

Mesa Verde
High School
Home of the
Mavericks



2024/2025

Student Handbook

www.sanjuan.edu/mesaverde

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San Juan

Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT

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Saul Hernandez, Vice President

Ben Avey, Clerk

Paula Villescaz, Member

Tanya Kravchuk, Member

Manuel Perez, Member

Zima Creason, Member

DISTRICT ADMINISTRATION

Melissa Bassanelli, Superintendent of Schools

Amy L. Slavensky, Ph.D., Deputy Superintendent, Schools and Student Support

Fhanysha Clark Gaddis, J.D., MPP General Counsel

Trent Allen, APR, Chief of Staff

Frank Camarda, Chief Operations Officer

Joel Ryan, Chief Financial Officer

Debra Calvin, Ed.D., Associate Superintendent, Educational Services

Kristan Schnepf, Assistant Superintendent, Secondary Education and Programs

Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources

Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education

Daniel Thigpen, Exutive Director, Labor Relations and Government Affairs

Peter Skibitzki, Senior Director, Technology

Mesa Verde High School

ADMINISTRATION

Jennifer Petersen, Principal

Brett Tujague, Vice Principal

Cristina Zepeda, Vice Principal

COUNSELORS

Erica Chino

Jocelyn Millan

Grachelle To

SCHOOL TELEPHONE NUMBERS

Activities Director	971-6346	Finance Office	971-5266
Athletic Director	971-5277	Library/Textbooks	971-5281
Attendance (Absence Reporting)	971-5271	Mesa Verde Main Office	971-5288
Attendance Clerks	971-5296/5272	Principal Secretary	971-5299
Cafeteria	971-5269	Registrar/Records	971-5256
Counseling Office	971-5262	Student Support	971-5259
FAX	971-5215	Vice Principal Secretary	971-5252

A complete listing of contact numbers, extensions, and email addresses can be found on the school website at www.sanjuan.edu/mesaverde



MESA VERDE HIGH SCHOOL

MISSION STATEMENT

Our community provides diverse opportunities for all students to develop skills necessary to achieve their full potential through equitable access to rigorous curriculum, strategic support, and extended learning.

STRATEGIC SITE PLAN

1. We will design and implement a system of learning that honors individual student goals and dreams, while fostering college and career readiness in an environment that supports social, emotional, and physical wellbeing.
2. We will model and integrate knowledge and habits needed to develop a healthy body, mind, and spirit ensuring growth and success within and beyond the classroom.
3. We will ensure a collaborative connection between students, staff, families, community members, and external supports to create and sustain partnerships based on mutual respect, shared needs, goals, and resources.
4. We will ensure a comprehensive system of resources and support for our students of color, low income and English language learners to promote their well-being and success.

STUDENT LEARNING OUTCOMES

Self-Directed Learners who:

- Will use interpersonal skills to set SMART goals by creating individual academic plans
- Will self-advocate for academic and social emotional support
- Will be able to identify an appropriate support provider on campus
- Will cultivate a growth mindset
- Will demonstrate leadership skills in diverse settings: in the classroom, on campus, and within the community
- Will exhibit digital literacy by producing, interacting, and publishing online to reach a global audience

Community Contributors who:

- Will participate in the preregistration voting process
- Will participate in on-campus club, athletic, academic, and extracurricular activities
- Will improve behavior outcomes
- Will improve wellbeing and health by participating in mindfulness and wellness programs and making improved food choices
- Will create intellectual, artistic, practical, and physical products
- Will increase personal responsibility by earning and purchasing items through work opportunities and participating in campus activities

Critical Thinkers and Problem Solvers who:

- Will thoroughly comprehend and effectively write to adequately address literary and expository writing prompts
- Will demonstrate critical thinking and problem solving skills during both process-oriented and solution-focused activities
- Will work both individually and collaboratively on both specific problems and open ended problems
- Will demonstrate tenacity through the ability to sustain focused work on a single or multidimensional academic or social-emotional problem



MESA VERDE HIGH SCHOOL PHILOSOPHY

Mesa Verde is a smaller high school; however, we provide the same features as our surrounding high schools. We provide equal opportunity to all students, so they have access to rigorous course work that includes 12 Advanced Placement (AP) classes and honors-level coursework for 9th and 10th grade students. Mesa Verde is home of an award-winning fine arts program that includes Drawing & Painting, Ceramics, Mixed Media, Professional Theatre, Band, and Choir. Through the arts, we provide every student with an opportunity to express their creative talents. Along with our core academic coursework we are also proud to be the home of our well-known California Partnership Academy in Business and our highly successful AVID program, where it is commonplace for all graduating AVID seniors to get four-year college acceptance. Both programs prepare students for life after high school by ensuring students complete rigorous coursework while also developing their academic and professional goals. A wide variety of clubs and student activity programs and competitive sports programs all contribute to providing students with an array of choices. Our school is big enough to serve the interests of groups and is small enough to ensure that each student is seen as an individual. We have a closed campus, strictly enforced discipline policies, a dress code, and demanding course work requiring regular homework in all areas. Students are expected to make every effort to learn, and the staff is committed to maintaining high expectations and providing support to each student. Parent support and involvement are key ingredients to the success of many Mesa Verde students. School-home contact is encouraged, and frequent grade reporting is standard. The structure, rules, and expectations form the foundation for what really defines Mesa Verde; we are an upbeat, fast paced, exciting and positive place to be. Our campus is inhabited by enthusiastic students and dedicated staff members who focus their energy on the classroom, but who also find the time and dedication to promote a school-wide program of activities and athletics.

Strong Community Ties

Parents actively participate on the School Site Council, providing input on school programs and campus funding through the Single Plan for Student Achievement (SPSA). In conjunction with our community partners, our Counseling Department, School Psychologist, and School Community Intervention Specialists have developed systems that provide the necessary supports for student safety, academics, and social/emotional support.

A strong partnership with the Citrus Heights Police Department allows officers to be on campus at any time. In addition, we also have a Community Safety Specialist (via Safe Schools) Octavion Brown, who frequents Mesa Verde several times a week.

The Business Academy program, designed to give students exposure to the world of small business management, works with local businesses and many Citrus Heights community organizations to provide real-world experience and mentoring for the students in the program. In addition, the Business Academy's partnership with SAFE Credit Union has allowed Mesa Verde to have a fully functioning Safe Credit Union branch on our campus, complete with a cash-dispensing machine in the main office.

The Independent Living Skills (ILS) program partners with Weyerhaeuser Paper Company to provide recycling services for paper, cardboard, and CA redemption bottles and cans.



Numerous Paths to Define Student Success

Link Crew - Provides freshman (from registration before the school year starts to the end of the school year) a support network that guides and mentors them through transition to high school.

12 AP classes and many honors level classes - Provides students with a broad range of opportunities regarding preparation for college and rigorous high school coursework.

AVID program - Application process necessary and students are accepted into the program that has limited space. With AVID, students develop the necessary personal and academic skills to prepare them for the transition to a four-year college program after high school. This program typically serves students during their entire four-year journey through high school and provides them with additional support and a constant push to accomplish their academic and personal goals. Regional Occupation Program (ROP) - Provides Juniors and Seniors with an opportunity to explore, and receive credit for, a vast array of countywide programs that give a real world look at numerous job fields. Most ROP classes are taken off campus at other SJUSD schools.

Career and Technical Education (CTE) - Mesa Verde is a proud provider of three CTE programs. In the Performing Arts (Dance and Theater), a student can take a 3-course journey within the profession of Theater. Students are challenged each day to practice, create, and explore the world of Theater. Another pathway course is the Public Safety Program, where students looking towards a career in Law Enforcement, Private Security and Investigation, Military Police, or Investigative Services can receive a solid overview and introduction in these fields.

As previously stated, our Business Academy program completes the trio of CTE pathways.



