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**LAHS**

**LOS ALTOS HIGH SCHOOL**

**HANDBOOK**

**2025-2026**

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# ABOUT LAHS

## Mission Statement

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Los Altos High School is committed to building systems that ensure all students succeed.

## School Culture & Expectations

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### Our Commitment to a Safe and Inclusive School

At Los Altos High School, we are committed to ensuring that every student feels safe, respected, and valued. We believe students learn best in an environment where they can be themselves, free from bullying, harassment, and discrimination.

Creating this kind of environment is a shared responsibility. It means treating one another with dignity, speaking up when we witness harm, and being accountable for how our words and actions impact others, even when harm is unintentional. Remember that the impact of a comment matters more than the intent. Something meant as a joke can still cause harm.

### How We Create a Safe and Inclusive Community

A safe, respectful, and inclusive school culture is built every day through the choices we make. That includes:

- Rejecting bullying and harassment by refusing to participate in teasing, exclusion, or intimidation—online or in person
- Speaking out against body shaming and celebrating diverse body types without judgment or comparison
- Using inclusive language and avoiding slurs, jokes, or comments that target someone's race, gender, sexuality, religion, or other aspects of their identity
- Respecting personal space and boundaries and being mindful of how our actions affect others
- Supporting peers who may be experiencing mistreatment or exclusion
- Listening with empathy and staying open to feedback when we've caused harm, even unintentionally

### Digital Citizenship & Online Conduct

Harassment, body shaming, and other harmful behaviors don't just happen face-to-face. They can happen online, too.

- Don't post or share messages, images, or videos that are hurtful, embarrassing, or degrading to others
- Avoid exclusion, gossip, or making fun of others based on how they look, speak, or present themselves. This includes body shaming and other forms of appearance-based bullying.
- Remember that private messages can be screenshotted or forwarded—think before you post or send

### See Something, Say Something

Everyone plays a role in keeping our school safe and supportive. If you see something that feels off, unsafe, or harmful—whether in person or online—say something.

Look for the *See Something, Say Something* posters around campus. Each one has a QR code you can use to report concerns anonymously. You can also speak directly with any adult on campus.

English Tip Report Form [Link](#)

Spanish Tip Report Form [Link](#)



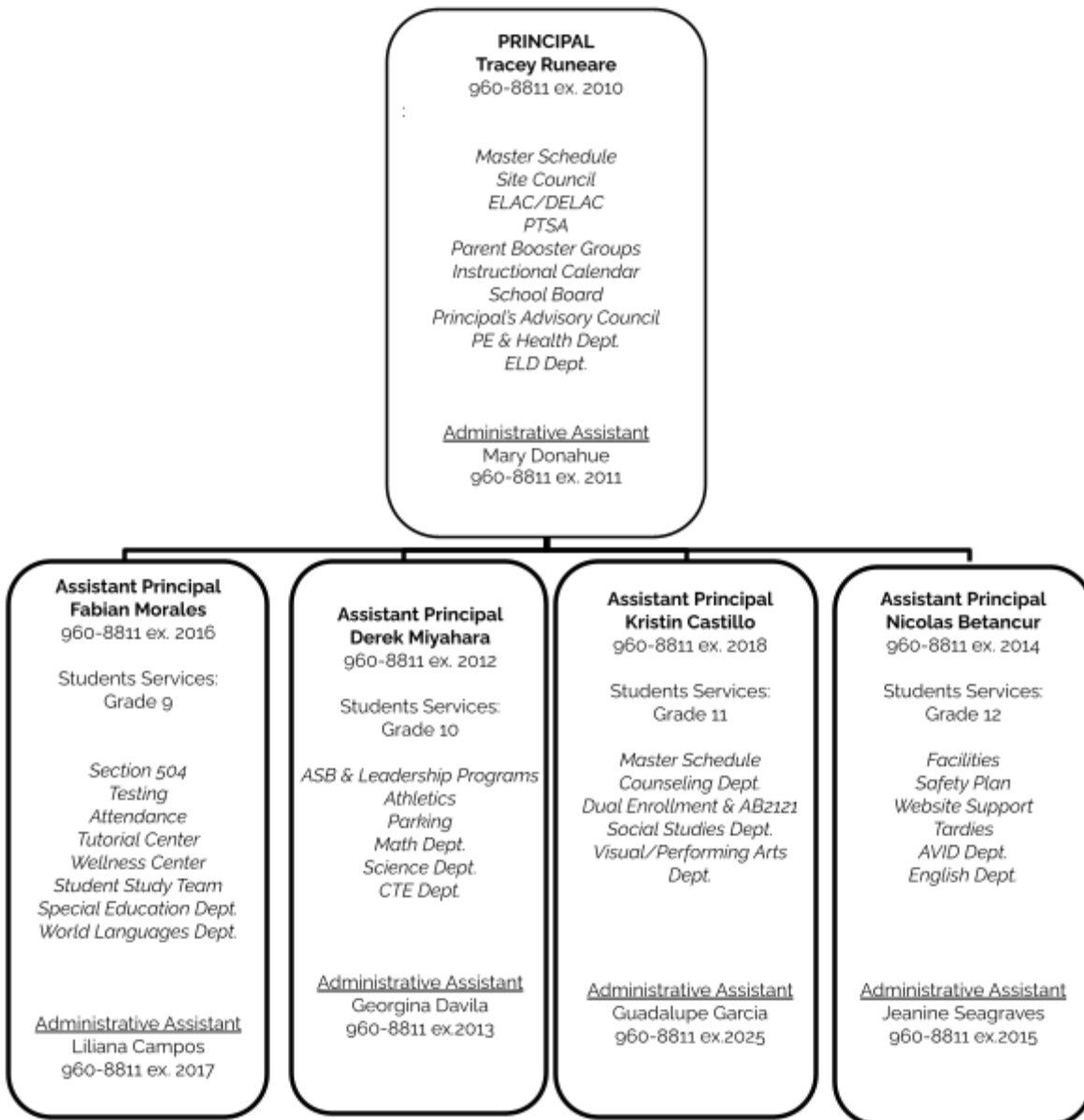
## Hours of Operation

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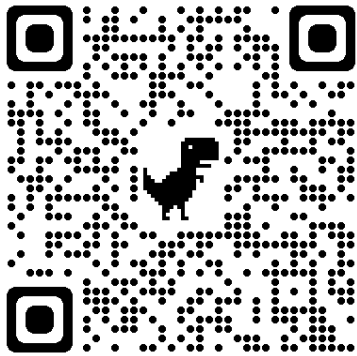
**Office:** 7:30am - 4:00pm  
**Finance Office:** 8:00am - 3:45pm  
**Library:** 7:00am - 6:00pm (M-Th) 7:00am - 3:30pm (Friday)  
**Wellness Center:** All day M-F (Note: Wellness Center closes at the end of the final period of the day)  
**Tutorial Center:** M-TH 8:00-4:30 CLOSED: MON. 11:49-12:19  
 FRI 7:30-4:00 TUES/THUR 1:30-2:00  
 WED/FRI 12:15-12:45

## Administration

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## Bell Schedules



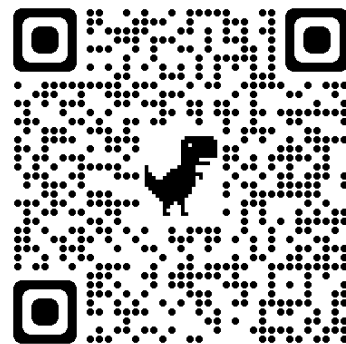
[Click Here to View the Bell Schedules](#)

## Campus Map



[Click Here to View the Campus Map](#)

## Teacher Directory



[Click Here to View the Teacher Directory](#)

## Calendars

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### School Year Calendar

The academic school year calendar displays all district-recognized holidays and quarter and semester start/end dates.



[Click Here to Access Academic School Year Calendar](#)

### ASB Activities Calendar

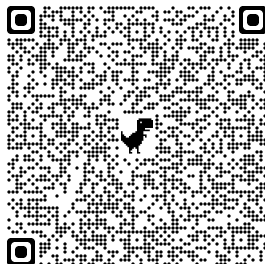
The ASB activities calendar displays all ASB Leadership and club events on campus, including theme days, events on campus, fundraisers, etc. It is managed by students in ASB Leadership. Any issues regarding the calendar should be directed to the ASB advisor, [Sarah.Alvarado@mvla.net](mailto:Sarah.Alvarado@mvla.net)



[Click Here to Access ASB Activities Calendar](#)

### Athletics Calendar

The athletics calendar displays all the home and away games all LAHS teams are participating in. Any issues with this calendar should be directed to the athletic director, [Michelle.Noeth@mvla.net](mailto:Michelle.Noeth@mvla.net)



[Click Here to Access Athletics Calendar](#)

## How to Stay Informed & Get Involved

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Below are some of the ways community members can keep up-to-date with what's happening on campus:

### Daily Student Announcements

A daily announcement email is sent every morning. It contains information for students, including deadlines, reminders, and announcements for events such as club meetings and college representative visits. It is sent to students and staff every morning. The daily student announcements can be accessed via our website and by clicking [here](#).

