

STUDENT POLICIES AND PROCEDURES

A-1 Accidents

1. Every accident in the school building or on the school grounds must be reported to the attendance office secretary as soon as possible.
2. Accident insurance may be purchased from Security Life Insurance Company, forms are available in the attendance office.

A-2 Address Change

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

A-3 Assembly Conduct

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

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

A-4 Athletic Eligibility Requirements

(See also Utah High School Activities Association)

Students who compete in inter-scholastic competition must maintain a 2.0 grade point average ("C" average). They must have maintained a 2.0 in the preceding quarter as well as the quarter in which they participate.

No student will be eligible to represent the school if more than one subject was failed in the preceding grading period, or if more than one subject is being failed in the quarter in which the student participates. Any multi-period class failure will be credited with number of failures equal to periods in the class.

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

B-1 Bus Regulations

Riding the school bus is a privilege. Improper conduct on the bus will result in denial of that privilege. A behavior form must be signed by each bus student.

C-1 Cafeteria/Lunchroom

1. Student behavior in the lunchroom should be based on courtesy and cleanliness. You are responsible for cleaning the table at which you sit, and putting all trash in the proper containers.
2. Students who act irresponsibly or behave inappropriately may be suspended.

C-2 Cell Phones/PDA's

Cell phones, PDA's and other electronic items are not to be used during academic time. This includes the use of text messaging, games, etc. Inappropriate use of camera phones could lead to suspension and or criminal prosecution.

C-3 Class Change

After registration is completed, changes in class schedules should be avoided as much as possible. If a change becomes necessary, the student must consult with a counselor. If conditions warrant, a class transfer form will then be issued. (Changes made **within the first two weeks of each quarter** may be granted without penalty of failure in the dropped class.) The class transfer form must be completed before a transfer is official and pay a \$5.00 charge for changing a class. The completed form must be returned to the counselor in order to make the change in the computer. Delay in completion may mean loss of credit.

C-4 Clubs

1. Students are encouraged to participate in social activities at the school. All clubs and/or social groups will:

- a. Exist for the benefit of all students of the school.
 - b. Extend membership opportunities to all registered students.
 - c. Be organized in such a way that membership cannot be determined, even in part, by the popular vote of any of the club membership.
 - d. Submit charters, constitutions, and by-laws which are consistent with the rules and regulations herein stated and which will be approved by the principal, faculty, superintendent and the board of education.
 - e. Receive administrative approval prior to advertising any event.
2. In keeping with the spirit of the district policy concerning school clubs, Mountain View High School takes the following position: It is our strong recommendation that students affiliate only with authorized school clubs. If however, a student chooses to join and participate with another group or groups, he or she should be aware of the following:
- a. Unauthorized clubs, club members or their pledges are not allowed to conduct any activities at school, at any school activity or on the school campus at any time.
 - b. Unauthorized club members may not, at any time, use the name of the school directly or indirectly in any of their activities.
 - c. Wearing "gang" clothing of any kind is not allowed.
3. Any Mountain View High School student found in violation of the above school policy will be subject to disciplinary actions outlined in district policy.

C-5 School Colors

The School Colors are Cardinal Red, Gold and White.

C-6 Creating a False Emergency

Any student who creates a false emergency by setting off a fire alarm is violating the law and will be suspended from school and referred to juvenile court. A referral to the district for expulsion may also result. The guilty person(s) will be fined and the person(s) who help identify the guilty person(s) will receive a reward.

D-1 Dress and Grooming Standards

Fads and extremes in student appearance tend to attract improper attention and interfere with the educational process. The Alpine School Board of Education requires students to conform to community standards and avoid extreme, unsafe or inappropriate dress or appearance. State law also requires that appropriate footwear be worn at all times. Those who do not follow the dress and grooming standards may be asked to change or may be sent home.

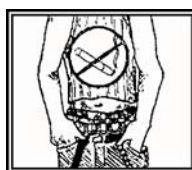
The following list outlines examples of inappropriate dress which should not be worn to school:

1. Tank tops or shirts with spaghetti straps, including midriff/belly shirts, or off-the-shoulder tops
2. Short shorts or short skirts (length must be at least mid-thigh, including the skirt slit)
3. Torn or ripped clothing
4. Revealing clothing that is too short, too low cut, etc.
5. Display of undergarments
6. Clothing with inappropriate language, slogans or pictures, including drugs, alcohol, violence and/or sexual innuendoes
7. Hip chains attached to jeans (considered unsafe)
8. Clothing, jewelry, or backpacks with spikes
9. Extreme hair styles or hair dyed unnatural colors
10. Anything identified as gang attire, i.e., gang colors, bandanas, etc.

No tank tops
No bare midriffs

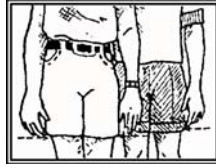
No clothing with
inappropriate language,
slogans or pictures

No display of
undergarments





No display of anything identified as gang attire



Length of shorts and skirts must be at least mid-thigh

Although opinions may vary, interpretations of the standards are both the right and responsibility of the school administration.

E-1 Equal Opportunity

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

E-2 Emblem

The official emblem of the school is an "MV".

F-1 Fighting

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

F-2 Fire Lane

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

F-3 Fireworks

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

F-4 Flag Decorum/Procedures

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

• **Monday morning classroom flag ceremony**

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

• **Additional Activities**

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

G-1 Guidance Information

**ALPINE SCHOOL DISTRICT
MOUNTAIN VIEW HIGH SCHOOL
Graduation Requirements**

3.0 Credits English

- 1.0 English 9
- 1.0 English 10
- 1.0 English 11

1.0 Credit Language Arts

Communication

- 1.0 English 12 or LAC credit

1.5 Credits Physical Education

- 0.5 PE Skills (MFS)
- 0.5 PE Fitness (MFF)
- 0.5 PE Activity (MFE)

2.0 Credits Science Core

- Taken from 2 of the 4 quadrants:
- 1- Biology, Biology AP
- 2- Chemistry

- 3- Earth Systems (9th),
Environmental Science
- 4- Physics, Physics H,
Physics AP, Principles of
Technology

2.0 Credits Math Core

- 1.0 EM-Elementary Math
- 1.0 AM-Advanced Math

1.0 Credit Science or Math

3.0 Credits Social Studies

- 0.5 World Geography (G)
- 0.5 World Civilization (WC)
- 1.0 U.S. History (US)
- 0.5 Student's choice (SS)
- 0.5 Government & Citizenship
(12th Grade) (GC)

1.5 Credits Fine Arts

0.5 Credit Health

1.0 Credit Career Technology

0.5 Credit Computer Technology

0.5 Credit Financial Literacy

(Starting with Class of 2008)

10 Credits Elective

(Class of 2008 – 9.5 Credits Elective)

27 TOTAL CREDITS Required for Graduation

- ▶▶ Students should meet annually with a counselor to update the SEOP (Student Educational Occupational Plan). Duplicate credit cannot be given if a class is repeated. If a class is taken twice, credit from the second class may only count as elective credit.
- ▶▶ According to state school law, high school credit may not be given for any "Release" time.