Mesa Verde High School Student/Parent Commitment Contract

Mesa Verde is a true open enrollment school. Attendance at Mesa Verde is based on choice and commitment to excellence by students, parents, and staff. These standards are emphasized by the Mesa Verde community and all stakeholders. As a condition of enrollment at MVHS and as an active participant in the educational process, we will all be committed to the following:

	Student Commitment	Parent Commitment	Teacher/Staff Commitment
Academic	<ul style="list-style-type: none"> - Expected to work to their full potential and to demonstrate academic responsibility. - Communicate with teachers regarding progress. - Seek appropriate tutoring to ensure academic success. 	<ul style="list-style-type: none"> - Provide student with the appropriate guidance to ensure academic responsibility. - Work with student and communicate with teachers when necessary. - Check student progress regularly to hold student accountable for academic success. 	<ul style="list-style-type: none"> - Conduct engaging lessons and assign rigorous course work for college and career readiness. - Utilize a variety of instructional strategies and supports to ensure all students learn. - Conduct fair and accurate assessments that measure student understanding of standards.
Attendance	<ul style="list-style-type: none"> - Expected to attend all classes, every day, on time. - Commit to make up all missed assignments, within the allotted amount of time, after being absent. - Honor the closed campus policy and will not leave campus for any reason without receiving an early dismissal. 	<ul style="list-style-type: none"> - Expected to support good attendance and punctuality from student. - Make every attempt to schedule medical and dental appointments outside of school day. - Ensure that the attendance office is notified of student absences within 5-days. 	<ul style="list-style-type: none"> - Provide students with appropriate work when they return from an excused absence. - Communicate in a timely manner with students about missed work due to absences. - Model appropriate attendance.
Behavior	<ul style="list-style-type: none"> - Be responsible and follow all school rules. - Come to school appropriately dressed by complying with the school/district dress code policy. - Promote a safe school environment by refraining from any behavior that puts others in danger and impedes their ability to learn while also seeking proactive solutions to conflicts with others. 	<ul style="list-style-type: none"> - Encourage student to act appropriately and follow school rules. - Ensure student is appropriately dressed and complying with the school/district dress code policy. - Understand the Mesa Verde and SJUSD guidelines for suspension and expulsion and support the school when appropriate action is taken. 	<ul style="list-style-type: none"> - Provide each student with a safe, positive, and challenging learning environment. - Protect each student's right to learn by fairly, firmly, and consistently enforcing school rules. - Adhere to the California Standards for the Teaching Profession.
School Culture	<ul style="list-style-type: none"> - Expected to treat all people (students and staff) with respect and kindness. - Demonstrate pride in their school and takes ownership for a positive experience. - Actively engage in athletics, clubs, student organizations, and other extracurricular activities. 	<ul style="list-style-type: none"> - Actively engage in parent organizations - Enthusiastically encourage student to participate in extracurricular activities. - Follow established protocols when seeking resolution for student issues and assume good will. 	<ul style="list-style-type: none"> - Participate and/or support the demonstration of school pride. - Treat peers, students, and parents with respect and kindness. - Follow established protocols when seeking resolution for student issues and assume good will.

The signatures below verify that we, parent and student, have reviewed the MVHS Rules and Procedures, received the SJUSD current school year Parent Handbook, the SJUSD Attendance Procedures and suspension and expulsion guidelines, the SJUSD safety resource website at www.sanjuan.edu/safety (bullying, cyber citizens, safe schools), the Academic Honesty Code, and the MVHS Student/Parent Commitment Contract. We fully commit to the responsibilities and expectations and understand that consequences will occur should this contract be broken. We acknowledge that a detailed description of policies and behavior consequences can be found in the student handbook at www.sanjuan.edu/mesaverde. Please sign, date and return on the first day of school.

Printed Parent/Guardian Name and Parent/Guardian Signature and Date

Printed Student Name and Signature and Date

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have experienced unlawful discrimination, please contact the District's Title IX Coordinator:

Linda C. T. Simlick, General Counsel
3738 Walnut Avenue
Carmichael, CA 95608 (916) 971-7111

Finals Schedules at Mesa Verde

2024 Block One Finals Schedule	
Thursday, October 17 th Thursday, December 19 th	Friday, October 18 th Friday, December 20 th
Finals Schedule	Finals Schedule
Final – Period 1 8:30 - 10:30 AM	Final – Period 3 8:30 - 10:30 AM
Break 10:30- 10:45 AM	Break 10:30- 10:45 AM
Final – Period 2 10:50 AM - 12:50 PM	Final – Period 4 10:50 AM - 12:50 PM

2025 Block Two Finals Schedule	
Thursday, March 27 th Monday, June 9 th	Friday, March 28 th Tuesday, June 10 th
Finals Schedule	Finals Schedule
Final – Period 1 8:30 - 10:30 AM	Final – Period 3 8:30 - 10:30 AM
Break 10:30- 10:45 AM	Break 10:30- 10:45 AM
Final – Period 2 10:50 AM - 12:50 PM	Final – Period 4 10:50 AM - 12:50 PM

SENIORS Spring Finals Schedule

Determined by individual teachers of senior students

CAASPP Testing (March 25 th -26 th & March 28 th)		
0 Period	07:25-08:25	(60 Min)
1 st Period	08:30-09:33	(63 Min)
2 nd Period	09:39-10:45	(66 Min)
3 rd Period	10:51-11:54	(63 Min)
Lunch	11:54-12:24	(30 Min)
4 th Period	12:29-1:32	(63 Min)
Testing	1:32-3:25	(113 Min)





**Mesa Verde High School
Bell Schedule
2024-2025**

Monday, Tuesday, Wednesday, Friday		
0 Period	7:25-8:25	(60 Min)
1 st Period	8:30-10:01	(91 Min)
2 nd Period	10:07-11:42	(95 Min)
Lunch	11:42-12:12	(30 Min)
3 rd Period	12:17-1:48	(91 Min)
4 th Period	1:54-3:25	(91 Min)

Thursday		
0 Period	7:25-8:25	(60 Min)
1 st Period	8:30-9:42	(72 Min)
2 nd Period	9:48-11:05	(77 Min)
Lunch	11:05-11:35	(30 Min)
3 rd Period	11:40-12:52	(72 Min)
4 th Period	12:58-2:10	(72 Min)

Midterms/Finals Schedule		
Dates: Oct. 17 th -18 th , Dec. 19 th -20 th , Mar. 19 th -20 th and June 9 th -10 th		
0 Period	7:25-8:25	(60 Min)
1 st and 3 rd Period	8:30-10:30	(120 Min)
BREAK	10:30-10:45	(15 Min)
2 nd and 4 th Period	10:50-12:50	(120 Min)

Minimum Days		
Dates: October 25 th and January 31 st		
0 Period	7:25-8:25	(60 Min)
1 st Period	8:30-9:27	(57 Min)
2 nd Period	9:33-10:30	(57 Min)
BREAK	10:30-10:45	(15 Min)
3 rd Period	10:50-11:47	(57 Min)
4 th Period	11:53-12:50	(57 Min)

Rally Days		
Dates: August 30 th , September 27 th and February 7 th		
0 Period	7:25-8:25	(60 Min)
1 st Period	8:30-9:52	(82 Min)
2 nd Period	9:58-11:20	(82 Min)



Rally	11:20-12:00	(40 Min)
Lunch	12:00-12:30	(30 Min)
3 rd Period	12:35-1:57	(82 Min)
4 th Period	2:03-3:25	(82 Min)

Assembly (January 22nd)		
0 Period	07:25-08:25	(60 Min)
1 st Period	08:30-09:44	(74 Min)
2 nd Period	09:50-11:08	(78 Min)
Assembly	11:08-12:14	(66 Min)
Lunch	12:14-12:44	(30 Min)
3 rd Period	12:49-02:03	(74 Min)
4 th Period	02:09-03:25	(76 Min)

Senior Sendoff & Day on The Green (May 30th)		
0 Period	07:25-08:25	(60 Min)
1 st Period	08:30-09:39	(69 Min)
2 nd Period	09:45-10:54	(69 Min)
Lunch	10:54-11:24	(30 Min)
3 rd Period	11:29-12:38	(69 Min)
4 th Period	12:44-01:53	(69 Min)
Rally/DOTG	01:53-03:25	(92 Min)

Graduation Day (June 6th)		
0 Period	07:25-08:25	(60 Min)
Graduation	08:30-10:30	(120 Min)
1 st Period	10:35-11:35	(60 Min)
Lunch	11:35-12:05	(30 Min)
2 nd Period	12:10-01:13	(63 Min)
3 rd Period	01:19-02:19	(60 Min)
4 th Period	02:25-03:25	(60 Min)



POLICIES AND PROCEDURES

Academics and Grades

Addressing Classroom Concerns

This is meant to be a guide for students and parents to address classroom concerns with teachers. It applies to classroom situations involving homework, tests, academic and citizenship grades and behavioral issues.