### ParentSquare

MVLA uses ParentSquare for school communication with parents/families. ParentSquare automatically generates an account for each parent, using the same account login and password families use to access the Aeries Student Information System (SIS).

What can you do with ParentSquare?

- Receive messages from the school via email, text or app notification
- Archive school messages in your portal
- Sign up to receive messages from sports teams, athletics, clubs, and performing arts
- Choose to receive information as it comes or all at once with a daily digest at 6pm
- Communicate in your preferred language
- Direct message teachers, staff, and other parents

To join ParentSquare, go here:

[https://www.parentsquare.com/community\\_signups/d22b74d3-d7e2-4965-8c7c-b655226a95e8/new](https://www.parentsquare.com/community_signups/d22b74d3-d7e2-4965-8c7c-b655226a95e8/new)

Once you're on ParentSquare, use the link below to follow LAHS:

[https://www.parentsquare.com/community\\_signups/d22b74d3-d7e2-4965-8c7c-b655226a95e8/new](https://www.parentsquare.com/community_signups/d22b74d3-d7e2-4965-8c7c-b655226a95e8/new)

You can join the District Office's community group on ParentSquare using the link below:

[https://www.parentsquare.com/community\\_signups/58fb7d85-5c6b-41c2-8080-37585bfac254/new](https://www.parentsquare.com/community_signups/58fb7d85-5c6b-41c2-8080-37585bfac254/new)

### AERIES SIS

AERIES Student Information System (SIS) is an online platform designed to help both students and parents effectively manage and navigate various aspects of the educational experience.

Students can:

View Their Grades: Access your grades for each class, including assignments, test scores, and overall course progress. This allows you to track your academic performance and make improvements as needed.

Parents/guardians can:

Monitor Academic Progress: Stay informed about your student's progress in each class. With Aeries, you can view your student's grades, assignments, and overall academic performance.

Track Attendance: Stay updated on your child's attendance records, ensuring they are attending classes regularly and on time.

If you do not have an account, please contact [Chris Avila](mailto:Chris.Avila@mvla.net) at [Chris.Avila@mvla.net](mailto:Chris.Avila@mvla.net).

### Online & Social Media

Below are some social media accounts that different campus offices, classes, and clubs use to communicate with students and parents. Please follow them if you're interested in learning more about campus events.

## Instagram

@losaltosasb (Associated Student Body)

@losaltoshslibrary

@losaltosathletics

@lahstalon (School Newspaper)

@los\_altos\_ccc (College & Career Center)

@lahsscl (Leadership Elective)

@newmedialit (Broadcasting & Media Production Elective)

@mvlahsd (District Account)

@lahsclassof2026

@lahsclassof2027

@lahsclassof2028

@lahsclassof2029

## Websites

School.....lahs.mvla.net

ASB.....lahsasb.com

Newspaper....lahstalon.org

District.....mvla.net

## **Volunteer Opportunities**

Parents/Guardians, there are several active adult organizations which exist to improve our students' experience and educate and inform families:

[Parent-Teacher Student Association](#)

[Athletic Boosters](#)

[Site Council](#)

[Visual and Performing Arts Boosters](#)

[District Volunteer Opportunities](#)

## **Getting To School**

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Traffic and parking are very impacted at our school. Students are encouraged to walk and bike to school as much as possible to avoid traffic and get to school on time. For the safety of our students, it is essential that parents not drop off or pick up students in any school parking lot.

### **Drop off/Pick Up**

This [document](#) outlines procedures for families who drop off students.

### **Biking**

The City of Los Altos provides these [suggested routes](#) to school on a map. The City of Mountain View provides these [suggested routes](#) to school. Bicycle helmets are required by California law for persons under 18 years old.

Bike racks are located at various locations on campus. Please lock your bike with your own lock at one of the bike racks. Students may request a bike lock if they don't already have one. Please do not leave bikes on campus overnight, even if locked. LAHS is not responsible for theft or damage to bicycles.

### **Bus**

LAHS is served by Valley Transportation Authority buses. For more information on exact boarding locations or help with trip planning, visit [www.vta.org](http://www.vta.org).

All VTA buses are equipped with bike racks on the front so students can combine biking and bus riding to get to and from school. Helpful biking information can be found at

<http://www.vta.org/getting-around/bicycle-ped>.

The Youth (ages 5-18) bus fare is \$1.25 per ride or \$35 for a monthly pass. Monthly passes are available with a reloadable Youth Clipper Card that can be ordered free of charge at [www.clippercard.com](http://www.clippercard.com).

**Bus Passes**

MVLA provides a free bus pass for the public transit system. Any student with questions about the program—or who needs a bus pass—can see Ms. Brownson in the finance office.

**Student Parking Permits**

For information about student parking permits, see the [Parking Permits](#) section of this handbook.

## **Sustainability Efforts at LAHS**

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LAHS is proud to have been named a Green Ribbon school twice by the State of California and by the US Department of Education.

These prestigious recognitions reflect systemic changes implemented over several years with the support and input of the student-run Green Team club, the PTSA Sustainability Committee, LAHS and District Administration, the LAHS facilities and custodial staff, and the MVLA Board of Trustees.

In partnership with LAHS, families can help reduce our environmental impact and support a healthier community. That includes avoiding disposable items, honoring our commitment to being a balloon-free campus, reducing car trips when possible, using reusable containers, and making sustainability part of our everyday actions. Even small changes—like packing a waste-free lunch or choosing active transportation—can make a meaningful difference.

## **Lost & Found**

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The Lost and Found is located at the front office in the student services building. Community members who have found an item should bring it to the attendance clerk at their earliest convenience.



# ACADEMICS

## Course Catalog

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The Course Catalog serves as a resource for students and families seeking detailed information about classes offered at Los Altos High School. It features brief descriptions of courses and information about the number of credits awarded, requirements satisfied, and more. The current year's course catalog can be found [here](#).

Course information sheets which contain more detailed information about courses can be found [here](#).

## Grades & the Evaluation of Student Achievement

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Grades play a crucial role in the instructional process by providing students and their parents/guardians with insights into a student's performance relative to established academic benchmarks. They are essential tools for pinpointing areas where a student excels, as well as areas requiring further attention or improvement.

The Board of Trustees holds the view that students deserve to receive grades that genuinely reflect their mastery of content and performance benchmarks. It's imperative that they be free from biases based on a student's behavior, personal characteristics, or other non-academic factors.

Furthermore, the Board of Trustees emphasizes that grading policies and practices should be geared towards fostering a passion for learning. The ultimate aim should be to minimize instances of academic failure and to continually promote the improvement of academic achievement for all students.

[Types of Grades Awarded](#)

[Grade Determination](#)

[Absences & Grading](#)

[Grades for Classes Taken More than Once](#)

[In Danger of Failing Notices](#)

[Frequency of Grade Reports](#)

[GPA Requirement to Participate in Sports & Other Extra and Co-Curricular Activities](#)

[Honor Roll](#)

[Rescheduling Final Exams](#)

### Types of Grades Awarded

The grades reported follow a standard grading system: A, B, C, D, F.

In some cases, the following grades may be assigned:

P (Pass-credit awarded)

F (Fail- no credit awarded)

INC (Incomplete – No credit awarded, yet)

Incompletes are typically issued when an unexpected event prevents a student from submitting required evidence of learning—such as completing a final assessment or sufficient coursework. Incompletes are assigned at the teacher's discretion and must be resolved within the first six weeks of the following semester. Once the missing work is submitted, the "INC" will be replaced with a letter grade, and credit will be awarded—provided the student passes the class. If the incomplete is not made up within six weeks, it will convert to an "F," and no credit will be given. For graduation-required courses, the student will need to retake the class if the incomplete is not resolved in time. If the incomplete is not made up within the designated time period and if the course is required for graduation, the student will have to retake the class.

Students playing sports will earn a Credit (CR)/No Credit (NC).

### Grade Determination

Under Education Code 49066, a teacher's grade is considered final and cannot be changed by the Board or Superintendent unless there is evidence of a clerical or mechanical error, fraud, bad faith, or incompetence. Even in such cases, the teacher must be given the opportunity—when practicable—to explain the basis for the grade and to participate in any discussions about a potential change.

## Absences & Grading

After an absence, students should follow up with their teachers to make up any missed work.

Under Education Code 48205(b) and Board Policy 6154, students with excused absences or suspensions must be allowed to complete all assignments and tests that can reasonably be provided. Upon satisfactory completion, students will receive full credit within a reasonable time frame.

To ensure absences are excused, parents or guardians should notify the attendance office by phone or email within 48 hours. See the [attendance section](#) for instructions on how to report an absence.

### Grades for Classes Taken More Than Once

A student may repeat a course to improve a grade of D or F by retaking it during summer school or in a future semester, if space is available. Both the original and repeated grades will appear on the transcript, but credit will only be awarded once.