OTHER GUIDANCE OFFICE SERVICES

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

Counselors are prepared to help students to:

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

Scholarships

Information on college scholarships is available through a variety of means such as: Scholarship Box, catalogs and/or the use of the Internet. Specific scholarships are highlighted throughout the school year on the scholarship bulletin board and daily announcements.

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

Testing Services

•UPASS State Testing

Test: UPASS Iowa Test - Statewide Testing Program

Purpose: This statewide testing program is designed to provide information about student achievement through a series of subject tests.

For: Juniors

Date: September 19 - October 7

Cost: None

Test: UPASS Basic Skills Competency Test (UBSCT)

Purpose: All students must meet graduation requirements plus pass this test to receive a diploma.

Date: October 17 - 19 (Retakes, Juniors/Seniors only)

Date: October 24 - 25 (Makeup days for Junior/Senior retakes)

Date: January 31 - February 2 (Sophomores and Retakes for Juniors/Seniors)

Date: February 3 - 7 (Makeup days)

Cost: None

Test: UPASS Core Testing (CRT)

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

Date: April and May

Cost: None

• National Tests

Test: DAT

Purpose: This test is a guidance tool used to assist students in exploring interests and determining abilities. It helps students to develop occupational and career goals through the SEOP process.

Date: Given during Drivers Ed Class.

Cost: None

Test: PLAN

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

Date: Mid-November (given to sophomores)

Cost: \$9.00 (approximately)

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

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

Date: October 12

Cost: \$11, approximately

Test: ACT -- The American College Testing Program

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

Date: October, December, February, April and June

Cost: \$28, approximately

Students must submit registration by mail or on-line at www.actstudent.org.

Materials are available in the Guidance Office. **The MVHS Code is 450-280.**

Location: Given at various sites on five Saturdays throughout the year.

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

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

Date: October, November, December, January, March, May and June.

Cost: \$29.50

Students must submit registration by mail or on-line at collegeboard.com. Materials are available in the Guidance Office. **The MVHS Code is 450-2.**

Location: Given at various sites on seven Saturdays throughout the year.

• Advanced Placement Tests

Test: AP tests in various subject areas

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

Tests offered: Biology, Calculus AB, Calculus BC, English Literature, English Language, Environmental Science, French, German, Music, Physics B, Psychology, Spanish, Statistics, Studio Art, U.S. History, World History, European World, US Government/Politics

Cost: \$82

\$13 deposit due in March to reserve test.

Dates: Various days during May

H-1 Home and Hospital Programs

Homebound instruction is handled through the guidance office. If a student will be absent two or more weeks, parents are requested to notify the school immediately. The homebound instruction application can be obtained from the school. The completed form, along with a doctor's statement, is then sent to the Alpine School District office requesting the service. Students who are absent for periods less than two weeks should keep class work current by maintaining contact with the teacher. Teacher e-mail addresses are listed in this handbook. When the student has missed more than 4 consecutive days, homework requests may be made through the attendance office.

H-2 Homework

1. The successful student sets a certain time each day for independent study. He or she might spend part of this time studying notes that were taken during class or reading a resource book related to the material. Frequently, time will be provided for students to begin the homework assignments under the supervision of the teacher. Work not finished in class will become part of the student's homework responsibility. Homework assignments are expected to meet acceptable standards of neatness, legibility and completeness.
2. As high school students continue through their junior and senior years of high school, they will find there is a progressive increase in time dedicated to home study if they are to accomplish the work outlined by the teachers.

H-3 Honor Roll

1. Honor Roll recognition is provided for a grade point average of 3.70 to 3.99. High Honor Roll recognition is for a grade point average of 4.0.
2. Names are printed in the Orem-Geneva Times.
3. Students who maintain a 4.0 throughout the school year are honored at the academic assembly in the spring.

I-1 Insurance

1. Accident insurance is available to all students from an independent provider, Security Life Insurance Company. Application forms are available in the attendance office. Students who are not covered by a family or a personal insurance plan are urged to buy this insurance. The school has no responsibility for accidental injury.
2. Only those students who obtain insurance, or who sign the insurance waiver at the bottom of the health form, will be allowed to participate in interscholastic athletics.

I-2 Internet Use

Proper use of the internet, according to Alpine School District's acceptable use policy, is required of the entire school community while on MVHS campus.

L-1 Lockers

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

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

8. Generally, there are two students assigned to a locker, do not give anyone else the combination to your locker.

L-2 Lost and Found

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

L-3 Lunch Money

1. Lunch money is deposited in the lunchroom, preferably before school. **Deposits to lunch accounts cannot be accepted during lunch time.**
2. Those who qualify for free or reduced price lunches must file the appropriate form with the financial secretary.

M-1 Mascot

The MVHS mascot is the Bruin.

M-2 Media Center/Library

Students are encouraged to make thorough use of the Media Center. Students' cooperation in the following matters will make the facility more rewarding for all.

1. The Media Center is a place of safe and calm individual study.
2. Books must be correctly checked-out before being removed from the library.
3. Use of the Media Center during class periods is allowed with a pass from the teacher.
4. Media center hours are from 7:00 a.m. to 3:30 p.m.

Library Circulation Policy

The guidelines for circulation of materials for MVHS Library/Media Center are as follows:

1. Activity/ID cards are required to check out any materials. Students must use only their own cards and not those of friends.
2. Students with fines or overdue items cannot check out any materials until the problems have been corrected.
3. Students who have lost items will be charged replacement costs plus a \$1.00 processing charge.
4. Books are checked out for two weeks with the possibility of renewing up to two times.
5. Magazines may not be checked out.
6. Some encyclopedias may be checked out for one day only.
7. Other media items (pamphlets, maps, etc.) are circulated as needed.
8. No equipment will be checked out to students.