1. The student should make arrangements to discuss the matter at a time convenient for both the student and the teacher. Class time does not allow adequate time and privacy for such a meeting.
2. If the student feels that the issue has not been resolved, the next step would be for the parent to schedule a meeting directly with the teacher.
3. If the meeting with the teacher, parent and student does not resolve the issue, the next step is to have a meeting that includes the student's vice-principal.
4. The last step in the process would be a meeting with the parent, student, teacher and the principal.

This is a progressive process allowing concerns to be resolved.

Final Exams

Final Exams are given at the end of each semester. Students are expected to complete the school year, and all school rules related to attendance remain in effect throughout final exam week. Adherence to this policy adds validity to the minimum day finals schedule. The policy at Mesa Verde High School is as follows:

- **Students will not be allowed to take finals early.** A student who has an excused absence during the last few days of the semester, will receive an Incomplete (I) and will have to make arrangements with the teacher(s) to make up the work and/or exam. Incomplete grades MUST be made up within 3 weeks of the end of the semester, or an "F" will be assigned. This policy applies to both midyear and end of the year final schedules. Seniors who are beginning a post-secondary educational (college) program of instruction, or who are beginning a job training or employment program related to their career goals may request consideration for early exams a maximum of one week early. The request must be verified by a letter from their college or employment agency. A senior request in this category, if honored, simply means he/she may ask his/her teachers for special testing considerations. In all cases, it shall remain each teacher's prerogative to allow special testing considerations.

Grades

Teachers have the ultimate responsibility for assessing the academic achievement of students. If a grade is to be changed for any reason, grade changes can only be completed by the teacher on the approved grade change form and in accordance with board policy.

Incomplete Grades

Teachers may choose to issue a grade of "incomplete" when a letter grade cannot be assigned due to missing a summative assignment critical to demonstrating mastery of essential standards. Incompletes are calculated in the GPA as an "F" grade. Incomplete grades due to any assignment, project, or assessment prior to the final exam must be made up no later than the last day of the semester so a final grade can be issued. Incompletes due to missing a final exam or other final summative assessment must be made up no later than three (3) weeks after the last day of the semester. Any Incomplete grades not made up by then will be converted to an F grade.

Homework and Make-Up Work

Homework is an essential part of the educational program. Homework/makeup work is the responsibility of the student. It is the student's job to develop regular study habits and to complete all assignments. Students who are absent for any reason, **except truancy and/or unexcused absences**, shall be allowed to complete all missed assignments and tests that can be reasonably provided. Upon satisfactory completion and within a reasonable time limit, as determined by the teacher, the student shall receive credit.



Q Connect

Each student and parent should familiarize themselves with the “Q Connect” program, which is a computerized program that allows access via the internet to all educational information including but not limited to grades, progress, attendance, homework, and missing assignments. In addition, on Thursday following the close of the progress report grading periods, Mesa Verde will hand deliver Progress Report Cards to students to share with their parents. **Additionally, official report cards will be mailed home at the end of each semester. Progress report grades of D, F and/or I will be mailed home as well.**

Short Term Independent Study

Short term Independent Study is available at Mesa Verde for admin approved reasons only. Students who must be out of school for verified medical reasons may request a short-term independent study contract (or work with HHI) through their counselor for absences shorter than two weeks and students need to be in good academic standing with decent attendance.

Attendance

Success at Mesa Verde is dependent upon attendance, and students are expected to attend all classes each day. **By law**, the only excused absences are illness, medical/dental, family funeral, court appearances, and religious observances. All other absences that are parent approved are cleared but are considered documented unexcused absences. Every attempt should be made to schedule medical and dental appointments outside the school day. Doctor’s notes are always accepted to excuse absences but are mandatory when a student reaches the 10 days of parent verified absences. Attendance can be viewed online through the Q Parent and Student Portals.

Attendance Procedures

Parents/Guardians have **five (5)** school days to clear their student’s absences. This process can be done by walking into the attendance office, sending a note with your student, emailing Mesaverdeabsence@sanjuan.edu, or making a phone call to the Attendance Office. The 24-hour Attendance line is 971-5296, or you may contact the attendance office during the school day at 971-5272.

Please give the following information when leaving a telephone message, emailing, or writing a note:

- **Name of person clearing the absence and relationship to student**
- **Student’s first and last name (and the spelling of both)**
- **Date(s) of absence(s)**
- **Give reason (e.g., ill, medical appointment, business appointment, etc.)**

Early Dismissals (EDs)

Students who need to leave campus early must notify the attendance office. Students who do not notify the office will be marked as truant and receive an uncleared absence. Parents/guardians have two methods for setting up an ED: (1) parents/guardians can call the attendance office the day before to arrange the ED or (2) students can bring a note to the attendance office signed by their parent/guardian on the day of their ED. The note must contain the time the student is to leave school. The attendance office will give the student an Early Dismissal form. The student must show the ED to his or her teacher at the time they are to leave. If the student returns to school on the same day, they must bring back the ED and sign back in at the Attendance Office before returning to class. The ED will be time stamped and used as a pass back to class. Once students have arrived on campus, regardless of the time, they are never to leave campus without an ED or that constitutes as a Closed Campus Violation. Disciplinary consequences will be assigned for Closed Campus violations. Absences due to early dismissals in which parents have called in the absence after the fact will be recorded as trancies and disciplinary consequences will be issued for Closed Campus Violation. Our policy states that only the parents, legal guardians or emergency card members are permitted to pick up the student, and they must show valid identification. *Only parents or legal guardians can request EDs for their students. Moreover, students are not allowed to be picked up via Uber or Lyft unless they are 18 years of age. In California, due to CPUC requirements, drivers cannot transport an unaccompanied minor arranged through the Uber or Lyft app. Please keep in mind that in California, a rider must be 18 to sign up for an Uber or Lyft.

Illness at School

If a student becomes ill at school and cannot attend class, the student is to report as soon as possible to the attendance office and a parent will be contacted. The student is NOT to leave campus without getting an early dismissal from the attendance office.



Late Arrivals

When a student returns to school after being absent or tardy for any length of time, the student must first check in with the attendance office.

Tardies

Students are expected to arrive to class before the final bell rings. Chronic tardies will be referred to the VP Office.

Prior to being referred to Administration, teachers have the right to assign classroom consequences to students who are tardy to their class. If you have specific questions about tardies, please check "Q" and/or contact the teacher for the period in which the student was marked tardy. Detentions are issued to students who receive multiple tardies in a week. *All tardies carry possible citizenship grade consequences

Truancy Policy

After five days, absences can no longer be cleared and will be considered truanies. Intervention and disciplinary consequences will occur according to the Attendance/Truancy Intervention Improvement Plan shown below:

Student receives 16-22 periods of truancy

- Receive a warning phone call
- Reminder of procedures for clearing absences
- Meet with support staff
- Possible detentions assigned

Student receives 23-31 periods of truancy

- Individual meeting with support staff
- Parent/Student Conference with Administration
- Seniors at risk for not walking at graduation
- Possible Wednesday School (2-hour after school detention)

Student receives 32-39 periods of truancy

- Parent/Student Conference with Administration and Counseling
- Wednesday/Saturday Schools
- Work Permit Revoked
- Social Probation for 10 calendar days
- Habitual Truancy Meeting and Contract

Student receives 40-49 periods of truancy

- Habitual truancy meeting to discuss attendance issue and appropriate placement for student (Student, Parent, Administration, Counseling, District Attendance Intervention Staff).
- Possible referral to Student Attendance Review Board (SARB) and transfer to student's school of residence. At 50 + periods of truancy, mandatory SARB and Social Probation for remainder of school year.