- If the repeated course is equivalent and taken within MVLA (e.g., during summer school or on campus during the year): The original F will remain on the transcript but will not be factored into the GPA. The higher grade will be used in GPA calculation.
- If the repeated course is not equivalent (e.g., failing Algebra II Honors but retaking Algebra II *College Prep*): The original F will stay on the transcript and *will* be factored into the GPA. The repeated grade will also be factored in.
- If the identical repeated course is taken outside MVLA (e.g., at a private school or through an online program, after getting prior approval): Both grades will remain on the transcript and be calculated into the GPA. Transfer courses cannot replace grades earned at MVLA, except for courses taken at accredited colleges or universities.

Only courses in which a student earned a D or F may be repeated for GPA improvement.

### In Danger of Failing Notices

Teachers are required to notify parents whenever it becomes evident to them that a student is in danger of failing a course. This warning is given in the progress report.

A failing grade can only be assigned if the school sent notification, via progress grade or other means, that the student was "in danger of failing" in the progress report preceding the final semester report card.

### Frequency of Grade Reports

Students receive progress updates every four weeks. Grades are issued twice a semester (at the quarter and at the end of the semester). Quarter grades are not posted to transcripts and are not part of a student's permanent record. However, quarter grades are used to determine eligibility for sports. Report cards with semester grades are posted in AERIES at the end of the fall and spring semester. Grade reports and semester grades will be mailed home if that was requested by the parent/guardian as part of the data verification process at the start of the year. Parents/guardians, if you did not request mailed grade reports and would now like to change that, email our school registrar: [elena.baquero@mvla.net](mailto:elena.baquero@mvla.net).

### Requirements to Participate in Sports

To be eligible to participate in athletics, students must:

- have earned at least a 2.0 grade point average in the prior quarter/semester
- have completed 20 units of credit in the previous grading period (for returning students),
- be currently enrolled in a minimum of five classes
- be passing four of the five classes
- not have more than 2 F's at the grading period

*Note: Transfer students must complete the athletic registration then contact the Athletic Director (Michelle.Noeth@mvla.net) for further information.*

### *Note on Athletic Probation:*

In accordance with Education Code 35160.5, the Superintendent or designee may grant a probationary period of up to one semester to students who are academically ineligible for athletics. During this time, students may participate in athletics but must meet the required academic standards by the end of the probationary period to remain eligible.

### **Honor Roll**

All courses shall be counted in computing eligibility for the honor roll. Any grade other than A, B, C will eliminate eligibility for the honor roll. The three levels of honors are determined according to the following criteria:

- a. **Honor Roll:** At least 3.0 GPA for the grading period with no grade less than a "C"
- b. **Honors:** At least (4) "A"s and no grade less than a "B"
- c. **High Honors:** At least (5) "A"s and no grade less than a "B"

### **Rescheduling Final Exams**

Final exams are given on specific days. The school understands that events happen that might cause students to miss school on the day of a final exam. If the absence is excused (see section on Attendance), assessments may be rescheduled. In those cases, students will be issued an Incomplete until the assessment has been taken or the student has satisfied the requirements set forth by the teacher.

Rescheduling one or more final exams is handled between the student and teacher and done at a mutually convenient time. It can be disruptive to students to have to reschedule multiple exams, so the school strongly encourages students to take all tests when they are given.

## **Homework**

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Homework is defined as the assigned learning activities that students work on outside of the classroom. It usually falls into one of three categories: practice, preparation, or extension. Homework should be tied directly to classroom instruction and should support a feeling of student understanding and skills.

MVLA recognizes the value of homework in helping students achieve academic success. Additionally, MVLA recognizes the value of extracurricular activities and understands that unstructured time and adequate sleep are critical factors for students' mental health and their success in school. The charge to students, teachers and parents is to find an appropriate balance between the many competing claims on students' time, juggling out-of-class activities and academics, while helping students manage stress.

The amount of homework assigned varies with type and level of classes, e.g.; AP/Honors classes require more homework than 9th grade college prep classes, for example. Students and their parents/guardians have a role in supporting students' academic success:

#### **Student Expectations:**

1. Homework should be completed on time
2. To the extent possible, homework should be completed in places and at times that allow for focused, productive work. Access to social media, unless required to complete the assignment, should be limited
3. Students are encouraged to advocate for themselves and to reach out to teachers for additional help
4. Students are expected to avail themselves of services provided in the tutorial center and to seek help from peers, parents, and/or other community members
5. Students should communicate with teachers if they are having difficulty completing the assigned homework or require clarification of the assignment

#### **Parent Expectations:**

1. Monitor students' educational progress and completion of assignments as needed
2. Encourage students to complete their work outside the classroom, limit access to social media during homework time, and ensure that student completes homework in a setting with as few distractions as possible
3. Help balance choices about extracurricular activities and appropriate course selection
4. Advocate on their students' behalf and encourage students' self-advocacy

## Homework on Weekends

Teachers may assign homework on a Friday that is due the following Monday. The homework assigned may not exceed the average daily amount assigned on other weekdays.

## Homework-Free Periods

MVLA has designated certain weekends as homework-free (BP 6154). They are as follows:

- October Quarter Break
- Homecoming Weekend (if different than October break)
- Thanksgiving Break
- December Break
- February Break
- March Quarter Break
- April Break
- Memorial Day Weekend

Students will not be required to complete school work at those designated times, and there will be no tests given on Mondays following the homework-free weekend. Students may choose to use weekends for voluntary revision, review, enrichment, or completion of make-up assignments. Note: AP Classes may require homework over the April break, in preparation for the upcoming AP Exams.

## End of Semester Work & Assessments

During finals weeks ([see District Calendar](#)), there will be no new assignments or material introduced.

Students may be expected to complete make-up work or review activities intended to help them prepare for final exams.

Students will not be pulled out of class for extra- or co-curricular activities.

## Summer Assignments

Students will not be assigned homework for upcoming school year courses.

The District strongly encourages students to pursue summer reading and other activities for enjoyment and enrichment.

# School Counseling

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## Counseling Department Purpose and Philosophy

There are seven school counselors at Los Altos High School. Students are typically assigned to the same school counselor for all four years, allowing students and counselors to develop a relationship to support their academic, career, and social development.

School counselors help students with high school and post-high school planning in individual and small group settings. Additionally, all students will meet with their school counselors during their freshman, sophomore, junior, and senior years. Topics at these appointments include: progress towards graduation, course selection, review of the 4-year plan, college entrance requirements, high school and college testing, post-high school planning, summer opportunities, and any other questions that arise.

In collaboration with the College & Career Center, school counselors also present several different evening programs to families each year. These programs inform students and parents/guardians about course selection, the college search process, the application process, and financial aid.

### How to Meet with Your Counselor:

Drop-ins: Counselors are generally available during normal school hours. If students have questions or concerns, they may stop by the Counseling Office outside of class time to speak with their counselor.

By Appointment: If more time is required, students or parents may contact the counseling secretary at 650-960-8811 ext. 2034 or by email at maria.valladao@mvla.net to arrange an appointment.

## **Graduation & College Entrance Requirements**

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### **Requirements for Graduation**

In order to be able to participate in graduation activities including walking in the school's commencement ceremony, students must have successfully completed 220 units of credit required for graduation and have successfully met all subject area requirements. Students who have finished the last semester of their senior year at Los Altos High School, Middle College, or Moffett Independent Study, are eligible to receive a diploma from Los Altos High School and participate in the school's graduation ceremony.

The table on the following page outlines the requirements to earn a high school diploma at Los Altos High School, as well as the entrance requirements for the University of California and California State University systems. Students should work with their school counselor to determine what courses to take and when in order to achieve their own individual goals.