M-3 Medication

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

N-1 Nuisance Items

Items not directly associated with the educational program (i.e., video games, cell phones, MP3's, iPods, pagers, radios, tape recorders, boom boxes, CD players, water guns, yo-yos, water balloons, etc.) are generally not to be brought to school. If any items become a nuisance to the teacher or other school employee in class or in the halls of the school, they will be confiscated. Students found possessing nuisance items will have the items taken and will be subject to disciplinary action. Many of these items become a target for theft and should remain at home.

O-1 Obscene Literature, Pictures and Language

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

O-2 Out-of-Area Attendance Request

1. Students who reside outside of the Mountain View attendance area and want to attend MVHS must obtain and complete the necessary form. This form may be picked up from the guidance office.
2. Students who are accepted to attend Mountain View must live by all the rules and regulations of Mountain View High School and maintain good attendance. If they do not, they must return to their original school.

P-1 Parent-Teacher Conference

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

P-2 Parking

1. Parking at Mountain View High School is considered a privilege.
2. Alpine School District provides parking for students under certain provisions. These conditions apply to all motorized vehicles, including motorcycles and scooters. It is the intent of the administration of Alpine School District that allowing cars at school will in no way interfere with the normal operation of the school. With the passage of Utah Code Section 53-6-20, amended by Senate bill No. 7, 1975, Mountain View High School will receive the assistance of the Orem City Police department in enforcing all rules and regulations in and around the parking lot. This includes the assistance of an on-campus police officer.
3. Failure to abide by the following rules may result in a denial of the parking privilege:
 - a. **Parking Permits:**

All automobiles and motorcycles must be registered with the school and display a current parking permit. Registration forms and parking permits are available on fee payment days and in the attendance office throughout the school year. The permit cost is \$5. Students found registering automobiles not belonging to them, or improperly using parking permits, will be subject to a fine, a suspension and the loss of parking privileges.
 - b. **Student Parking:**

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

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

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

Visitor parking is east of the main building. The first row of stalls next to the school is reserved for visitor parking, also, during non-restricted hours in the bus loading zone (horseshoe).
 - e. **Speed Limits:**

The speed limit for all areas is 10 M.P.H.
 - f. **No motorized vehicle is to be parked next to the school building.**
 - g. All **service areas** must be open for deliveries and emergency vehicles. Students may not park in the fire lane at any time, including during concerts and plays. Vehicles may be towed away.
 - h. **Students are not permitted in the parking lot at any time during the school day (7:45 a.m. to 2:15 p.m.).** The only exception is that students may go to their cars during lunch; go to work release programs or if they are correctly checked out through the attendance office.
 - i. **Traffic Violations:**

All traffic violations on school property will result in a citation from Mountain View High School and/or Orem City Police Department and/or the impounding or chaining of the vehicle.
 - j. **Traffic Accidents:**

All traffic accidents or any damage to vehicles in the parking lots should be reported to the school administration and the on-campus police officer.
4. **Parking Tickets:**
 - a. Students are charged \$5 for each ticket received.
 - (1) After receiving a third ticket, a chain and barrel may be attached to the car so that it cannot be driven. The student must pay a \$10 charge to have the chain and barrel removed. Also, a student/administrator conference will be held and a letter may be sent home or a telephone call made informing parents of the problem.
 - (2) **After a fourth ticket is dispensed the car may be towed. This will cost up to \$110 for towing and \$15 a day for storage.**
 - (3) Cars parked in fire lanes, or other essential service areas, may have the vehicle towed when the first ticket is issued.
 - (4) Vehicles which are used to abuse parking regulations and cannot be identified may be towed or chained.
 - (5) Vehicles parked in designated **disabled parking** stalls may be ticketed according to state regulations and fined in excess of \$100.
 - (6) Students **driving over sidewalks and grass areas** may be ticketed and/or be suspended from school.
5. **Search and Seizure:**

Any and all vehicles parked on Mountain View High School property are subject to *Search* by school officials and/or school security guards. Any illegal contraband will be confiscated.

P-3 Presenting a Physical Hazard to Other Students

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

P-4 Public Display of Affection

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

R-1 Report Cards

Report cards are issued at the end of every term. They will be distributed at school to students approximately one week after the end of the term. The final report card for the year is mailed home. Grades are reflected in the following manner: A 4.0, A- 3.7, B+ 3.4, B 3.0, B- 2.7, C+ 2.4, C 2.0, C- 1.7, D+ 1.4, D 1.0, D- .7, F 0.0.

S-1 Safe Schools

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

S-2 Sexual Harassment

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

Board Approved: May 11, 1993

The Alpine School District strongly disapproves of any form of sexual harassment in the school, including acts of non employees.

Disciplinary action will be taken against any employee or student who engages in sexual harassment.

S-3 Sick Room/Illness

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

S-4 Stairs and Hallways (Blocking)

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

S-5 Suspensions

1. Students who disobey the regulations of the school or commit serious actions of misconduct are subject to suspension from school. A written copy of the suspension notice will be given to the student or mailed to the home. An attempt will be made to notify a parent by telephone when a student is suspended.
2. A personal interview with the parent is required before the student is considered for readmission.

T-1 Telephone

Telephones are to be used to facilitate school business.

- Students and teachers will not be called to the phone while class is in session except in cases of an extreme emergency.
- Messages for teachers will be placed in the teacher's mail box.
- In order to keep our offices running efficiently, **parents are asked to keep student messages to a minimum.**

- Office telephones are to be used for official school business only.
- Public telephones have been installed in the building for personal business and private calls.
- Students may use the designated student phone before and after school and during lunch period.

T-2 Textbooks

All school texts are rented to students for their use during the school year. Other supplies are paid for by the students except in the case of fee waivers. Textbooks are expected to last five years. **Textbooks are to be kept clean and handled carefully. Students will be fined for damage or writing in textbooks.**

T-3 Tobacco, Alcohol, or Drugs

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

SUBSTANCE ABUSE PENALTIES

Alcohol and Drug Use/Possession

First Offense:

- * Referral to a law enforcement agency
- * Possible suspension for 10 days
- * Parent conference--sign a non use contract
- * Referral to the Parent/Teen Program
- * Expulsion if Parent/Teen program not completed
- * Exclusion from music, debate, athletics, etc.