NOTE: Violation of the Habitual Truancy Contract will result in a referral to the Districts Student Attendance Review Board (SARB). Students referred to the district for a SARB hearing may be subject to an involuntary transfer to continuation school. Seniors on track to graduate will not be transferred but will be barred from participating in the graduation ceremony.



CODE OF CONDUCT/DISCIPLINARY PROCEDURES

Students are required to conform to school rules and regulations and provisions of criminal and civil law both on campus and at off campus school related activities.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Students will demonstrate RESPECT by:

1. Treating all people with respect.
2. Showing pride for our campus and honoring the property of others.
3. Communicating clearly and appropriately with peers and MV staff. Students will demonstrate RESPONSIBILITY by:
 1. Remaining on task and completing work/projects on time.
 2. Showing self-discipline by not using electronic devices during class time except for teacher initiated academic purposes.
 3. Following all school rules, policies, and each teacher's individual classroom rules.
 4. Understanding and following the school district dress code policy.

Students will demonstrate READINESS by:

1. Bringing all necessary materials to class.
2. Being in class on time and ready to work every period.
3. Being an active participant in classroom discussions and classroom work.

***Progressive discipline will be assigned to students who do not follow Mesa Verde's school wide behavior expectations.**

ACADEMIC DISHONESTY

Academic dishonesty will not be tolerated. Students who cheat will be given an F on the assignment and may be given an F in citizenship. Additional disciplinary consequences may be assigned.

BULLYING/CYBER BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include derogatory text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Bullying and/or Cyber bullying will not be tolerated at Mesa Verde High School. If a student feels they are being bullied, they can report it to any adult on campus, send a notice through the Mesa Verde App (look for "Tip Line" link), or report via the district website at www.sanjuana.edu/safety (search for "Tell Someone" link). Vice Principals will investigate and issue appropriate consequences that may range from admin counseling to suspension and/or expulsion.

CLASSROOM SUSPENSION

If your student is unable to conduct his/herself in a manner conducive to maintaining a productive learning environment, California Education Code affords teachers the right to suspend a student from their class for up to two days. Should this occur, your student will be sent to the Vice-Principal's office and the teacher will contact you within 24 hours to set up a parent/teacher conference.

CLOSED CAMPUS VIOLATIONS/OUT OF BOUNDS/NO LOITERING

Only current registered students may be on campus between 7:30 am and 4:00 pm. All other visitors must have prior approval to visit and must register in the Principal's office. Once students arrive on campus no matter the time of day or reason, they cannot leave without an early dismissal or it will be considered a closed campus violation (CCV). Parents cannot clear these absences retroactively. In addition, some locations on campus are considered out of bounds. For safety reasons, students are not to enter parking lots, sports fields, near the creek, and be in any classroom or locker room without a teacher present. Meeting a parent in the parking lot to pick up a lunch is a violation of this rule. Disciplinary consequences will be issued for Closed Campus/Out of Bounds violations up to and including home suspension.



Students must not loiter on campus after school or after school events. Since there is no supervision 20 minutes after school or school events, it is not safe for them to be on campus. Students loitering after school or after a school event may be prohibited from attending the next event, referred to administration, and subject to disciplinary action.

CONFLICT MEDIATION

Should a student have any conflicts with another student they should see their Vice Principal and/or Counselor. If you suspect a friend may be in danger of getting into a verbal or physical confrontation, please report this to your Vice Principal or counselor, they will protect your anonymity. Students engaging in physical or verbal altercations will be subject to disciplinary consequences.

DRESS CODE

High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. The appearance of the student body reflects upon the climate of the school. Students are expected to meet standards of dress and grooming that are acceptable in a positive learning environment. The district-wide dress code applies to all schools. The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted. The Board of Education approved the new dress and grooming policy ([BP 5132](#)). As a result, the new [district-wide dress code](#) will go into effect for the 2024-25 school year.

PROHIBITED CLOTHING/ACCESSORIES

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco or are sexually suggestive or promote violence.
- Clothing or accessories considered by school officials or law enforcement to connote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Any clothing that is derogatory to individuals or groups and/or is likely to be inflammatory in a school setting is prohibited.
- Shoes must always be worn.
- Undergarments may not be exposed or worn as outerwear. This includes boxer shorts and sports bras.
- “Sagging” is not permitted.

Teachers and administrators have discretion in making judgments related to the appropriateness of dress. Students who violate the dress code will be sent to the VP offices to change clothes or be sent home. Repeat offenders will be considered defiant and will be subject to disciplinary consequences.

ELECTRONIC DEVICES

Students are expected to show self-discipline by keeping electronic devices off and out of sight during class time except for teacher initiated academic purposes. If students violate this expectation, the device may be taken by the teacher and turned into administration where the phone will be secured in the vice principals’ office. A parent/guardian must then retrieve the device in the vice principals’ office between the hours of 7:30am – 4:00pm. If a student refuses to give his/her electronic device to a staff member when asked to do so, the student will be referred to the vice principals’ office for defiance and may be suspended. Note: *All personal items are the sole responsibility of the owner. We will not disrupt the learning environment to search for lost or stolen items. If there is an emergency, parents/guardians can reach students through one of our offices.*

AMPLIFIED MUSIC

The use of portable speakers to play amplified music on campus is prohibited.



GUIDELINES FOR SUSPENSION AND EXPULSION

A comprehensive list of the San Juan Unified School District's guidelines for Suspension and Expulsion are located on our district website.

INAPPROPRIATE DISPLAYS OF AFFECTION

In a public place such as a school, excessive displays of affection are inappropriate. Respect each other and those around you by acting in a mature manner.

SOCIAL PROBATION

Participation in all extracurricular activities at Mesa Verde High School is a privilege, not a right. Social probation prohibits a student from attending or participating in any non-mandatory school function, activity, or event. These activities include, **but are not limited to**, participation on athletic teams including practices, games, events, dances, proms, drama and/or musical productions, club membership, graduation ceremony, special events, recognition programs, tryouts, or school sponsored activities of any type.

Social probation may be used at any time school officials deem it an appropriate behavioral sanction or that it would be effective in changing undesirable behavior. It will be used in the following situations:

- First and any subsequent fights
- Controlled substance violations
- Excessive Tardies/Truancies
- Indebtedness/senior year
- Weapons

It may also be used in cases of vandalism and theft, depending on the severity or for multiple violations of possession/use of tobacco. Except for the social probation consequences listed below for excessive tardiness, students placed on social probation will remain on social probation for 10 calendar days for the first violation and 30 calendar days violations thereafter. Students who violate their social probation by attending any non-mandatory school function will be removed from the event and suspended.

FIGHTING

Fighting is defined by the SJUSD as a physical confrontation between two or more students --- mutual combat, contributing to or perpetuating a fight. **This may include hitting back.** Consequences for fighting range from suspension to recommendation for the expulsion process.

Definitions Associated with Fighting

Breaking up or Preventing a Fight is characterized by seeking help from the nearest adult; encouraging the students to walk away; or surrounding a friend and moving him/her away from the argument.

Defending Oneself is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; or walking away. **Administration will have the final say on determining self-defense.**

Threatening/Initiating Fights will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; and removing outer garments, such as a jacket. Threats to any school employee or their property, including social media, will result in suspension and possible recommendation for the expulsion process.

Jumping In (aiding and abetting) is joining in on another student's fight or contributing to/perpetuating the fight. Students can be suspended for up to five days for this behavior.