To be considered on track for graduation, students must have earned:

- 55 credits at the end of their freshman year
- 110 credits at the end of their sophomore year
- 165 credits at the end of their junior year

MVLA Union High School District				University of California		California State University	
Class of 2027+		Class of 2024-2026					
<b>English</b>	<b>40 credits</b>	<b>English</b>	<b>40 credits</b>	<b>English</b>	<b>4 years</b>	<b>English</b>	<b>4 years</b>
<b>Social Studies</b>	<b>40 credits</b>	<b>Social Studies</b>	<b>35 credits</b>	<b>History</b>	<b>2 years</b>	<b>History</b>	<b>2 years</b>
Ethnic Studies	10 credits	World Studies	10 credits	World Studies	1 year	Ethnic Studies	1 year
World/Global Studies	10 credits	Addtl.Global Studies	5 credits	U.S. History	1 year	U.S. History	1 year
U.S. History	10 credits	U.S. History	10 credits				
Civics	5 credits	Civics	5 credits				
Economics	5 credits	Economics	5 credits				
<b>Mathematics</b>	<b>20 credits</b>	<b>Mathematics</b>	<b>20 credits</b>	<b>Mathematics</b>	<b>3 years</b>	<b>Mathematics</b>	<b>3 years</b>
Must include Algebra I		Must include Algebra I		Algebra I	1 year	Algebra I	1 year
				Geometry	1 year	Geometry	1 year
				Algebra II	1 year	Algebra II	1 year
				(4 years recommended)		(4 years recommended)	
<b>Science</b>	<b>20 credits</b>	<b>Science</b>	<b>20 credits</b>	<b>Laboratory Science</b>	<b>2 years</b>	<b>Laboratory Science</b>	<b>2 years</b>
Must include 10 credits of a physical science and 10 credits of a life science		Must include 10 credits of a physical science and 10 credits of a life science		2 of 3 disciplines: Biology, Chemistry, or Physics (3 years recommended)		Biology and one other college prep science course (Chemistry, Physics, Envir Sci AP or Forensics) Acceptance of "g" courses subject to change	
<b>World Language/ Fine Arts/ Practical Arts</b>	<b>20 credits</b>	<b>World Language/ Fine Arts/ Practical Arts</b>	<b>20 credits</b>	<b>World Language</b>	<b>2 years</b>	<b>World Language</b>	<b>2 years</b>
20 credits in one area or any combination in the 3 areas		20 credits in one area or any combination in the 3 areas		Must be in the <u>same</u> language. (3 years recommended)		Must be in the <u>same</u> language. (3 years recommended)	
<b>Physical Education</b>	<b>20 credits</b>	<b>Physical Education</b>	<b>20 credits</b>	<b>Visual and Performing Arts</b>	<b>1 year</b>	<b>Visual and Performing Arts</b>	<b>1 year</b>
1. All Freshmen will be enrolled in 9th grade P.E. for the entire year 2. Refer to course catalog or BP6142.7 for options after 9 <sup>th</sup> grade to complete requirements		1. All Freshmen will be enrolled in 9th grade P.E. for the entire year 2. Refer to course catalog or BP6142.7 for options after 9 <sup>th</sup> grade to complete requirements					
<b>Health Education</b>	<b>5 credits</b>	<b>Health Education</b>	<b>5 credits</b>				
<b>Electives</b>	<b>55 credits</b>	<b>Electives</b>	<b>60 credits</b>	<b>Electives</b>	<b>1 year</b>	<b>Electives</b>	<b>1 year</b>
				One unit (two semesters), in addition to those required above, chosen from the following areas: visual and performing arts, social studies, English, advanced mathematics, laboratory science, computer engineering/ technology, and language other than English.		One unit (two semesters), in addition to those required above, chosen from the following areas: visual and performing arts, social studies, English, advanced mathematics, laboratory science, computer engineering/ technology, and language other than English.	
				(a third year in the language used for the world language requirement or two years of another language).		(a third year in the language used for the world language requirement or two years of another language).	
<b>TOTAL 220 credits</b>		<b>TOTAL 220 credits</b>					

rev Aug 2023

### Earning High School Credits in Non-Traditional Settings

Los Altos High School will accept credits earned in private schools, institutions of higher learning or other private programs. These credits will be shown on the Mountain View Los Altos transcript as "transfer" credits. Typically, 15 hours of verified work will result in one unit of credit with a maximum of 5 units of credit per semester per class.

Students must get prior approval from their counselor for all outside coursework. Classes taken prior to 9<sup>th</sup> grade do not earn credit for graduation. It is the student's responsibility to provide the school with an official transcript as the basis for receiving credit toward graduation. A student may not count more than 40 credits completed in a non-traditional setting toward graduation. Please visit the following website to access Out of District Form:

<https://www.mvla.net/Departments/Educational-Services/Out-Of-District-Coursework/index.html>

### Reporting of GPA & Class Rank on Transcripts

Official transcripts issued to colleges and universities do not display class rank. Transcripts do display 6 different GPAs – (3) based on weighted GPA and (3) based on unweighted GPA. Since we no longer provide class rank, the college profiles will include an annual GPA distribution table to help them interpret how students performed relative to their classmates. See the example below:

Example of GPA Distribution Table

Unweighted GPA				Weighted GPA			
GPA	# of Students		# of Students		# of Students		# of Students
4.51-5.00	0	3.51-3.75: 92	92	4.51-5.00	36	3.51-3.75:	40
4.26-4.50	0	3.01-3.50: 130	130	4.26-4.50:	70	3.01-3.50:	90
4.01-4.25: 0	0	2.51-3.00: 96	96	4.01-4.25:	69	2.51-3.00: 85	85
3.76-4.00: 137	137	2.5-below: 55	55	3.76-4.00:	74	2.5-below:	46

## Adding/Dropping Classes

The school is committed to helping students make informed course selections that balance appropriate challenge, personal interests, and progress toward graduation. In the spring, families have the opportunity to preview their student's course schedule. Any questions or requests for changes should be directed to the student's counselor during the designated course change window.

Students should expect to keep the schedule they selected for the upcoming school year, as changes are often limited by class availability. Schedule changes in the fall are only considered under special circumstances and are not guaranteed. Scheduling errors, however, will be corrected.

### Dropping/Withdrawing from a Course

Within the first (6) weeks of the school year:

Students may drop a course without any entry on their permanent record card if they are enrolled in the required number of courses.

After the first (6) weeks of the school year but before the first final assessment of the semester:

A student who drops a course shall receive a W (withdraw) on their permanent record.

## Academic Integrity & AI Tool Use Guidelines

Academic honesty and personal integrity are a cornerstone of our school's values and fundamental components of a student's education and character development. We believe that learning stems from honest academic endeavors.

Academic dishonesty refers to committing or contributing to dishonest acts by students engaged in classes and related academic activities. Los Altos High School considers academic dishonesty a serious offense, regardless of whether it was committed intentionally or not.

The following section is intended to help students understand what academic dishonesty looks like, what the responsibility is of every member of the community, and how instances of academic misconduct are addressed.

## A. Forms of Academic Dishonesty

Academic dishonesty can take many forms. They broadly fall under the following categories:

### 1. Cheating and Facilitating Cheating

- Possession, distribution, and/or use of materials or technology for the purpose of cheating or facilitating cheating.
- Coercing or attempting to coerce a classmate to facilitate cheating.
- Using resources and materials prohibited by the teacher.
- Collaboration on coursework that violates a teacher's stated policies or instruction.
- Misrepresenting contributions to group projects.

### 2. Plagiarism

Plagiarism is a type of cheating in which someone adopts another person's ideas, words, design, art, music, etc., as their own without acknowledging the source, or, when necessary, obtaining permission from the author. For example, copying and pasting material from a website into your own document without proper citation is considered plagiarism. Plagiarism also includes the unacknowledged use of materials prepared by another person/entity engaged in the selling of term papers or other academic materials.

### 3. Fraud (Falsification & Fabrication)

Impersonating oneself or permitting others to do so in academic settings, such as signing attendance for an absent student or having someone else complete assignments or exams in an online course.

## B. Teachers' and Students' Role in Promoting Academic Integrity

Teachers have the responsibility to educate students on issues of academic integrity in order to promote it. They will explain to students when collaboration is and is not appropriate on specific assignments completed inside and outside of class. They will also explain to students what constitutes plagiarism and how they should properly use and cite primary and secondary sources.

Students are responsible for plagiarism, intentional or not. They are therefore responsible for contacting their instructors before assignments are due to proactively resolve any questions they may have.

All members of the community are encouraged to report suspected academic integrity violations.

## C. Categories of Academic Integrity Violations

All types of academic dishonesty are serious. For the purposes of assessing the severity of an instance of academic dishonesty and documenting it, academic integrity violations fall under three categories:

### Category A Violations include but are not limited to:

- Copying any minor assignment, such as a one-night homework assignment (not including tests or quizzes) assigned to be done independently. If it is not clear which student did the original work, and which student copied the work, both are responsible for the Category A violation.
- Collaborating on a minor assignment in a manner inconsistent with the expectations of the assignment for individual work or collaboration.
- Sharing work on a minor assignment with another student with the reasonable expectation that the other student might copy or plagiarize that work.

**Category B Violations include but are not limited to:**

- Collaborating on a major assignment, such as an assignment requiring multiple days to complete, in a manner inconsistent with the expectations of the assignment for individual or collaborative work.
- Submitting plagiarized work, (other than copying a minor assignment as defined in Category A.) In the case of work plagiarized between students, if it is not clear which student did the original work, and which student plagiarized the work, both students are responsible for the Category B violation.
- Sharing work with another student with the reasonable expectation that the other student might plagiarize or copy that work.
- Looking at another student's work or paper during an exam, test, or quiz.
- Talking to or communicating with another student during an exam, test, or quiz.
- Using any unauthorized material or device during an exam, test, or quiz, such as a calculator, digital device or written notes.
- Giving or receiving test information to or from students in other periods of the same teacher or same course or from previous school years if that information gives the recipient an advantage in the testing situation.
- Altering a returned quiz, test, or assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- A second offense of Category A.

**Category C Violations include but are not limited to:**

- Stealing or photographing exams, projects, or assignments
- Altering grades in a computer database or in a grade book.