Second and Subsequent Offense:

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

Tobacco Use/Possession

First Offense:

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

Second Offense:

- * Submit a court referral
- * Notify parents
- * Ten day suspension
- * Student ordered to complete tobacco cessation program

Distribution or Intent to Distribute

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

T-4 Transcript of Credit

Senior students may have a free copy of their transcripts sent to one or more schools provided they are ordered prior to June 15 of the year they graduate. Additional transcripts ordered after this time will cost \$1 each. MVHS will mail the transcript directly to the school or agency requested.

T-5 Tutoring

Tutoring help is available to students in academic areas such as math, science, social studies and English. If you need a tutor please contact the Guidance Office.

U-1 Utah High School Activities Association and Region Information

The following information is taken from the UHSAA Handbook.

1. Members of Region Four (5A Classification)

American Fork 510 N 600 E American Fork 756-8457

Lone Peak	10189 N 4800 W	Highland	763-7050
Mountain View	665 W Center	Orem	227-2400
Pleasant Grove	700 E 200 S	Pleasant Grove	785-8700
Spanish Fork	99 N 300 W	Spanish Fork	798-4060
Timpanogos	1450 N 200 E	Orem	223-3120

2. Scholastic Regulations

Students must be full-time in order to be eligible to represent their schools in interscholastic competition. Students failing more than one subject or who have less than a "C" average will not be eligible to represent their school. Students who fail to meet the minimum requirements set forth above in the current or preceding term are also ineligible to participate in UHSAA activities in the succeeding term until they correct such deficiencies. Sophomores wishing to participate in UHSAA activities their first term in high school must meet the same requirements. The student's average for the last term of 9th grade must be a "C" or above. The student may make up any incompletes, failures or lower grade point averages over the summer by attending summer session, dual enrollment, receiving tutoring or by any other method acceptable to the school district.

3. Transfer Rule

A student who transfers from one high school to another is ineligible to participate in any interscholastic activity sponsored by the association for **ONE FULL YEAR** at the school to which he transfers. A student who moves into the school boundaries with his parent is immediately eligible. Any other transfer student must fill out a transfer application form which must be signed by the principals at both schools.

4. Eligibility Lists

- Each member school will keep on file in a book provided by the UHSAA a list of all students who are eligible and participate in each activity. This list must be updated each grading period and certified by the principal. The principal thereby certifies that the students listed meet all of the requirements and are eligible under the constitution and bylaws of the Association.
- Certification will be based on complete information concerning the student's age and scholastic history.
- Participation on any varsity, junior varsity, 10th grade, or 9th grade team is to be considered as a season of competition.

5. Spectator Conduct

- Other than authorized spirit groups (cheerleaders, pep club, drill team), no spectators will be allowed on the field or floor during game time, quarters or half-time.
- No spectator is permitted to have noisemakers such as, bells, horns, sirens, drums and megaphones.
- Throwing any objects, including confetti, torn paper scraps, crepe paper, toilet tissue, etc. is not allowed.
- School administrators who are present at games agree to take immediate, definitive action toward disruptive or unsportsmanlike students or fans. All schools will continue to enforce the front row rule (no sitting on the very first row).
- The host school will clearly define seating area for both home and visiting students. These areas should accommodate bands and pep clubs as well as the general student body.
- Shirts must be worn at all times.

6. Banners and Signs

- No negative banner or posters of any nature will be displayed in the area of competition. A sign welcoming the visiting team is encouraged.
- A sign of a positive nature on the football field at half-time for the home teams to run through is allowed.

V-1 Valuables

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

V-2 Visitors

Do not invite family members/friends to attend classes with you, this is not permitted. Visitors are welcome on campus only if they are on official school business and are cleared by the Administration. All visitors must secure a visitor's pass from the main office. Anyone who does not belong in the school may be referred to the police department and charged with trespassing.

V-3 Vocational Programs

The Alpine School District and Utah Valley State College (UVSC) have established programs in which a limited number of students may attend UVSC on a part time basis. Students who are interested in specific career choices should consult a guidance counselor early in their high school careers.

W-1 Withdrawals and/or Transfers

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

W-2 Work Co-op

This program is available for students who work and want to receive elective credit. Ask your counselor what the requirements are.

STUDENT EMERGENCY INSTRUCTIONS

Every fire alarm means evacuate. Don't hesitate; don't question whether the alarm is a "practice" or the real thing, don't gossip with friends. Just evacuate.

EARTHQUAKE

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

- 2. If in the hallway or gym:**
 - a. Assume the "drop" or "drop and hold" position. If you can hold onto something solid, do so.
 - b. Report to the teacher of the class for that time of day. Lunch period is your third period teacher. If the earthquake should happen during a class change, report to the next period teacher. If it occurs during an assembly, report to the first period teacher (before school assemblies), to the second period teacher (double assemblies) or your fourth period teacher (after school assemblies).

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

FIRE AND ALL OTHER EMERGENCIES

1. When the alarm sounds, evacuate. Don't hesitate.
2. Evacuation routes may need to be modified, based on the type of emergency.
3. If there is smoke, try to get below it or cover your mouth and nose with your shirt or other material. Breathe as little of the smoke as possible.
4. Follow the same evacuation routes (based on class location) for all emergencies.
5. Remain at the gathering area until further instructions are given.

ATTENDANCE STANDARD

Shared Responsibilities for Attendance

The Student will:

- ◆ Know attendance status in every class.
- ◆ Attend on time and be prepared for each class every day.
- ◆ Obtain from the teacher any work missed because of an absence.
- ◆ Obtain from the teacher beforehand any work for pre-approved absences.
- ◆ Communicate with parents/guardians and the teachers about each class absence.
- ◆ Bring a doctor's note when missing 10 or more consecutive days because of illness, surgery or other medical condition.
- ◆ Cause the least possible disruption when coming to class tardy.
- ◆ **Check out with parental permission through the attendance office before leaving school for any reason, or it will be considered a "sluff". The only exception would be an extreme emergency which may be cleared later with administrative approval.**

The Parent will:

- ◆ Call the school or send a note for every absence within 3 school days of that absence. Parents may call 24 hours a day at 227-2402. All notes are kept on file in the attendance office throughout the school year.
- ◆ Encourage students to attend and be on time to class.
- ◆ Try to schedule medical appointments or vacations outside of school times.
- ◆ Assist students in obtaining and completing any work missed because of an absence. When extended absence (four or more consecutive days) occurs because of an illness or hospitalization, parents may call the attendance office to help obtain homework assignments.
- ◆ Keep an accurate record of the student's absences – The school internet address is: <http://205.118.59.5/public>.