Running to or being present to watch a fight (aiding and abetting) or videotaping escalates the potential of a fight occurring and the seriousness of the fight. Students who are caught running, watching, videotaping, and/or sharing a fight video may be suspended for up to five (5) days. This includes uploading a fight in any content of social media/ electronic communication.



ACTIVITIES AND PROGRAMS

AVID

Advancement Via Individual Determination is an in-school academic support program that prepares students for college eligibility and success. It also motivates participating students to take rigorous coursework and to complete CSU/UC A-G requirements. Interested students should contact the AVID Coordinator or their counselor.

Business Academy

The Business Academy at Mesa Verde High School is helping students gain knowledge in multiple fields of business, such as finance, marketing, and production, with a focus on entrepreneurship through operating and maintaining a student-run business.

Clubs

All students are encouraged to find a school activity of interest so that they can enter into it with enthusiasm, participate fully, and strive for excellence. Students should get involved, contribute their ideas and work, and enjoy the benefits of cooperative teamwork, group accomplishment and personal achievement.

Dances

- All fines must be paid in the finance office before purchasing a dance ticket.
- **Must have current school ID to attend dance, to purchase tickets and/or pay fines.**
- Mesa Verde dances are for Mesa Verde students and **one** pre-registered guest. You must turn in a guest pass to the Vice Principal's office by the Wednesday before the dance for guest approval. Guests must adhere to all school rules. MV student receives the consequences of his/her guest.
- Refunds will not be given (unless directed by administration.)
- No one may enter a dance in the last 90 minutes.
- All Mesa Verde High School rules are in effect during the dance. Tobacco, alcohol or any other controlled substance is not permitted at a dance or on school property. Any student under the influence of a controlled substance or in possession of a controlled substance will not be allowed into the dance and will be turned over to an administrator and/or police who will contact a parent or guardian. Students involved with controlled substances will be placed on immediate home suspension.
- Once a student leaves the dance, he or she may not return and must leave campus.
- If a student sneaks into the dance, they will be removed and will not be allowed to attend the next dance.
- Loitering in the parking lot or around the campus will not be permitted.
- Inappropriate dancing may lead to consequences including being removed from the dance and barred from further dances.

CTE (Career Technical Education)

CTE programs offer students an opportunity to experience on-the-job training in various career fields while earning school credit. Interested students should contact their counselor and/or the ROP tech for more information. Currently Mesa Verde has three pathway programs: Law Enforcement/Public Safety, Professional Theater/Drama and Business Academy.

Spirit Squads

Mesa Verde's Cheer Squad brings spirit to school events and athletic contests. Tryouts for each squad occur in the spring for the following year's teams. Members must commit to participate for the entire school year.

Student Government

Members of the student government consist of elected Student Body Officers and appointed positions. This group of students, working together with the student body for its welfare, considers all matters and proposals before they are presented to the student body. Interested students should contact the Activities Director (Mrs. Gerry) for more information on criteria and the process for applying.

Yearbooks

The yearbook is on sale from the beginning of the school year through December and is distributed just before school closes for the summer. ALL Yearbooks must be purchased by the December cutoff date. ABSOLUTELY NO YEARBOOKS will be available for purchase after the deadline and there are no refunds available. Students interested in working on the yearbook should contact the yearbook advisor (Mr. Sanchez).



ATHLETICS

Athletics at Mesa Verde are an integral part of a well-rounded educational experience. We feel that our athletic offerings are diverse enough to meet the needs of every student on campus. The A.D. Office can be reached at 971-5277. Mesa Verde's sports program includes the following:

Fall Sports

Cross Country (co-ed)
Football
Girls' Tennis
Girls' Volleyball
Girls' Flag Football

Winter Sports

Boys' Basketball
Girls' Basketball
Wrestling (co-ed)
Girls' Soccer
Boys' Soccer

Spring Sports

Baseball
Golf
Softball
Boys' Volleyball
Track & Field
Comp. Cheer

**Sideline Cheer is associated with Fall & Winter sports, but competitive cheer is in the Spring. Tryouts for Cheer occur in April/May for the following year.

Tryouts for all sports occur during the first week of their season. Please refer to our athletics website [Mesa Verde Athletics](#). There, you will also find information for each sport, clearance information, and the full athletics handbook.

Athletic Eligibility

Prior to participation, each athlete must complete the online clearance package through [SportsNet](#), which includes having competed an up-to-date physical.

Athletic Probation

Student athletes are expected to always maintain eligibility during their season. Grading periods end on a Friday with grades due the following Monday. Grades are processed by the registrar during the week and made official to the Athletic Director on that Friday (one week after the grading period ends). The AD will check grades once they are official, and eligibility for students begins/ends on the Monday following.

Probationary athletes must complete the following items each week for the term of probation. The probationary period equals one grading period, which is approximately 4-5 weeks. Weekly competition is defined as Friday through Thursday.

Probation Requirements:

1. Attend three hours of study hall a week, two of which are typically completed with the team. Here are other available options for SH each week:
 - a. Monday after school in the library from 3:40-4:40
 - b. Tuesday after school in the library from 3:40-4:40
 - c. Wednesday after school in the library from 3:40-4:40
2. Athletic Director will complete grade checks each Monday for all student athletes on probation.

Probation Outcomes:

- A. Students who meet weekly probation requirements are eligible to compete for the next week. (Friday through Thursday)
- B. The first time a student fails to meet probation requirements, they are ineligible for competition for one week.
- C. The second time a student fails to meet probation requirements, they are ineligible to participate in athletics for the remainder of that sport season.

Eligibility levels

Unconditional participation in the Mesa Verde Athletics program requires a student-athlete to have a 2.0 GPA or higher, with no more than one F from the most recent grading period.

If a student-athlete drops below a 2.0 GPA with zero or one F, they are on **Contest Eligible Probation**.

- Athletes may practice and play in contests if they meet weekly probation requirements.

If a student-athlete drops below a 2.0 GPA or has two F's, they are on **Contest Restricted Probation**.

- Athletes may practice but not play in contests if they meet probation requirements. If a student athlete earns three or more F's, they are ineligible to participate in athletics.

Fan/Spectator Behavior

We encourage all students and members of the MVHS community to support MVHS by attending athletic events. Appropriate fan behavior is expected. Derogatory or unsportsmanlike behavior directed to the opponent, their fans, coaching staff, or the officials is unacceptable and will not be tolerated. Students and adults may lose attendance privileges and may face discipline procedures if behavior at athletic and other school events is disrespectful of the participants and/or attendees. See Athletic Handbook for specific codes of conduct and potential consequences.



AWARDS

Several awards are given each year in recognition of extraordinary achievement in the various phases of school life. Many of these are presented at various assemblies or at commencement. Following are some of these awards:

- Athletic awards are given to outstanding athletes in each sport at the end of each season.
- The Michael Gebhardt Scholarship Award is given to the outstanding male and female athlete who has participated in multiple sports and distinguished himself/herself in scholarship, citizenship, and athletics.
- Valedictorian medals are awarded at Senior Awards Night and recognized at commencement to those seniors who meet the following standard in scholarship: minimum 4.0 unweighted GPA including all A's and a minimum of 10 one-year honors and/or Advanced Placement courses, with at least 5 of them being AP courses, through the first 7 semesters of high school. Only original grades will be used to determine valedictorians (no repeat grades).
- The Performing Arts Awards are awarded for outstanding musical drama ability, scholarship, citizenship, and leadership.
- Teachers nominate students for the content area specific awards for having done something special, shown improvement in class work, or demonstrated a positive character trait.
- Senior Awards Nights are held in the Spring to recognize outstanding students.