**D. Consequences**

Consequences for all violations of Academic Integrity may include:

- A "V" notation in the Aeries gradebook for the assignment. The "V" notation denotes a violation of Academic Integrity and awards the student zero credit for the assignment
- Offense is logged in the student's discipline file
- Notification of the student's family of the violation.

In addition, the following consequences apply depending on the category of the violation:

<b>Category A Consequences</b>	<b>Category B Consequences</b>	<b>Category C Consequences</b>
<i>Administrator or teacher meets with the student to review the Academic Integrity Policy.</i>	<i>In addition to Category A consequences:  Student becomes ineligible within the same year of the violation for the National Honors Society or any other academic or scholastic honor offered by any school or program of the MVLA District.</i>	<i>In addition to Category B consequences:  Administrator meets with the student and parents/guardians to determine additional consequences which may include suspension, social probation or other consequences.</i>

## E. Course Team-Specific Policies

Los Altos High School upholds consistent school-wide expectations around academic integrity. While that overall approach to academic honesty is shared across campus, each academic department has its own policies regarding consequences and the awarding of credit when a violation occurs. These department policies apply uniformly to all students enrolled in a given course, regardless of the teacher or class period.

Course-specific guidelines—such as whether a student may retake a test or redo an assignment—are outlined in the Course Information Sheets (CIS), which can be found [here](#). Students are expected to review the CIS for each of their classes carefully.

*If a student is unsure whether a particular action might violate their course's academic integrity policy, they should speak with their teacher before submitting the assignment.*

## F. Use of AI Tools at MVLA

Artificial Intelligence (AI) tools like ChatGPT, Grammarly, and Google Gemini are becoming more common in education and everyday life. At MVLA, we believe AI can support student learning when used responsibly, ethically, and with teacher guidance.

Our MVLA AI Guidebook outlines how students, teachers, and staff should use AI tools in ways that protect academic integrity, privacy, and safety. Key points include:

AI is a tool, not a shortcut. You should use AI to help you think. Submitting AI-generated work as your own is considered plagiarism.

Follow teacher guidelines. Each teacher may have different rules about when and how AI can be used for classwork.

Protect personal information. Never put your name, ID, or other personal information or that of anyone else into public AI tools.

Be transparent. If you use AI to help with an assignment (like grammar suggestions), you may need to cite it. Ask your teacher what's required.

The full MVLA AI Guidebook is available [here](#).

## Honors and AP Courses

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There are no prerequisites or recommendations needed to enroll in Honors and Advanced Placement classes. Class decisions should be made in consultation with a student's academic counselor and after considering their level of interest in the subject and availability during the week.

## Summer School

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The district's summer school program is designed for students who are credit deficient, have failed a class required for graduation or college admission, earned a D, or require remediation in order to meet high school exit standards.

There are no courses offered for advancement through the district summer school program.

Students will automatically be registered for summer school if necessary.



# POLICIES

# Attendance

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Duty to Report Absences

Absence Types

Tardies

Leaving Campus During The Day

Attendance & Athletics

## Duty to Report Absences

Parents are required to call (650- 941-2761) or email the attendance office the day their student is absent.

Messages can be left 24 hours a day.

When parents do not call within 2 school days the absences are counted as unexcused.

Absences should be reported daily. This may be done by calling the numbers below:

**Attendance 24-hr line:** 650-941-2761 (English)  
650-353-9965 (Spanish)

**Email:** lahs.attendance@mvla.net – *Emails will only be accepted from a parent address on file*

**Attendance Office:** 650-960-8811 x2024

If it is known that a student will be absent for an extended period of time (2+ weeks), parents/guardians should contact the student's assistant principal.

Fabian Morales Medina – Class of 2029

Derek Miyahara – Class of 2028

Kristin Castillo – Class of 2027

Nicolas Betancur – Class of 2026

## Absence Types

**Excused absences** – Absences due to illness, health appointments, religious holiday observances, death in the immediate family, jury duty, and school-initiated activities.

**Other absences** – Various activities might qualify as an Other absence including: religious retreats, religious observations, appearance in court, college visits, engaging in a civil or political event, other pre-approved absences (i.e., travel sports related trip), etc. For a full list see [ed code 48205](#).

**Unexcused absences** – Absences that happen for any reason other than the ones listed above, including family vacations, leaving campus without parent approval. It is at the teacher's discretion whether students are allowed to make up assignments and tests missed due to unexcused absences. Being more than 30 minutes late to a class is also considered an unexcused absence.

## **Tardies**

The importance of showing up to class on time cannot be understated. Even seemingly minor delays can have a significant impact on a student's education, as they cause students to miss out on valuable instruction, disrupt the flow of the lesson, and can affect the learning environment for others.

At LAHS, we view punctuality as a critical life skill that supports academic success and builds habits that extend beyond the classroom. Being on time shows respect for teachers, classmates, and the learning process. It also ensures students are able to engage fully in their education from the moment class begins.

A student is marked tardy if they arrive to class even a minute after the bell rings. Teachers track tardies, and students who accumulate 10 tardies across any of their classes will receive a lunch detention. Our goal with this accountability measure is not to punish student, but to reinforce to them the importance of consistent attendance as well as create an opportunity for students to reflect on their routines.

In cases where tardiness becomes a pattern, the school will reach out to families to collaborate on finding solutions.

### **Students Leaving Campus During the Day**

Students who must leave campus during the day to attend appointments must check out through the attendance office. Parents must call or go to the attendance office beforehand to excuse these early dismissals. If a student misses a class without signing out, the student will receive an unexcused absence. Students who become ill or injured while at school are required to go to the attendance office so their parents/guardians can be notified. Families will be expected to make appropriate arrangements for the student to leave campus.

If a student has an appointment, parents/guardians should call the attendance clerk at 941-2761 or 960-8832 ext. 2024 ahead of time.

### **Attendance and Athletics**

Athletes who do not attend their academic classes may not be allowed to participate in athletic events on the same day they were absent.

## **Involuntary Transfers**

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Involuntary transfers to alternative programs/sites may occur due to issues with credits, violations of the district's attendance policy, or serious behavioral infractions.

Involuntary transfers to an alternative program/site shall be imposed only when other means have failed to bring about improvement of conduct. The decision to transfer must be in writing and must state the facts and reasons for the decision.

Prior to being transferred, written notice must be given to the student and the student's parent/guardian informing them of the opportunity to request a meeting with a district representative. At the meeting, the student and parent/guardian will be informed of the specific reasons for the transfer.

### **Transfers due to Credit Deficiency**

To be considered "on target" for graduation, students must have earned:

- 55 credits by the end of their freshman year
- 110 credits by the end of their sophomore year
- 165 credits by the end of their junior year

### **Transfers due to Serious Behavior Infractions**

Per Education Code 48900, serious infractions of school rules and regulations, as well as expulsions, will result in a transfer to a community school for expelled students and those with serious behavior problems.

All involuntary transfer decisions will include information about how the student's eligibility to return to their home campus will be reviewed periodically. The student or their parent/guardian may request a review before the scheduled return to the traditional campus. The conditions for returning are outlined in the "Contract to Return to Home School." A student has the right to request a return to their traditional high school in the semester following the date they meet the specified conditions.

## Dress Code

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Los Altos High School's dress code values student and family choice in what a student wears to school. We prioritize comfort, individual expression, and respect for cultural and personal styles, while maintaining a safe and focused learning environment. We appreciate when parents and guardians support students in selecting attire that is appropriate and respects the values of our school. Linked here is our MVLA [Board Policy regarding Dress Code](#) that is based on California Education Code 48907.

### Allowable Dress

- Students must wear opaque clothing that covers private parts, including both a shirt with pants/shorts/skirt (or the equivalent) and shoes.
- Clothing must be suitable for classroom activities including physical education, and safety requirements of science, culinary, and engineering labs.
- Specialized programs or extracurricular activities may require specific attire, such as performing arts or athletic uniforms or safety gear.

### Non-Allowable Dress

- Clothing or accessories that depict nudity or sexual acts.
- Clothing or accessories that promote hate, including symbols of hate, target groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups, are strictly prohibited.
- Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or
- substantial disruption of the school's orderly operation.
- Clothing or accessories that depict violence or are meant to intimidate others.
- Clothing that depicts or advocates the use of alcohol, tobacco, marijuana, or other controlled substances. Logos may or may not meet this criteria.

### Consequences may include some or all of the following

- Meeting with an administrator
- Changing or adding clothing
- Meeting with a teacher
- Meeting with an administrator and parents

## Open Campus

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Los Altos High School is an open campus. That means that students may leave during the lunch period or during any other period when the student is not assigned to class. The expectation is that students will:

- (a) Return promptly for scheduled classes and commitments.
- (b) Avoid activities or behaviors that might endanger their well-being.
- (c) Treat the surrounding community with respect, take care to dispose of waste appropriately, and mind noise levels.