The Teacher will:

- ◆ Mark all absences and tardies accurately.
- ◆ Begin class on time and provide meaningful classroom instruction each day.
- ◆ Notify the student and parent/guardian on the **3rd** absence or **5th** tardy.
- ◆ Provide a complete and comprehensive disclosure document informing the student of how tardies and absences will affect the grade through participation points.
- ◆ Send failure notices with sufficient time for remediation.

The Administration will:

- ◆ Support teachers and students in their attendance rules.
- ◆ Observe areas within the school in order to direct students to class.
- ◆ Contact students who have been referred for excessive absences.
- ◆ Provide programs and procedures to help students attend classes.

Attendance Criteria

- **Absences and tardies** may affect a student's academic grade through loss of participation points. When a student is absent, he/she will need to communicate with the teacher to determine how to make up lost credit. In addition, the student may be referred to truancy school for excessive absences or truanancies. Excused absences are those due to illness, doctor or dental appointments, hospitalization or other extenuating circumstances.
- **Pre-approved absence forms** (for absences of five or more consecutive school days) are available in the attendance office. These forms must be completed and signed by the teacher in advance of the absences. **ANY absence may affect participation points because some classroom experiences can't be duplicated.**

- **Truancy** (sluffing) will cause the loss of all participation points and may disallow credit for makeup work.
- **Students must verify every absence** with a note or phone call from their parent or guardian to the attendance office **WITHIN 3 SCHOOL DAYS** of the absences or these absences will be considered as truancies; any exception must be cleared through the administration. Parents/guardians must give specific dates and periods of any absences. "Blanket" excuses will not be accepted.
- Each teacher's disclosure document will address the following:
 1. The total amount of percentage that participation points will affect the academic grade
 2. How absences and tardies will, through participation points, affect the academic grade.

Tardy Policy

- Teachers will notify students/parents after the fifth tardy. Five tardies in any class are considered excessive. If a student has excessive tardies or displays inappropriate behavior in any class, the student will be referred to a student advocate and possibly an administrator.
- Absences will decrease a student's participation points more than tardies. It is to the student's advantage to attend class, even if he is beyond the tardy time. **(Students more than 10 minutes tardy may suffer additional consequences.)**
- A tardy may only be excused with a note or phone call from the parent or guardian at or before the time the student checks into school.
- Students may receive an F in citizenship for excessive tardies (five or more).

CHECK IN/CHECK OUT PROCEDURES

1. Students **checking in late** should go directly to the attendance office **with an explanatory note from the parent/guardian**. All notes are kept on file in the attendance office. Students will be issued an "Official Check-In Slip" to admit them to class.
2. Students leaving school for any reason must check out with a note or a phone call from their parent/guardian through the attendance office. Students will be issued an "Official Check-Out Slip" to dismiss them from class and allow them to leave the school.
3. Students must check in/out for appointments with a note from the parent. All notes should include: students' first and last name, date, grade, time, reason for check in/out, and a parent signature. If necessary, a parent may call the school to check out their student. Please give sufficient time for the attendance office to locate the student.
4. Students should bring notes for a check out to the attendance office ahead of time such as: before school, between classes or during lunch.
5. Except for emergencies, failure to check out will result in an unexcused absence, and will affect the student's participation points accordingly.
6. All notes brought by students are kept on file in the attendance office.
7. Students who are sick should report to the attendance office where they will be assisted or sent home.

CITIZENSHIP CREDIT

Basic Philosophy

Mountain View administration, faculty, staff, and students recognize that responsible and appropriate behavior at school enhances the environment in which education takes place. Students may receive an F in citizenship for excessive tardies (five or more) or inappropriate behavior in the classroom or school.

Campus Standards

Cafeteria

Students will be expected to:

- follow directions of staff
- sit in an orderly manner
- refrain from throwing food
- put all trash in containers and replace utensils and trays

Hallways

Students will be expected to:

- follow directions of staff
- keep hallways clean of trash
- refrain from running
- have a pass when in the hallway during class time
- refrain from making unnecessary disruptive noise

Parking Lot

Students will be expected to:

- follow directions of staff
- refrain from going to cars during class time
- keep campus and parking lot clean of trash
- park in student parking only
- refrain from loitering in the parking lot

Policy

Students automatically receive an **administrative citizenship** credit each year (1/4 credit per term). Students must earn all academic and administrative citizenship credits in order to graduate. No credit is earned if there are behavior problems such as:

- * Cheating
- * Vandalism
- * Pornography
- * Profanity or vulgarity
- * Violating state laws
- * Disrespect for others
- * Driving or parking violations
- * Direct and willful disobedience
- * Improper conduct in the halls/commons or lunchroom areas
- * Violation(s) of school/district standards, policies and procedures
- * Improper conduct at school-sponsored activities
- * Being on campus or in halls during class time without authorization
- * Possession or use of controlled/illegal substances (tobacco, drugs, alcohol, etc.)

- ◆ Any of these behavior problems or violations may place the administrative citizenship credit of a student in jeopardy. **Teachers should outline discipline policies and procedures for individual classrooms in their disclosure documents. Teachers and staff may refer behavior problems to the administration.**
- ◆ Each failing citizenship grade may be made up by doing a project which has been previously cleared by the teacher of the class in which credit was lost.

- ◆ We encourage students to make up citizenship credit in the following term or year in which the credit was lost. Citizenship credits can be earned by participating in the annual blood drive held at school. School counselors will inform students/parents of any citizenship problems at the yearly SEOP meeting.

ALPINE SCHOOL DISTRICT ATTENDANCE PROCEDURES

Truancy School

This is the last earnest and persistent effort by the school prior to court action or a change of placement for the student.

