must be in school at least ½ of the scheduled school day of the activity in order to participate. If I am not in school on Thursday, I shall not participate on Friday or Saturday unless arrangements have been made in person, with school administration prior to being absent.\*
- Any in-school or out-of-school suspension of any length of time will result in an automatic week suspension from all school activities, starting the day after suspension ends.
- Academic eligibility will be checked on a weekly basis. CHSAA regulations will be followed.
- I am responsible for any and all equipment checked out to me. I will be charged replacement cost for any equipment lost or not checked in at the end of the season. I must check in all equipment before participating in a new activity.

### **ALCOHOL/DRUGS/TOBACCO/THEFT**

1. Students/Athletes shall not consume or possess drugs, alcohol or tobacco. Any student/athlete who violates this rule and is caught by law enforcement, coaches, school administration, or teachers shall be reported to school administration and will begin the procedures for a First Positive Result (See below). Furthermore, being seen by any above mentioned school officials or law enforcement at a party where any of the above substances are involved may also facilitate action.
2. Students/Athletes shall not steal from their teammates, their school, their coaches/sponsors, or the schools that host them. Any student/athlete who violates this rule and is caught by law enforcement, coaches, school administration, or teachers shall be reported to school administration.

### **PROCEDURES IN THE EVENT OF A POSITIVE DRUG OR ALCOHOL TEST RESULT**

#### **A. First Positive Result**

1. The student will be suspended for 20% of scheduled events. The student shall continue to participate in practice. The parents or guardian will be notified. (This will carry over to the next sport if this occurs at the end of a season or between seasons.)
2. If the student wishes to challenge the results of the test, they can test at a district approved testing facility at their expense. Such sample must be taken within an hour of the first positive sample.
3. If the second sample requested by the student tests positive, a custodial parent/legal guardian will be notified and a meeting will be scheduled with the Drug Program Coordinator (DPC), the student, custodial parent/legal guardian, and the student's Principal. At this time, the student will forfeit their right to participate in any interscholastic athletic, extracurricular activity for



40% of scheduled events, if the second test is negative, no further action will take place.

4. The student testing positive will be required to enroll in a drug assistance program at his/her expense and agree to be tested each time the school tests for the remainder of the year or be suspended from participation in interscholastic athletic, extracurricular or activities for the remainder of his or her time at Monte Vista.

#### **B. Second Positive Result**

1. A second positive test will result in the loss of extracurricular activity privileges for 40% of scheduled events from the date of the positive test. It must be understood that after a positive test for marijuana, the person can still test positive for up to 30 days.

2. If the student wishes to challenge the results of the test, they can test at a district approved testing facility at their expense. Such sample must be taken within an hour of the first positive sample.

#### **C. Third Positive Result**

1. A third positive test will result in the loss of extracurricular activity privileges for the remainder of the student's time at school. It must be understood that after a positive test for marijuana, the person can still test positive for up to 30 days.

2. If the student wishes to challenge the results of the test, they can test at a district approved testing facility at their expense. Such sample must be taken within an hour of the first positive sample.

#### **NON-PUNITIVE NATURE OF POLICY**

No student shall be penalized academically for testing positive for illegal drugs. The result of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug tests will not be disclosed to criminal or juvenile authorities unless subpoenaed by the legal process. In the event of the service of any such subpoena, the student and student's custodial parent/legal guardian will be notified at least 72 hours before response is made by the District.

### **DISCIPLINE INFRACTIONS**

#### **In-school suspensions (ISS) may result in Friday school**

**Three Minor (Yellow) referrals = One Major (Pink Office Discipline Referral)**

#### **Level 1 Offenses (Yellow Teacher Discipline Referral):**

**Up to one day ISS. After each minor offense, a phone call will be made home by the teacher writing referral.**

**Bus Referral**-Infractions imposed by bus personnel that threaten the safety of the student or other students on bus transportation

**Disruption (minor)**-To engage in low-intensity, but inappropriate act causing a disruption in the classroom, on school grounds, in school vehicles, or at school events

**Dress Violation**-To wear clothing that is not within the guidelines of appropriate attire as defined by the school

**Email/Internet Misuse**-To violate the computer use agreement or other uses of district-owned computers

**Insubordination/Defiance/Disrespect**–To engage in low-intensity willful failure to respond or carry out a reasonable **request** by authorized school personnel

**Profanity (minor)**–To engage in low intensity use of obscene or profane language in any form including gestures

**Public Display of Affection (PDA)**–To engage in inappropriate verbal and or physical gestures/contact of a sexual nature to another student, either consensual or non consensual

**Tobacco Possession**–To possess or use tobacco on or off school property

**Level 2 Offenses (Pink Office Discipline Referral):**

Student will be sent directly to the office. 1-2 days ISS Suspension/OSS (Out of School Suspension)

Behavior Contract/Re-entry Contract.

**Flagrant and/or 4th Level 1 Infraction**

**Arson (Incendiary/explosive device)**–To cause or attempt to cause damage by fire, smoke, or explosives to any property owned or leased by the district

**Academic Dishonesty/Plagiarism**–To copy answers from another student on any test, quiz, or class assignment, plagiarism, or unauthorized collaboration of work submitted as one student

**Dangerous Items**–To possess substances or objects readily capable of causing bodily harm and/or property damage (examples, but not limited to matches, lighters, firecrackers, gasoline, lighter fluid)

**Disruption (major)**–To engage in continual and inappropriate acts causing a disruption in the classroom, on school grounds, in school vehicles, or at school events

**False Alarm**–To falsely report incidents regarding the personal welfare of students and staff

**Misleading School Personnel**–To give false testimony to school personnel which would affect the welfare of others

**Profanity (major)**–To engage in the use of obscene or profane language in any form including gestures directed toward any staff member

**Tobacco Use**–To possess or use tobacco on school property

**Level 3 Offenses(Pink Office Discipline Referral):**

Student will be sent directly to the office. 3-10 days OSS (referral to authorities as appropriate)

Behavior/Re-entry Counseling

**2nd or 3rd Level 2 Infraction**

**Assault/Battery**–Any assault as defined in the Colorado Criminal Code or behavior on school property which is detrimental to the welfare or safety of other pupils or of school personnel

**Drugs or Alcohol (possession, use, or under influence; includes paraphernalia)**–To possess, use, or sell alcohol or other controlled substances

**Email/Internet Hacking or Destructive Use**–Continued violation of computer use agreements or non-approved uses of district owned computers

**Extortion**–To verbally, in writing, or by gesture threaten the well-being or possessions of any person

**Fighting/Assault**–To participate in hostile physical contact

**Harassment**–To insult, to call derogatory ethnic names, to dishonor, or in any other manner abuse in any form any person based on their race, color, national origin, religion, sex, or handicapping position

**Retaliatory Acts**–By words, acts, or deeds give encouragement to conduct an act that disrupts the normal education process of the school

**Theft**–To take or acquire the property of others without their consent

**Vandalism**–To willfully destruct property belonging to the district or property belonging to others

**Weapons**–To possess, use, threaten, or intend to use a weapon to inflict bodily injury

Level 4 Offenses: Recommendation for Expulsion (referral to authorities)

2nd Offense in High School Career (Drug/Alcohol Violation)

Third OSS in One Year

Dangerous Weapons/Objects/Reckless Endangerment of Others/Bomb Threats

Threatening or Physically Challenging School Personnel

Drugs (Distribution)

Monte Vista School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.