- (d) Let someone know where they're going when they leave – whether it's a friend, a faculty member, or by checking out at the attendance office.
- (e) If there is an emergency that involves an evacuation during a student's free period, they should report to the football/soccer field

## Student Behavior and Accountability

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The Los Altos High School code of conduct reflects our school's dedication to fostering a community that values respect, empathy, and the well-being of every student. In this section, you will find guidelines and expectations that are intended to establish and maintain a safe learning environment for all students and encourage positive behavior, personal responsibility, and a sense of belonging within our community.

### Jurisdiction of the School

#### Expectations for Behavior On and Off Campus

#### Behavior Responses

#### Serious Behavioral Events

#### Class suspension by Teacher

#### Security Cameras on Campus

#### Vandalism, Graffiti and Pranks

### Jurisdiction of the School

Under Education Code Section 48900, students are expected to follow school behavior rules not only during the school day, but also during the times listed below. Misbehavior during any of these times may result in school consequences.

- (1) while on school grounds;
- (2) while going to or coming from school;
- (3) during lunch period on or off campus;
- (4) at school activities whether on or off campus;
- (5) during or while going to or returning from a school-sponsored activity.

### Expectations for Behavior On and Off Campus

#### Respect for Others

- Treat all individuals on campus, including fellow students, teachers, staff, and visitors, with courtesy and respect.
- Students and staff are protected against any form of discrimination based on their: Race and color; national origin; sex and gender; sexual orientation, gender identity and gender expression, disability, medical condition, genetic information, marital status, ancestry, age, and association with a protected group. Schools are prohibited from retaliating against students who assert their rights under anti-discrimination laws.
- All students are guaranteed the right to physical and emotional safety—antisemitism, Islamophobia, racism, sexism, ableism, heterosexism, homophobia, transphobia, xenophobia, classism, colorism, weightism, cissexism, nationalism, and cultural appropriation are not tolerated.
- All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution.

#### Personal Responsibility

- Keep the campus clean and free from litter and dispose of trash properly.

- Respect school property, including lockers, equipment, and facilities.
- Be responsible for personal belongings and do not engage in theft or vandalism.

### **Use of Technology**

- Follow the school's technology use policies, including responsible use of personal devices, the internet, and social media while on campus.
- Respect the privacy and consent of others when taking photos or videos.
- Do not share personal information about other students that may jeopardize their safety or cause them harm.

### **Attendance and Tardiness**

- Arrive at school on time for classes and activities.
- Follow the school's attendance policies and procedures.

### **Safety and Security**

- Report any safety concerns, hazards, or suspicious activities to school personnel immediately.
- Familiarize yourself with emergency procedures and participate in safety drills.

### **Alcohol, Drugs, and Tobacco**

- The use, possession, or distribution of alcohol, illegal drugs, or tobacco products on campus is strictly prohibited.
- Vape s, e-cigarettes, and other electronic smoking devices are prohibited on campus.

### **Inclusivity and Diverse Perspectives**

- Embrace diversity and inclusivity, and be o to different cultural backgrounds and viewpoints.
- Engage in constructive conversations and activities that promote understanding and unity among students.

### **Weapons**

- Weapons of any type are prohibited on campus. This includes knives or blades of any size.

With respect to conduct in the classroom, it is important to note that expectations and policies differ from teacher to teacher. Those will be outlined for students. If a parent or student has questions about what is/is not permitted, they should check with their teacher.

### **Behavior Responses**

Maintaining positive behavior is essential to ensuring the school environment is conducive to student learning. Our approach to student behavior is based on restorative practices over punitive measures. Our restorative approach is one that engages and holds students accountable for their behavior.

Common accountability responses to student behaviors:

- Student/parent conference with teacher
- Student/parent conference with administrator
- Confiscation of items
- Break/lunch detention
- Conflict resolution meeting
- After School Accountability Program
- Ripple effects (counseling program)
- Community service
- Class period suspension
- Detention
- In-school suspension
- suspension

### **Serious Behavioral Events**

Certain acts are considered serious enough that the student may be suspended from school by an administrator, involve law enforcement, and even result in expulsion.

Behaviors that may result in school transfer, suspension, or expulsion:

- Fighting, causing, or attempting to cause serious physical injury to another person. E.C. 48900(a)(1) and (2)
- Brandishing or possessing a knife or other dangerous objects, including an imitation firearm. E.C. 48900(b); E.C. 48900(a)(1); E.C. 48900(m)
- Possessing, using, distributing, selling, being under the influence of drugs, alcohol or controlled substance or intoxicant. E.C. 48900(c)(d)
- Causing or attempting to cause damage to school or private property. E.C. 48900(f)
- Stealing, attempting to steal, or having received stolen school or private property. E.C. 48900(g)(l)
- Possessing or using tobacco or products containing tobacco or nicotine. E.C. 48900(h); E.C. 48901
- Committing an obscene act or engaging in habitual profanity or vulgarity. E.C. 48900(i)
- Possessing, offering, arranging, or negotiating to sell any drug paraphernalia. E.C. 48900(j)
- Disrupting school activities, disrespecting or defying valid authority of school personnel in the performance of their duties including gang-related activities. E.C. 48900(k)
- Possessing, using, selling, or furnishing a firearm. E.C. 48900(b)
- Committing sexual assault or battery. E.C. 48900(n)
- Harassing, retaliating against, or intimidating a witness. E.C. 48900(o)
- Engaging in, or attempting to engage in, hazing. E.C. 48900(q)
- Committing acts of Sexual Harassment. E.C. 48900.2
- Committing acts of Hate violence. E.C. 48900.3
- Creating a Hostile Education Environment, intentionally engaging in harassment, threats or intimidation. E.C. 48900.4
- Making terroristic threats against school officials or school property. E.C. 48900.7
- Possessing, using, selling, or furnishing an explosive. E.C. 48900(b)

The following acts require a mandatory recommendation for expulsion:

- Possessing, selling, or furnishing a firearm. E.C. 48900(b); E.C. 48915(c)(1)
- Brandishing a knife at another person. E.C. 48900(b); E.C. 48900(a)(1); E.C. 48915(c)(2)
- Offered for sale or sold a controlled substance. E.C. 48900(d); E.C. 48915(c)(3)
- Committing or attempting to commit sexual assault or battery. E.C. 48900(n); E.C. 48915(c)(4)
- Possession of an explosive. E.C. 48915(c)(5)

Students may not attend any school functions or activities during the day or evening for the period of the administrative suspension.

### **Class suspension by Teacher**

In accordance with California Education Code, teachers may suspend a student from their class for the remainder of the day and the following day if the student commits an act listed under Ed Code 48900, such as disrupting instruction. The teacher will notify the principal and send the student to the office for appropriate action and supervision. The teacher will also contact the parent or guardian to request a conference, which may include an administrator or counselor if needed.

A student may not return to the class during the suspension period without the agreement of both the teacher and the principal. During that time, the student will not be placed in another regular class held at the same time. Teachers may also refer students to the office for further disciplinary action, including possible suspension from school.

### **Security Cameras on Campus**

As part of our ongoing commitment to the safety and security of our campus community, there are security cameras installed throughout the LAHS campus. These cameras are placed in common spaces. The primary purpose of these security measures is to enhance the overall safety and well-being of students, staff, and visitors by deterring potential security threats and providing an additional layer of protection.

Please be assured that the use of these security cameras aligns with our commitment to respecting privacy rights. The footage obtained will only be accessed by authorized personnel responsible for ensuring the safety and security of the campus. Any use of the footage will be in accordance with applicable laws and regulations.

## **Vandalism, Graffiti, and Pranks**

The District strictly prohibits pranks that disrupt instruction or escalate into dangerous, destructive, or costly behavior. Students involved in vandalism or pranks that cause damage may face disciplinary action, be required to pay for damages, and may face legal consequences. Acts such as graffiti or tagging that require surface restoration may result in suspension, expulsion, or referral to law enforcement.

Senior pranks that are dangerous, destructive, or expensive may result in suspension and may lead to the loss of privileges to participate in senior activities. (*Ed Code 48900; BP 5131.5*)

## **Sexual Misconduct: Title IX Protections and Guidelines**

MVLA High School District takes the issues of gender discrimination, sexual harassment, and sexual assault seriously and supports Title IX and other laws protecting rights and student safety. Sexual misconduct may be defined as profanity, obscenity, harassment, intimidation, exploitation, assault, battery, and other behaviors sexual in nature that create a hostile environment, including, non-consensual sexual activity and inappropriate public displays of affection. Potential complaints involving sexual harassment or assault-related issues may be resolved on the basis of one or more of the following district policies:

- BP/AR 1312.3 Community Relations-Uniform Complaint Procedures
- BP 5145.3 Nondiscrimination/Harassment -Students
- BP 5145.7 Sexual Harassment - Students

Title IX obligates elementary, secondary and postsecondary institutions to address sexual violence as a form of sexual harassment. District programs and activities are free from discrimination and harassment, with respect to ethnic group, religion, gender, age, color, race, ancestry, national origin, sexual orientation, marital or parental status, and physical or mental disability. The school board aims to maintain an environment in which all students and adults are treated with dignity and respect. No student shall be subjected to sexual overtures or conduct, either verbal, visual, or physical, which is intimidating, hostile, offensive or unwelcome. Such conduct by adults or students is unacceptable and will not be tolerated by the school district. (Education Code 48980)

The Board policy prohibits intimidation or harassment of any student by any employee, student or other person in the district. Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. (Board Policy 5145.3)

The Board policy encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints, including those involving discriminatory harassment, bullying, and intimidation. Copies of the UCPs will be provided free of charge. All complaints will be handled in a professional manner, and complainants are assured of non-retaliation and non-retribution.