1. Students are only assigned to truancy school once.
2. Truancy school consists of one two-hour session.
3. Parent attendance with the student at truancy school is strongly recommended but not mandatory.
4. Because truancy is against the law, a mandatory legal fee of \$20.00 will be assessed and must be paid and receipted at the site of the truancy school.
5. Police officers or social workers from various communities and the truancy school teaching staff will teach a standardized curriculum.
6. The following indicates the procedure for those who do not appear without an acceptable reason as well as those who complete truancy school and continue to be truant:
 - a. Grades 11-12 -- The student will be transferred to Alpine Life and Learning Center.
 - b. Grade 10 -- The student is referred to 4th District Juvenile Court. If student is still truant when the court process is exhausted he will be transferred to Alpine Life and Learning Center.
 - Refusal to transfer, not meeting transfer deadline, or continued truancy after transfer will result in Board Release or Home School Exemption depending on age of the student. Re-entry is by application to Alpine School District.
 - Students transferred to Alpine Life and Learning must earn 1.5 credits to be eligible to return to traditional school.
 - All transfers back to traditional school must be done at the beginning of a quarter.
 - Students released, exempted, or dropped may apply for a re-entry with Alpine Life and Learning or the Alpine School District Office. Students must meet the terms of the application.
 - c. *Special Education* and *Youth in State Custody* will use their respective processes to determine a student's status.

CONSTITUTION OF THE ASSOCIATED STUDENTS

OF MOUNTAIN VIEW HIGH SCHOOL

PREAMBLE

We, the students of Mountain View High School, in order to bring about a more perfect spirit of unity, promote scholarships, encourage school activities, teach sportsmanship, establish justice, advance morality, give experience in leadership and broaden the fields of our service, establish this Constitution.

ARTICLE I - LEGISLATIVE BRANCH

SECTION I

All legislative power granted to the Associated Students of Mountain View High School is vested in the Student Senate made up of club representatives and any other members of the student body that apply and qualify.

1. Any student desiring to be a member of the Student Senate that is not a club representative will turn in an application to the Executive Vice President by the third Friday following the first day of school.
 - a. If the senate chooses, they may accept applications and induct new members at any time.
2. Within 30 days of the first day of school, the Executive Vice President must call a senate meeting for an initial orientation and charge of the constitution by the Student Body President and Executive Vice President.

SECTION II SENATE

1. Each member of the Student Senate will have one vote regardless of their position.
2. The duties of the Student Senate are as follows:
 - a. Evaluate the current constitution and bylaws.
 - b. To add to and amend the current constitution.
 - c. Address problems facing the Student Body.
 - d. Evaluate the actions and activities of the Student Council.

SECTION III MEETING PROCEDURE

1. The Student Senate will meet at least once a month at a time they deem suitable during their initial meeting.
2. All Student Senate meetings will be conducted in accordance with *Roberts' Rules of Order*.
3. Any student wishing to propose an item to the Student Senate must notify the President Pro Tempore or the Executive Vice President before the day of each meeting if they would like their item on the agenda.

SECTION IV SENATE OFFICES

1. In the initial meeting of each year, Senate offices will be elected at plurality.
2. Any member may run for any office.
3. The offices and their duties are as follows:
 - a. **PRESIDENT PRO TEMPORE OF THE SENATE**
The President Pro Tempore will serve as the Executive Vice President's assistant in carrying out all activities of the Senate.
 - b. **THE SECRETARY GENERAL OF THE SENATE**
The Secretary General will keep all records of the Senate.

SECTION V QUALIFICATIONS AND IMPEACHMENTS

To be a member of the Senate one must maintain a high moral and ethical standard, good conduct and obey all the laws of our country and our school.

1. A student must have a 3.0 GPA and receive no F's in citizenship for the previous term and maintain a 3.0 without any F's in citizenship.

To be impeached a member must:

1. Commit a flagrant purposeful or repeated violation of school or public law.
2. Fail to dutifully comply with responsibilities of his office. Procedure for impeachment of any Student Body Officer or Senate member is as follows:
 - a. Possible grounds for impeachment will be brought before the Senate by a member of that council. To have the motion of impeachment brought before the Student Council the motion must pass by two-thirds majority of a quorum of the senate.
 - b. The Student Council will have power to try impeachments. The Executive Vice President will preside over the council to maintain constitutionality of the proceeding, except in case of impeachment of the Student Body President or Executive Vice President. In such a case, the Principal will preside. To remove the impeached officer requires a two-thirds majority of the student council in favor of removal.

ARTICLE II - EXECUTIVE BRANCH

SECTION I STUDENT COUNCIL

The executive power of the Associated Students of Mountain View High School will be vested in the student council.

1. The Student Council will be composed of:
 - a. Student Body President
 - b. Executive Vice President
 - c. Executive Secretary
 - d. Executive Historian
 - e. Vice President of Programs
 - f. Vice President of Relations
 - g. Vice President of Activities
 - h. Vice President of Finance
 - i. Vice President of Art
 - j. Vice President of Publicity
 - k. RADS Representative
 - l. Service Representative
 - m. Pep Representative
2. To be a member of the Student Council the officer:
 - a. Must maintain high moral and ethical standards, good conduct and obey the laws of our country and our school.
 - b. Must have a 3.0 GPA (see nominations) and must maintain a 3.0 GPA throughout the term of office.
 - c. Must be a senior.
3. The Student Council will serve and represent the student body in activity planning and in presenting suggestions, regulations, and bylaw necessary for the students of the school. The student council will assume official duties at the close of the regular school year in which they are elected.

SECTION II DUTIES OF STUDENT COUNCIL

1. The *STUDENT BODY PRESIDENT* will:
 - a. Preside at all assemblies, meetings of student government and at all student activities.