Block Letters

10th, 11th and 12th grade students who achieve all four grading periods with a 3.5 GPA (weighted) or higher are eligible for an Academic Block Letter. Freshman credits are applied in the sophomore year. Once the block is received, subsequent semesters of 3.5 GPA or higher (weighted) earn a Lamp of Learning pin. In order to apply for an Academic Block or a Lamp of Learning pin, students must also have no suspensions and no truancies for the entire year and must also have a minimum "B" average in citizenship grades. Students must submit the Mesa Verde Academic Block Letter Application to the Vice Principals' Office, along with their most recent transcript. Block letters/Lamp pins are not automatically awarded; students need to apply for them.

CSF (California Scholarship Federation)

CSF seeks to develop responsible leadership in school by recognizing outstanding academic achievement. Students must earn at least ten grade points during the previous semester in accordance with the following system:

- No "D" or "F" grades/marks in any subject (academic or citizenship).
- You must earn a minimum of 10 points from last block's grades. The first 4 points must be from List 1. The first 7 points must be from Lists 1 and 2 (or all points may be from List 1). The remaining points may come from List 1, 2, or 3. (Note: seniors applying in January may use 3 courses from List 2 if no List 1 courses were taken).
- No CSF points are given for PE, repeated courses, TA, Tutor, Study Hall, office aide or pass/fail courses.
- CSF points are granted based on grades. The point scale is: A=3 points; B =1 point; C = 0 points. One additional point is granted for a grade of A or B in an AP or Honors course, up to a maximum of two such points per block (A in AP or Honors course = 4 points; B in AP or Honors course = 2 points). A "D" or an "F" in ANY subject disqualifies you for that term.

Membership is based on work done in the previous block.

- Use no more than five (5) GRADES to qualify.
- Summer school classes do not qualify.

PE, teacher's aide, and ROP do not count for points. Only 5 classes are used to calculate the point total -- 7 of the 10 points must be from core classes. Freshman grades do not count. Students must apply each semester for membership. Gold Seal Bearers, life members of CSF, are honored at graduation with a gold tassel, gold cord, lamp pin, certificate, gold seal on the diploma, and gold seal on all transcripts. Gold seal bearers are those students who have been CSF members for 4 or more semesters, one semester must include senior grades. Several scholarships are available for Seal Bearers.



COMMUNICATION AND PARENT INVOLVEMENT

Communication

Bulletin

The school bulletin is read in the beginning of second period and posted on the school website and the Mesa Verde App. All notices to appear in the bulletin must receive prior approval from a MVHS staff member and be submitted to the vice principal's secretary. Bulletin notices must be given to the principal's secretary before 2:00 pm of the day **preceding publication**.

Delivery of Messages

We make every effort to keep classroom disruptions to a minimum. In an emergency, should you need to contact your student, please call the attendance office and a message will be delivered to their classroom. If your child has forgotten an item that they require for class, you can bring it to the attendance office and a pass will be sent for your child.

MVHS School Info App

Mesa Verde uses many forms of communication for our students and families. The MVHS App is downloaded for free via Google Play store or iTunes.

Website

Mesa Verde maintains a web page with a Calendar of Events, Daily News & Information, Staff Directory, and individual teacher web pages by course. Go to: www.sanjuan.edu/mesaverde.

Social Media

Mesa Verde has an active social media community. Please follow the official school posts here: Facebook:

<https://www.facebook.com/mesaverdemavericks/>

Instagram @mvhsconnect

Twitter @MVHSHeadlines

School App: Search for "Mesa Verde High School App" in the Google and iTunes Store

PTSA

The PTSA is a volunteer association where parents, educators, students, and other community members are active in our school and community. People are welcome to join by paying \$10 cash or check or via the online link here [MVHS PTSA](#). If paying by check, it should be payable to "Third District PTA" and write "for MVHS PTSA membership" in the memo section. Your name, address, email, and phone number must be collected. See the school Financial Controller - Kim Finney - in the main office for more information.

ELAC (English Learner Advisory Committee)

This committee advises the principal on the development of the school plan for English Learners and performs other duties and responsibilities as required by law.

Safe Schools Team

Administrators, certificated/classified staff, parents, students, Citrus Heights Police, and community members work together to provide a safe environment for all students at Mesa Verde High School. Other resource personnel are available, and workshops are provided to assist the team in promoting this safe environment.

Site Council

It is comprised of members representing students, parents, teachers, school staff, administrators, and the community. It develops and oversees the annual goals and direction for the school and determines expenditures of some categorical monies. Members are elected by their representative group.



COUNSELING AND GRADUATION

Class Changes Initiated by the Student

Schedule changes are limited to academic necessity only. Students should see their counselor if they feel a schedule change is appropriate. Class changes are only allowed for level changes (e.g., completed course in summer school, didn't complete prerequisite class) or if student was scheduled in the wrong course (e.g., a Freshman in a Junior English class). No class changes will be accommodated after the 5th day of instruction.

Counseling Services

The counseling office is in the main Administration Building. Credentialed school counselors assist students with their academic, college, career, and social-emotional needs. Students are encouraged to see their counselor on their own time, before school, during lunch and after school. If the student is unable to do this, they may make an appointment before school, after school, or at lunch. The student will be seen immediately in cases of an emergency.

Guidance Issues

- Students can take a class load of 4 periods.
- Students must take 4 periods a day, (Seniors may have an open 1st or 4th period if they meet the credit requirements.
- Students who have exhausted the Mesa Verde curriculum may take 4 classes on campus with concurrent community college enrollment to a total of 5 classes. **Prior administrative approval required.**
- Students may take 2 periods on campus if they are enrolled in a 2 period R.O.P. program.
- Teacher/Office Assistant (TA) classes are limited to one per semester for 11th and 12th grade students only.
- There are no 5th year Seniors, except for students enrolled in special education or ILS.
- All students must complete Integrated Math 1 to graduate from high school in the state of California.

More detailed description and explanation of course scheduling issues can be found in the Course Descriptions Handbook located on the MV website.

Graduation Participation

Participation in the graduation ceremony is a privilege. Only those students who fully meet the SJUSD graduation requirements, students without outstanding debt, and those students who maintain regular attendance in classes will be allowed to participate. Seniors on social probation will not be allowed to participate in the graduation ceremony. Graduation speakers and performers are selected through an audition process. Valedictorians are recognized in the ceremony. Mid-Year graduates can participate in Mesa Verde's ceremony with Principal's approval. All seniors are required to attend graduation rehearsal, which is typically held the day before graduation. Seniors will not walk in the ceremony if they miss graduation rehearsal. Each graduating senior will receive between 6-10 tickets for the graduation ceremony.

Graduation Requirements

Students must complete a minimum of 280 credits to graduate from high school. Credit adjustment may be necessary if transferring from another program. Students must complete the courses shown in the chart below to meet requirements for graduation and college entrance.



Courses	High School Graduation Requirements	A-G College Entrance Requirements
English	4 years-40 credits	4 years required
Math	3 years-30 credits (Math through IM 2 is the minimum)	3 years-30 credits (Math through IM 3 is the minimum)
History/Social Science	3 ½ years-35 credits (World History, US History, Government, Economics, & Social Science Elective)	2 years required
Science	3 years-30 credits (Must include 20 credits of lab science, 10 credits of physical science and 10 credits of life science)	3 years-30 credits (Must include 20 credits of lab science, 10 credits of physical science and 10 credits of life science)
Physical Education and Health	Must include 20 Physical education credits and 5 Health credits	N/A
Visual/Performing Arts	10 credits of the same VAPA	10 credits of the same VAPA
Foreign Language	Must be 30 credits of the same language	3 years required for A-G completion
Electives	130 credits	1 year of an A-G approved elective
Total	280 Credits	All A-G must be completed with grade of C or higher

Graduation Speakers and Performers

Seniors in good standing may audition to be a graduation speaker or performer during the graduation ceremony. A panel of school employees will select the student(s) in early spring.

Valedictorian

Valedictorians are the students with a 4.0 weighted GPA including all A's entering the final semester of the senior year and who complete a minimum of 8 terms/semesters (or four years) of honors and/or Advanced Placement courses. Only original grades will be used to determine valedictorian status (no repeat courses). Students must be on diploma track to meet Valedictorian status.