Any person who wishes to discuss or file a complaint based on discrimination or harassment should first seek remedy through the school's principal. If the issue cannot be resolved at the level of the principal, a formal complaint should be filed with the MVLA District's Title IX compliance officer, Associate Superintendent of Educational Services Teri Faught. After a complaint has been duly investigated and if the complainant is dissatisfied with the District's decision, the complainant may file a written appeal with the Board of Trustees or the California Department of Education within 15 days of receiving the District's decision, or file a Discrimination Complaint with the Office for Civil Rights (OCR). In the event that it is necessary to file a complaint with OCR, you may request a Discrimination Complaint Form from the District office. More information is on MVLA's website.

All written Title IX complaints will be processed through the Title IX Sexual Harassment Complaint Procedures detailed in AR 5145.71 - Students (August 2021). If a written complaint is filed, the MVLA Title IX Coordinator or a trained MVLA designee will initiate an investigation into the matter. If applicable, the MVLA District will process the complaint in accordance with all federal Title IX regulations (34 CFR Part 106). It is also possible that at this juncture, the District may dismiss the complaint for Title IX purposes and instead process it under the District's Uniform Complaint Procedures (AR 1312.3). The Title IX investigation process includes an opportunity for both the complainant and the respondent to review and inspect all evidence collected; the ability to submit written

questions to one another; the right to review the written determination of responsibility; and the right to appeal a decision. More information can be found [here](#).

## **Duty to Report Safety Concerns**

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The welfare of our students requires that the school be notified immediately of potential security risks. Students must immediately notify an administrator, teacher, or other school employee:

- When a person is acting in a suspicious manner in or around the school
- When a student knows, suspects, or has heard that an individual has a weapon or dangerous object at school
- When a student knows, suspects, or has heard of any violent or potentially violent incidents, threats, jokes of threats or violence, or concerns of risk for violence or other disturbance
- When a student believes the school is otherwise not secure or safe.

The school will investigate and follow appropriate disciplinary steps with students who breach this policy, up to and including suspension, expulsion, and/or referral to police..

To make reporting easier, *See Something, Say Something* posters are placed around campus with QR codes students can scan to submit an anonymous report. The reporting link is also included in the [student frequently used links document](#) (accessible only by students using when logged into the MVLA).

## **Visitors**

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All visitors, including parents, must register in the main office to obtain a visitor pass and parking permit. Non-LAHS students are not allowed on campus. Any visitors must have an educational reason for being on the LAHS campus and have prior approval by an administrator.

## **Food Delivery to Campus**

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In order to maintain the safety of the campus, food delivery drivers are not permitted on campus. Please refrain from ordering food deliveries to the school. Food deliveries will not be delivered to students and may be discarded..

## **Bike/Scooter/Skateboard Use on Campus**

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For the safety of pedestrians, bikes must be walked while on campus. Scooters/skateboards should also not be ridden on campus. These items may be confiscated. Repeat offenders may have to have their parents pick up their confiscated items.

## **Lockers**

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All 9th-graders may apply for a locker. All students enrolled in PE will be assigned a PE locker and receive a lock at no charge. PE lockers are assigned in class at the start of the semester.

Students should exercise common sense and good judgment when deciding what to store in their lockers. Food and valuable items should not be kept in lockers, especially overnight. LAHS assumes no liability in case of theft or vandalism and will not reimburse students for any losses.

## Digital Devices & Cell Phones

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MVLA provides computers for all students to use as part of the necessary school supplies during their four years with us. Students may choose to bring their own device or borrow a Chromebook from the school. In choosing a device, students should look for one with a minimum 6.5-hour battery life, a physical keyboard, and a webcam. Modern Mac/Windows computers and Chromebooks adequately meet those requirements. We also recommend students use computers that use a USB-C port for charging.

Device use carries with it certain responsibilities that students need to be mindful of:

1. Guidelines around the use of any device that is connected to the MVLA network. This is done to protect the network's security as well as the student's confidentiality and safety.

Students and families should review the document entitled "DIGITAL DEVICE RESPONSIBLE USE AND BORROWING AGREEMENT" to understand what may or may not be done using any device while at school.

2. School-issued devices need to be cared for. Damage caused to them will disrupt a student's ability to fully participate in class and complete their assignments. Additionally, students may be responsible for the costs associated including replacing or repairing their device.

### Cell Phone Policy

In compliance with California Assembly Bill 3216, MVLA prohibits cell phone use in the classroom. During instructional time, phones and other mobile communication devices must be turned off and put away unless a teacher or other district employee authorizes use for an instructional or school related purpose. Students may not use any device to photograph, video, or audio record others in a way that infringes on anyone's privacy rights. Students are expected to follow teacher guidelines regarding the use of cell phones and AirPods/headphones during class time. Many teachers use phone caddies or other systems, and students are expected to comply when asked. Phones may be used during class only in an emergency or in response to a perceived threat or danger, and otherwise only when authorized by the teacher or another district employee. Administrators may intervene at a teacher's request.

Consequences for violations of classroom policy:

1st offense: Students will be expected to give their phone to their teacher and the device will be held in the office until after school.

2nd Offense: Students will be expected to give their phone to their teacher for holding in the office and a parent is contacted.

3rd Offense: Students will be expected to give their phone to their teacher for holding in the office until a parent comes to the school to pick it up.

Refusal to surrender devices to school staff or repeated violations of this policy may result in additional consequences.

## Student ID

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ID cards are used to check in at school events and to get lunch on campus. We recommend that students carry their ID or a digital copy with them. An ID card is provided to each student at no charge at the start of the year, and replacement ID cards are also available free of charge. Students can access a digital version of their ID through the free Minga app, available on the Google Play and Apple App Store.

## **Removal of Suspension Record**

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Seniors who have a record of only one prior suspension may submit a written request to the Superintendent to remove from their official school file the record of that suspension, unless that suspension was for any of the following acts:

- \* Possession of a firearm
- \* Causing serious physical injury to another person, except in self-defense;
- \* Brandishing a knife
- \* Possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- \* Unlawful sale of any controlled substance
- \* Robbery or extortion
- \* Committing or attempting to commit a sexual assault
- \* Assault or battery upon any school employee.

The Superintendent shall consult with school personnel and may take any action they deem appropriate in connection with reviewing the request. The Superintendent's decision shall be final and not subject to review. The principal or designee may refer to the precipitating conduct and/or suspension in the event that the student commits another act prior to their graduation which is grounds for discipline.

Given no further discipline, upon graduation, the record of the student's suspension will be permanently removed as directed by the Board, pursuant to applicable law and regulations.

## **Release of Student Disciplinary Information to Colleges**

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Students may be asked on college applications to self-report serious disciplinary actions during their high school years. In the rare instances when a college requests student disciplinary records, the school reports to colleges only serious disciplinary actions against a student that resulted in expulsion or out-of-school suspension.

The Board of Trustees directs its schools to follow a limited disclosure practice as it pertains to releasing student disciplinary information to colleges and universities. In the rare instance that a college requests student disciplinary information, MVLA schools will disclose actions taken against a student that resulted in suspension or expulsion.

## **Student Activities Transportation**

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All Los Altos athletes must travel to and from athletic contests in school-provided transportation. In emergencies only, a student may drive their own car with written administrative and parental approval. (Forms are available from the Athletic Director.). District policy does not permit students to drive other students to events under any circumstances.

If students drive themselves or others, none of the students involved will be allowed to participate in the activity.

## **Emergency Contact Information Requirement**

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It is critical that Los Altos High School have emergency numbers for every student. Families complete this form when they register their student. That information must be kept up to date so that the school knows who to contact in the event of an emergency.

Immediately report any changes in the emergency contact information by contacting Elena Baquero at 650-960-8811 ext.2024 or via email at [elena.baquero@mvla.net](mailto:elena.baquero@mvla.net) immediately.

## Work Permits

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All students 14-17 years old are required to have a work permit issued at school in order to hold a job. Applications are available in the LAHS Front Office.

## Parking

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LAHS has limited parking for students and staff. For this reason we have the following permit procedures. Student parking permits are issued based on how far away a student lives from Los Altos High School and on grade level.

Information on parking and transportation is available at [this link](#)

Information on applying for parking permits is available at [this link](#).