- b. Be or appoint the official representative for the students of the school in all meetings requiring student representation with the exception of the Student Senate.
 - c. Appoint special committees to assist the Student Council.
 - d. Work closely with the Administration.
 - e. Delegate his/her power to other student body officers.
 - f. Act as head of one or more standing committees.
 - g. Assign a post evaluation for each major activity.
 - h. Preside over the Student Council.
2. The *EXECUTIVE VICE PRESIDENT* will:
 - a. Take charge in the absence of the President.
 - b. Preside and conduct meetings of the Student Senate.
 - c. Take charge of and conduct all school elections.
 - d. Be responsible for the school flag and trophy cases.
 - e. Be responsible for the school marquee.
 - f. Accept responsibilities assigned by the president.
3. The *EXECUTIVE SECRETARY* will:
 - a. Take roll at all official meetings of the student council.
 - b. See that the minutes of those meetings are taken and promptly filed and maintained.
 - c. Take care of all necessary correspondence, ballot preparation and business for the council.
 - d. Prepare and deliver memos of all Student Council activity dates and plans for signature, approval and verification by administrators.
 - e. Assist the President in organizing and preparing all announcements for the student body.
 - f. Preside over the student body functions in the absence of the President or Executive Vice President.
 - g. Under the guidance of the President, prepare the agenda for those formal meetings over which the President presides.
 - h. Accept responsibilities assigned by the President.
4. The *EXECUTIVE HISTORIAN* will:
 - a. Prepare a school history (video/scrapbook) as determined by the Student Council at the beginning of the year.
 - b. Be responsible for getting information to local press and school newspaper and collating press copies for the school history.
 - c. Coordinate with the newspaper and yearbook advisors in submitting photos of royalty and any other activities conducted by the Student Council.
 - d. Assist the Executive Vice President in planning and conducting school elections.
 - e. Collect post evaluations of each activity.
 - f. Accept responsibilities assigned by the President.
5. The *VICE PRESIDENT OF PROGRAMS* will:
 - a. Assist in planning and scheduling all student body activities.
 - b. Coordinate with the video class the preparation of all video announcements and special presentations.
 - c. Assume responsibility for the supervision of all assembly script writing and planning.
 - d. See that all assembly scripts are written on a timely basis and submitted to the Faculty Advisory Committee and Administration for approval.
 - e. Under the direction of a faculty advisor, supervise all rehearsals for assemblies in preparation for being passed by the Administration.
 - f. Accept responsibilities assigned by the President.
6. The *VICE PRESIDENT PUBLIC RELATIONS* will:
 - a. Function as the liaison between the Student Council and the PTSA (involving parents, students and the community) in executing student activities.

- b. Plan and coordinate any special "week" activities as proposed by the Student Council and the Administration (i.e., Anti-Drug Week, Disability Week).
 - c. Be responsible for planning and coordinating activities between Mountain View Student Council and other student councils in the region.
 - d. Coordinate school participation in activities sponsored by the community.
 - e. Work with the Executive Historian in contacting and coordinating the needs of the school newspaper and yearbook staffs.
 - f. Accept responsibilities assigned by the President.
7. The *VICE PRESIDENT OF ACTIVITIES* will:
- a. Organize and delegate assignments for those school activities and dances assigned to the Student Council.
 - b. Assist the Vice President of Publicity in assigning and preparing dance showcases.
 - c. Coordinate with the Spirit Club Advisor on club registration and provide council support for the spirit club.
 - d. Accept responsibilities assigned by the President.
8. The *VICE PRESIDENT OF FINANCE* will:
- a. Coordinate with the Administration in school business matters, particularly in establishing and keeping the Student Council within budget.
 - b. Take charge of all ticket sales.
 - c. Arrange music for the school dances with the Vice President of Activities and the Administration, seeing that contracts are signed and special needs communicated to the musical group being hired.
 - d. Work with the school financial secretary in writing and obtaining signatures for all purchase orders required by the council.
 - e. Keep financial records for all personal purchases made by the Student Council for uniforms, camps, etc. All monies must be collected and turned into the school financial secretary daily by the Vice President of Finance in advance of issuing a school check or purchase order.
 - f. Accept responsibilities assigned by the President.
9. The *VICE PRESIDENT OF ART* will:
- a. Be responsible for all artistic designs as needed by the Student Council.
 - b. Take responsibility for the school calendar showcase.
 - c. Work with the Vice President of Publicity in organizing all signs and other publicity assignments.
 - d. Assist the Vice President of Activities in planning and assigning dance decorations.
 - e. Accept responsibilities assigned by the President.
10. The *VICE PRESIDENT OF PUBLICITY* will:
- a. Be responsible for publicity of school functions and activities.
 - b. Coordinate and assign sign making for all advertised activities.
 - c. See that signs and posters are hung appropriately and removed on a timely basis.
 - d. Assume responsibility for assigning and scheduling all announcements.
 - e. Work with the Executive Vice President in maintaining the marquee.
 - f. Work with the Vice President of Programs in contacting and coordinating publicity for school newspaper and yearbook.
 - g. Accept responsibilities assigned by the President.
11. The *RADS REPRESENTATIVE* will:
- a. Function as the liaison between the Student Council and the RADS Organization.
 - b. Assist in planning and preparing for special "weeks" during the school year.
 - c. Accept responsibilities assigned by the President.
12. The *SERVICE REPRESENTATIVE* will:
- a. Function as the liaison between the Student Council and any organized service project throughout the school year.
 - b. Assist in planning and preparing for special "weeks" during the school year.

c. Accept responsibilities assigned by the President.

13. The *PEP REPRESENTATIVE* will:

- a. Initiate and carry out new programs to promote school spirit.
- b. Act as a liaison between the Student Council, Cheerleaders, Drill Team and other spirit organizations.
- c. Assist the Vice President of Programs in planning and preparing pep assemblies.
- d. Coordinate club registration with the Spirit Club advisor and provide Student Council support for the spirit club.
- e. Accept responsibilities assigned by the President.

ARTICLE III – BYLAWS

The Student Council and the Senate may adopt bylaws for the governing of the student body and present them in any Senate meeting. Bylaws will take effect immediately when passed with a two-thirds majority vote of a combined meeting of the Student Council and Senate. A quorum of the Senate must be present before any bylaws are considered or voted upon.

ARTICLE IV - ELECTIONS

SECTION I ELECTION COMMITTEE

The Student Council will serve as the Elections Committee

SECTION II NOMINATIONS

1. The student officers to be determined by election are as follows: President, Executive Vice President, Executive Secretary, Executive Historian, Vice President of Programs, Vice President of Relations, Vice President of Activities, Vice President of Finance, Vice President of Art, and Vice President of Publicity.
2. Students who qualify and want to run for a student body office will petition for the office. Petitions must be signed by fifty Mountain View students and turned into the Elections Committee. Petitions will be checked by Student Council members for qualifications, and reviewed by the Student Council advisor.
3. Once students have petitioned, they will receive and submit an answered questionnaire, a portfolio and appear before a review committee. Scores earned through these prerequisites will comprise 30% of their qualifying scores.
4. Once a petition for a class or student body office has been submitted, it may be withdrawn. To change the office indicated, a new petition may be submitted. A student may run for only one office at a time.
5. Students will also prepare a short one-minute presentation to be video taped for a "Meet the Candidates" video clip This will be shown to the student body during video announcements in order to introduce the candidates.