Junior Honor Guard

The 10 Juniors with the highest *weighted* GPA after halfway through their junior year and have good citizenship will be selected to serve as the Honor Guard for the graduation ceremony.

STUDENT SERVICES

Bicycle/Skateboard Storage

Bicycles and Skateboards must not be ridden while on campus. Further, skateboards are not allowed to be carried from class to class during the school day. A locked, fenced-in area is located near the C wing and Main Gym for students to lock their bicycles/skateboards during school. After school hours, the compound is not locked. Mesa Verde assumes no responsibility for bicycles/skateboards left in the compound. Students in violation of these rules may be referred to administration and subject to disciplinary action.

Debts/Finance Office

All bills and fines must be paid in the Finance Office before students are sold dance tickets, issued work permits, withdrawn from school, and allowed to participate in graduation. This office is in the main administration and is open to students before school, at



lunch, and after school. PE clothes are also purchased through the financial office. All student fines are paid for through this office. Students must have valid student ID card in hand for all financial transactions. Lastly, there is an ATM machine located in the financial office for any students who need a cash withdraw.

Food Services

The Mesa Verde cafeteria is open for breakfast and lunch. Students eligible for free or reduced meals need to pick up an application in the administrative office. No credit is available. Money can be added to students' www.myschoolbucks.com account at any time by going to the website.

Health Needs

We have an assigned school nurse (Derek Stevenson). For school days he is not here, students who are sick need to go to the Attendance Office and the school will contact a parent for an early dismissal. In an emergency, 911 will be called. Students may not leave school on their own without an early dismissal. All accidents occurring on the school grounds or during a supervised school activity should be reported immediately to the supervising teacher, coach, or to an administrator.

Library

Our library is for the use of every student, and we invite all students to visit and use it regularly.

- Library is open for students before school @ 7:30 am as well as during the student lunch period.
- Students are required to have a pass from their teacher if visiting the library during instructional time.
- The MV ID Card must be presented at the circulation desk to check out materials.
- All books, except reference and reserve materials, circulate for a period of three weeks.
- Computers with Internet access and word processing capabilities are available for schoolwork only.

Lost and Found

The lost and found is in the Attendance Office—please see our Attendance Clerks for access. If items are not identified and claimed after a reasonable time they will be donated to a local charitable organization. If a student loses an item of significant value, a loss/theft report can be filled out in the VP office.

Opt Out Recruiter Form

If students do not want their school records shared with the military, institutions of higher education, or parent groups, they may go to the Principal's Office and fill out the Opt Out Recruiter Form and give it to the Principal's Secretary.

Parking Regulations

Parking spaces identified as "staff" are off-limits to students and visitors. All student, staff and guest parking is located in the front of the school and next to the small Gym and tennis courts. Student parking on campus is a privilege and may be revoked at any time.

- Student parking lots are off limits during school hours. If a student goes to their car for any reason, without obtaining prior permission, it is considered an out of bounds violation and students are subject to consequences.
- Student vehicles must be parked in the areas designed for student parking. Space is limited so arrive early for a parking space.
- Students may not park in designated staff, visitor, disabled parking spaces or red zones. Please be aware that law enforcement and Fire Department personnel will come on our campus and issue citations to vehicles parked in violation of safety, disabled, and fire access codes. Parking spaces are not guaranteed to students. Students must arrive early to be assured a parking space.
- Students driving or parking in an unsafe manner will receive disciplinary consequences and may lose the privilege of driving/parking on campus.

School Pictures/ID Cards

Students are required to have their picture taken at the beginning of the school year regardless of whether photos are being purchased. These photos will be used in the school yearbook as well as for mandatory I.D. cards. A student ID card is provided to each student on Picture Day. The current school ID card must be carried while the student is on campus or attending any Mesa



Verde function. The Student ID Card must be used to transact any business with the school offices. The first card is free; replacement cards can be purchased in the Finance Office for \$5.00. Students must show their student body card to receive the discount student rate for tickets to athletic events.

Student Accident and Athletic Insurance

If students do not have insurance, they may follow the steps below to access affordable insurance plans:

1. Click on [Student Health Services](#)

Textbooks

Textbooks checked out to students are their personal responsibility. Any loss, theft, or damages must be taken care of by the student who was issued that book. Make sure to inspect all textbooks carefully upon receipt. If a book has a noticeable problem (i.e., missing pages, writing in or on the book, damages of any kind) notify the textbook clerk in the library immediately. It is recommended that books are always covered. If a book is lost or stolen, please see the textbook clerk in the library. A bill will be generated, and after it is paid in the Finance Office, a new textbook will be issued. If the book that was paid for is found, a reimbursement will be given.

Transcripts

Students may request official transcripts from the Registrar or online [Here](#). Transcripts can be mailed directly to a college or given to the student in a sealed envelope to accompany applications. Transcripts are free of charge. Please allow 24 hours for all requests. Unofficial transcripts can be accessed through Q.

Valuables/Personal Belongings

Keep valuables at home. Do NOT bring large amounts of money to school or leave backpacks and/or belongings unattended. Personal items are brought to school at your own risk. Mesa Verde cannot be held responsible for any stolen or lost items, including bicycles, skateboards, cash, and/or cell phones or other electronic devices. We will not disrupt the learning environment to search for missing belongings.

Deliveries

Due to the volume of requests and multiple classroom interruptions, we cannot accommodate nonessential personal messages or deliveries. Door Dash, Grub Hub, etc. and other food delivery services will not be allowed on campus. If any delivery services arrive on campus, they will be turned away and not allowed to make their delivery. Refunds will not be issued to students or families for failed deliveries and/or wasted food. Thank you for understanding and recognizing that interruptions disrupt the educational process and can put our students and staff at risk for potential safety issues.

Visitors

All visitors, including parents, must make an advance appointment with teachers or other staff members, and must sign in at the Attendance Office where they will be given a MVHS visitors' badge to always wear while on campus. MVHS is a closed campus during the school day. Under no circumstance, is a parent allowed to enter a teacher's classroom without prior approval. Students are not allowed to bring visitors to school at any time.

Work Permits

Students under the age of 18 must possess work permits when employed. Application forms are available in the Principal's Office. Positive attendance and maintaining a 2.0 GPA or higher is required for obtaining and keeping a work permit.

Campus Safety

Please refrain from skateboarding, riding bicycles or scooters, or any other non-sanctioned wheeled transportation on campus. Bicycles must be locked to bike racks in designated areas. MVHS is not responsible for lost, stolen, or damaged bikes, skateboards, scooters, etc. Students will be asked to leave the MVHS grounds 15 minutes after the close of the school day unless they are in a supervised academic or athletic environment (tutoring, athletic practice, library, etc.) Students must be picked up within 15 minutes at the end of a school sponsored event (game, dance, etc.), as there will be no staff supervision after that time. The MVHS campus is closed during weekends and school holidays.



ALMA MATER

All hail to Mesa Verde,
We sing our praise to thee,
We strive for highest honor In
defeat and victory.

We fight to bring you glory,
We work to keep you free,
With faithfulness and loyalty.
We pledge our heart to thee!



UNIFORM COMPLAINT PROCEDURE

Nondiscrimination/Harassment/Intimidation/Bullying/Sexual Harassment/Pupil Fees

Nondiscrimination/Harassment/Intimidation/Bullying

The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. The board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including dismissal.

Sexual Harassment

The District has adopted a strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies and is committed to maintaining an educational environment that is free from harassment, including school, or school-sponsored or school-related activities.