SECTION III PRIMARY ELECTIONS

1. The primary elections will determine two finalists for each office. The primary elections will take place on the last day of the first week of elections. The selection will be based on 30% questionnaire, portfolio and interview; and 70% popular vote.
2. During Primary Week, a video presentation will shown on video announcements in order to introduce the candidates to the student body.

SECTION IV FINAL ELECTIONS

1. The final elections will be the second week of student body elections.
2. Upon completion of the primary election, the two finalists for each office will draw for the campaign party: Gold or Cardinal Red.
3. The candidates will flip a coin to determine who will appear first or last at the election assembly.
4. An election assembly will be held on the last day of final election week before the student body votes. Each party will present a fifteen minute show and the candidates for President and Executive Vice President will each give a three minute speech.
5. Final selection of Student Council members will be based on 30% questionnaire, portfolio and interview; and 70% popular vote.
6. On the last day of the final election, an election dance will be held where the names of the new student body officers will be announced.

**SECTION V
ELECTION RULES AND REGULATIONS**

1. Each candidate may have four (4) posters in the hall during the final elections.
2. Each campaign party may have two (2) posters during the final elections.
3. Locker stuffing, flyers on cars and illegally reproduced printed matter will not be permitted during elections.
4. No off-campus campaigning will be allowed.
5. No posters or similar materials will be allowed outside the school building.
6. Total expenses for the student body elections will not exceed the limit set for each candidate by the Election Committee. This includes all materials purchased and donated. A financial report needs to be turned in by each candidate to the Election Committee.
7. Each candidate will be responsible for having his campaign posters, displays and behavior in keeping with the rules of these bylaw and the standards as established by the Election Committee.
8. Enforcement of these rules will be adhered to and punishment will be administered by the Election Committee.

**SECTION VI
SOPHOMORE ELECTIONS**

1. Elections will take place in the two Junior High Schools and the positions will be as follows:
 - a. Two Sophomore Class Representatives elected from Lakeridge Junior High School.
 - b. Two Sophomore Class Representatives elected from Orem Junior High School.
2. Each candidate must be in the ninth grade to participate in elections.
3. All candidates will abide by campaign rules and regulations as set by their respective schools.
4. In order to run for sophomore elections, each candidate must meet the grade requirements as set by Article IV, Section VII of the Constitution of the Associated Students of Mountain View High School.

**SECTION VII
GRADES**

1. To be eligible to run for office, candidates for student body or class officers must have a 3.0 GPA or above from either their cumulative GPA or from all grades given thus far in the school year. For sophomore elections

which are held in the fall, the student's cumulative GPA will be evaluated. If at any point during the election process, the student is found to be ineligible, they will immediately be removed from the election.

2. Candidates must have no failing grades in citizenship during the current years which have not been made up prior to turning in an election petition.

3. If an elected student officer receives a GPA below 3.0 at the end of a term he or she will be placed on probation. If a student on probation fails to correct his/her grades and receives another term grade below 3.0, he or she will be removed from office. That officer's duties will then be shared by the remaining officers until the vacancy is filled. (See section VII.)

SECTION VIII VACANCIES IN OFFICE

If a vacancy in a class or student body office occurs during the school year, the vacancy may be filled by appointment. Depending on the vacancy, this would take place under the direction of the Student Council, Class Officers and faculty advisors.

SECTION VIII LIMITATION OF OFFICE

In order to increase student body involvement, students holding the following positions can hold no other office: Student Council member or Class Officer. The only exceptions are the positions of Pep Representative, RADS Representative and Service Representative which are appointed rather than elected positions.

ARTICLE VI - GENERAL PROVISIONS

SECTION I

The name of this organization will be the Associated Students of Mountain View High School.

SECTION II

The official emblem will be MV.

SECTION III

The official mascot is a Bruin.

SECTION IV

The official colors of this organization will be Cardinal Red, Gold and White.

SECTION V

1. It will be the duty of each class President to represent his/her class and to further the welfare of the class. They will be responsible for an assembly and dance sponsored by the class as well as any other class activities.
2. It will be the duty of the editors of the yearbook and school newspaper to be responsible for the publication of the yearbook and the school newspaper under the direction of the advisors.
3. It will be the duty of the Executive Council to stimulate activities of the school, represent the school in inter-activities of the school, represent the school in inter-school discussions and help formulate policies and rules for the good of the school.
4. It will be the duty of all other recognized school organizations in keeping with the student body constitution and school policies.
5. All Executive and Legislative power is delegated by the Principal.

SECTION VI

CLUBS

1. All clubs and societies will:
 - a. Exist for the benefit of all students of the school.
 - b. Extend membership opportunities to all registered students.
 - c. Be organized in such a way that membership cannot be determined even in part, by the popular vote of the present membership of the club.
 - d. Submit charters, constitutions and bylaws which will be approved by school faculty, the superintendent and the Board of Education.
 - e. Be under the sponsorship of one or more faculty members.
 - f. Hold meetings only when an advisor is present.
2. Clubs failing to meet these provisions are unauthorized and may not conduct any activities at school.

SECTION VIII ROYALTY

1. A student may be elected royalty only once a year. Once chosen King, Queen or Attendant they are no longer eligible that year and their name may not appear on any additional royalty ballot.
2. Royalty policy affects the following dances: Homecoming, Senior Ball, Preference, Sweetheart, Junior Prom and Sophomore Slide.
3. Members of Student Council are not eligible as royalty during their time in office.

ARTICLE VII - ENACTMENT

This Constitution will become effective immediately following the majority vote of the Associated Students of Mountain View. (This constitution was approved by the student body on March 10, 1992.)

ARTICLE VIII - AMENDING THE CONSTITUTION

Any student may present an amendment to this constitution, in writing, signed by fifty active members of the student body. The Student Body President will then present the proposed amendment to the Student Council and Senate for consideration. A decision will be made by a two-thirds majority vote by these two bodies during a duly authorized meeting.