The Board of Education prohibits unlawful sexual harassment of or by anyone (including students and employees) in or from the District. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Pupil Fees and other Complaints

The District shall follow uniform complaint procedures when addressing the following: complaints alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, other than those fees allowed by law; complaints alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk or breastfeed an infant; complaints alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan; complaints, by or on behalf of a homeless or foster student, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements, or other legal

requirements pertaining to these students; complaints alleging District noncompliance with the requirements that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed; complaints alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school; and complaints alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

To File a Complaint

The District is primarily responsible for compliance with federal and state laws and regulations governing the following programs in addition to any previously referenced: Adult Education, After School Education and Safety, Migrant Education, Career Technical and Technical Education and Training, Child Care and Development, Child Nutrition, Consolidated Categorical Aid, Compensatory Education, Every Student Succeeds Act/No Child Left Behind, Tobacco Use Prevention Education, California Peer Assistance and Review Programs for Teachers Education, Regional Occupation Centers and Programs, School Safety Plans, State Preschool, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, Economic Impact Aid, and any other district-implemented program which is listed in Education Code section 64000(a). Any student or parent who feels that unlawful discrimination, harassment, intimidation, and/or bullying or sexual harassment has occurred should immediately contact a teacher, the school principal, or District Title IX/Compliance Officer. A complaint may be initiated at the school or by directly contacting the Title IX/Compliance Officer. Copies of an optional complaint form may be obtained from the school office or Title IX/Compliance Officer. Copies of the complaint procedures shall be available free of charge.

1. Filing a Complaint: file a written complaint or use the complaint form received from the school or Title IX/Compliance Officer. Submit the complaint form to the school principal or Title IX/Compliance Officer.
2. Investigation: The District will investigate the complaint and provide a written report of the investigation and decision within 40 days of when the complaint is filed.
3. Appeals: If the person making the complaint disagrees with the District's decision, the complainant has 5 days to appeal the decision to the District's Board of Education; or alternatively, 15 days to appeal the decision to the California Department of Education.
4. A person filing a complaint may also seek civil law remedies, subject to certain timelines.



5. At any time, a complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination, harassment, intimidation, and/or bullying based on any legally protected class, or on the basis of

a person's association with a person or group belonging to a legally protected class with the United States Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

Complaints will be kept confidential as appropriate. **The SJUSD prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.**

If you have a complaint, contact a teacher, principal, site administrator, or Title IX/Compliance Officer Sterling Williams, Coordinator, Legal Compliance.

Title IX - Sex-Based Discrimination

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education, including K-12 schools. Title IX is a federal law that promotes equity in education by ensuring that girls and women receive equal resources and treatment in the classroom and provides protections for students who are sexually harassed and discriminated against and/or bullied based on their gender.

In addition to this federal law, the California Education code similarly prohibits schools discriminating against its students based on sex (Education Codes sections 220-221.1).

Sexual harassment is also in violation of San Juan Unified School District board policies and administrative regulations. All forms of sexual harassment, whether student to student, staff to student, or student to staff, are prohibited at San Juan Unified schools.

What is sex-based discrimination?

Harassment and other discrimination based on sex include, but are not limited to, the following prohibited practices:

- Based on sex, exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity.
- Based on sex, provision of different amounts or types of student financial aid, limitation of eligibility for student financial aid, or the application of different criteria to applicants for student financial aid or for participation in the provision of student financial aid by others. Nothing in this subdivision shall be construed to prohibit an educational institution from administering, or assisting in the administration of, scholarships, fellowships, or other forms of student financial aid, established pursuant to domestic or foreign wills, bequests, trusts, or similar legal instruments or by acts of a foreign government, which require that awards be made to members of a particular sex; provided, that the overall effect of the award of these sex-restricted scholarships, fellowships, and other forms of student financial aid does not discriminate on the basis of sex.
- Based on sex, exclusion from participation in, or denial of equivalent opportunity in, athletic programs. For purposes of this subdivision, "equivalent" means equal or equal in effect.
- An educational institution may be found to have effectively accommodated the interests and abilities in athletics of both sexes within the meaning of Section 4922 of Title 5 of the California Code of Regulations as that section exists on January 1, 2003, using any one of the following tests:
 - Whether interscholastic level participation opportunities for male and female pupils are provided in numbers substantially proportionate to their respective enrollments.
 - Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the school district can show a history and continuing practice of program expansion that is demonstrably responsive to the developing interest and abilities of the members of that sex.
 - Where the members of one sex are underrepresented among interscholastic athletes, and the institution cannot show a history and continuing practice of program expansion as required in paragraph (2), whether the school district can demonstrate that the interest and abilities of the members of that sex have been fully and effectively accommodated by the present program.
- If an educational institution must cut its athletic budget, the educational institution shall do so consistently with its legal obligation to comply with both state and federal gender equity laws.
- It is the intent of the Legislature that the three-part test articulated in subdivision (d) be interpreted as it has been in the policies and regulations of the Office of Civil Rights in effect on January 1, 2003.



- Based on sex, harassment or other discrimination among persons, including, but not limited to, students and nonstudents, or academic and nonacademic personnel, in employment and the conditions thereof, except as it relates to a bona fide occupational qualification.
- Based on sex, the application of any rule concerning the actual or potential parental, family, or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions.

Title IX student rights

You have the following rights under Title IX, to the extent applicable at the District:

- You have the right to fair and equitable treatment and shall not be discriminated against based on your sex, sexual orientation, gender identity or gender expression.
- You have the right to be provided with an equitable opportunity to participate in all extracurricular activities, including both academics and athletics, regardless of your sex, sexual orientation, gender identity or gender expression.
- You have the right to inquire of the athletic director at your school or appropriate District personnel as to the athletic opportunities offered by the school.
- You have the right to apply for athletic scholarships, if offered by the District.
- You have the right to receive equitable treatment and benefits in the provision of all the following related to athletics, if any are provided by the District:
 - Equipment and supplies;
 - Scheduling of games and practices;
 - Transportation and daily allowances;
 - Access to tutoring;
 - Coaching;
 - Locker rooms;
 - Practice and competitive facilities;
 - Medical and training facilities and services; and
 - Publicity
- If you are pregnant or parenting, you have the same right as any other student to continue in your regular school and in any program for which you qualify.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX coordinator, to answer questions regarding sex/gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment based on your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- You have the right to be protected against retaliation if you file a discrimination complaint. (California Education Code section 221.8.)

Definition of sexual harassment

The Title IX regulations define sexual harassment as conduct, performed based on sex, that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on a student or individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or,
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 1229(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). These definitions are also available in AR 5145.7.



California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

How is sexual harassment investigated?

Conduct that meets the Title IX definition of sexual harassment will be investigated under the District's Formal Title IX Complaint Procedure, as set forth in the District's Title IX Investigations policies ([AR 5145.71/AR 4119.12](#)).

A formal Title IX Investigation is initiated when a student (the victim of the alleged conduct) or their parent/guardian submits a written formal complaint to the District's Title IX Coordinator, requesting that the Title IX office open an investigation. Once filed, the Coordinator will either begin an investigation or, if the alleged conduct is outside the scope of the Title IX policy, refer the matter to the District's Legal Services to be investigated under other applicable District policies.

Incidents that do not meet the definition of sexual harassment under Title IX

Incidents that do not meet the definition of sexual harassment as defined under Title IX may violate other state laws or District policies and will be addressed accordingly. Harassing conduct, such as the conduct described above, that may not rise to the level of sexual harassment under Title IX will be investigated in accordance with the District's Uniform Complaint Procedure policy ([BP 1312.3/AR 1312.3](#)).

How to file a Title IX/sexual harassment complaint

A student or their parent/guardian may submit a [report](#) of sexual harassment via mail, fax or email to:

San Juan Unified School District
Title IX Coordinator, Sterling Williams, Coordinator, Legal Compliance
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110; Fax: (916) 971-7704
TitleIX@sanjuan.edu

You may also submit an [online report](#). Once a report has been received, the Title IX Coordinator will contact you to explain the process for filing a complaint. If you or someone you know has been the victim of any form of harassment, we strongly encourage you to report the incident to your school site administrator or the Title IX Coordinator. Upon receiving your report, the administrator will assist you by taking steps to stop any ongoing harassment and ensure that the incident is addressed in accordance with proper District Policy.

8/4/2024
MV Administration