## Medication(s)

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Medication prescribed by a physician for a student for use during the school day or in the event of an emergency (e.g. allergic reaction) may be administered by school staff if the school receives:

- (a) written parental request and
- (b) detailed instructions provided by the student's primary care physician

These medications are kept in the health office in the student services building and may only be administered under the supervision of a staff member.

Parents of a student on a continuing medication regimen for a non-episodic condition should inform the student's assigned assistant principal of the medication(s) being taken, the current dosage, and the name of the supervising physician. In certain cases, the school may recommend that the district nurse communicate with the physician. This is only done with the consent of the parent or legal guardian of the student.

## PE Class Exemption

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Los Altos High School offers a limited Physical Education exemption for some 9th grade students who are participating on a school athletic team during their sport season. This exemption applies only during the active season and is not automatic. Students must follow the process below and remain in PE until the exemption is officially cleared.

### Eligibility Requirements

A 9th grade student requesting a PE exemption must meet all of the following conditions:

1. The student is participating in a CCS or CIF recognized school sport. Club teams do not qualify.
2. The student is enrolled in 7 classes, one of which is Physical Education.
3. The student may not add another course in place of PE during the exemption period, including a college course.

**Submission deadlines:**

Fall: August 25

Winter: November 10

Spring: February 9

**Process and Required Steps**

Step 1: Student athlete and parent or guardian review the agreement and initial and sign all required sections.

Step 2: Athletic Director reviews and verifies that the student qualifies for the exemption.

Step 3: PE teacher signs the form.

Step 4: Administrator signs the form.

Step 5: Student must wait for confirmation of clearance in the Student Information System. The exemption is not active until the student's PE attendance status shows as OTHER in SIS and the student receives approval from administration or clearance from the PE teacher.

Step 6: Once steps 1 through 5 are complete and the exemption is confirmed, the student is exempt from attending PE during the sport season.

**Attendance and Return to PE**

Students must attend PE until the exemption is fully approved and cleared in SIS. Missing PE before clearance may result in loss of points or other course consequences.

Students must return to PE the next school day when any of the following occurs:

1. The student is no longer on the team
2. The coach dismisses the student or cuts the student from the team
3. The student has completed the last contest of the season for their level

Students must also return to PE immediately after the final contest of the season. No exceptions. Students may receive a zero for any missed PE day that cannot be made up.

If a student's season extends into CCS competition, it is the student's responsibility to inform the PE teacher and confirm continued eligibility. The student must be competing at the CCS level, not only attending in another role.



# CAMPUS LIFE

## Associated Student Body (ASB)

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### Student Government

Student government is made up of elected officers (Executive Council and Class Council), as well as appointed members of the Associated Student Body (ASB) Leadership elective. Please go [here](#) for the most up-to-date information regarding ASB.

Elections for ASB and class officer positions happen in the spring.

### Clubs

There is a wide variety of clubs that students can join and participate on campus completely free of charge. Most clubs meet during lunch. Students can learn about them on the two fall "Club Day" (held in mid-September) or by going [here](#).

Information about how to start a club can be found [here](#).

### Dances

The Los Altos High School ASB organizes four dances throughout the year. All school rules are in effect at school dances, regardless of whether they are hosted on or off campus.

The following guidelines apply to dances:

- There is a cut-off time after which students are not allowed to enter dances.
- Once a student leaves the dance, they will not be allowed to reenter.
- Valuable items should not be brought to the dance. There will be no coat check. LAHS will not store or take responsibility for lost/stolen items.
- No outside food, beverages, or liquids may be brought to a dance.

Guests are invited to attend select dances. The following rules apply whenever an LAHS student brings a guest to campus:

- Guests will not be allowed into the dance without their LAHS host student.
- Guests must be in at least the 9th grade and no older than 20.
- To enter the dance, guests must show a school- or State-issued picture ID at the door.
- Guests must comply with school personnel at all times.
- Guest students may only be at the dance if their host student is present.

### ASB Cards

Each student is encouraged to purchase an ASB card to support activities on campus. This card entitles students to free entry into all home athletic events and the Back-to-School Dance, plus reduced prices to performing arts and other school activities.

## Gender Support

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LAHS is committed to providing a safe, supportive, and inclusive learning environment for all students, including transgender and gender-expansive students, by maximizing inclusion and social integration while minimizing exclusion and stigmatization. Students and families are encouraged to reach out to their assigned administrator if they have any questions or concerns regarding gender support strategies, privacy rights, and/or complaints of discrimination or harassment. Gender support meetings are available for students and, if appropriate, the student's guardians to identify student needs. The gender support meeting can address issues related to facilities (restrooms, locker rooms, etc.), academic or educational support programs, preferred names and pronouns, educational records, extracurricular events such as field trips, and/or co-curricular activities such as sports. Administrators will work with students to determine the most appropriate support.

## Athletics

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Los Altos High School offers an extensive athletics program. To participate in a sport, students must have completed an annual physical exam and show proof of insurance. In order to be eligible to participate, athletes must maintain a 2.0 GPA.

Below are the sports available each season:

### Fall

Cheer  
Cross Country (Boys/Girls)  
Field Hockey (Girls)  
Flag Football  
Football  
Golf (Girls)  
Tennis (Girls)  
Volleyball (Girls)  
Water Polo (Boys/Girls)

### Winter

Basketball (Boys/Girls)  
Cheer  
Soccer (Boys/Girls)  
Wrestling

### Spring

Badminton (Boys/Girls)  
Baseball  
Gymnastics (Girls)  
Golf (Boys)  
Lacrosse (Boys/Girls)  
Softball  
Swimming & Diving (Boys/Girls)  
Tennis (Boys)  
Track & Field (Boys/Girls)  
Volleyball (Boys)

Questions about athletics should be directed to the athletic director, **Michelle Noeth**. She can be reached via email at [michelle.noeth@mvla.net](mailto:michelle.noeth@mvla.net) or by phone at 650-960-811 ext. 2023.

## Senior Events

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Please go to the [senior events page of the ASB website](#) for the most up-to-date information regarding senior events.

## Food Service

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Mountain View Los Altos High School District food service program serves brunch and lunch every school day for every student free of charge. Students requiring free lunch should complete the application available at the Finance Office or on our website at <https://bit.ly/MVLAFoodServices>

If you have questions regarding food services at LAHS, contact the Food Services Coordinator **Bryan Barnhardt** at 650- 940-4600 ext. 1049.



# RESOURCES

## Tutorial Center

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The Tutorial Center offers free academic support to all students across all subject areas. Its goal is to promote academic progress while helping students build productive study habits in a welcoming environment.

Staffed by a full-time coordinator and trained peer tutors, the center provides both individual and small group tutoring. Students can schedule sessions in advance or drop in for help during available hours.

The Tutorial Center is located in the library building. For further information, contact the Tutorial Center Coordinator, Esmeralda Paredes, at 960-8811 ext. 2055.

The tutorial center hours are as follows:

M-TH	8:00-4:30	CLOSED:	MON.	11:49-12:19
FRI	7:30-4:00		TUES/THUR	1:30-2:00
			WED/FRI	12:15-12:45

## Library

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Below is an overview of what our library offers:

**Extensive Book Collection:** Our library houses a wide array of books covering various subjects and genres that can be borrowed free of charge.

**Research Support:** Whether you're conducting research for a project or simply curious, our library provides access to books and online resources to help you.

**Study Spaces:** Find a quiet corner for focused study or collaborate with peers in designated group areas.

**Technology Access:** Computers and printing facilities are available to support your academic needs.

**Librarian Assistance:** Our librarians are ready to assist with any research or resource-related questions you may have.

For questions about the library, contact [Gordon.Jack@mvla.net](mailto:Gordon.Jack@mvla.net).

## College and Career Center

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The College/Career Center is located on the second floor of the Student Services building. Students are encouraged to take advantage of the many services offered by the CCC including exploration of college and career choices, summer programs, part-time jobs, and volunteering opportunities. Throughout the year, the CCC, in collaboration with the Counseling Department, sponsors evening programs pertaining to college, admission information, and financial aid.

Scholarship information is available on Naviance, at the College/Career Center, and from your school counselor.

### Naviance - Family Connection

MVLA is pleased to provide parents access to Family Connection from Naviance, a Web-based service designed to connect students, parents and the school. Family Connection is a comprehensive website that you and your child can use to help in making decisions about courses, colleges, and careers. Counselors use Family Connections to track and analyze data about college and career, to provide up-to-date information about college and career related activities and events, etc.

Family Connection will allow you and your student to:

**Get involved in the planning and advising process:** Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers.

**Research colleges:** Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.

**Sign up for college visits:** Find out which colleges are visiting our school and sign up to attend those sessions.

Family Connection also lets the CCC share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other Web resources for college and career information. In addition, the site includes a link that your child can use to send us an email message. Early in the school year the Counseling offices and the College and Career Centers will be sending out information regarding Family Connection. All students have an account and can access it using their email log-in credentials. Guardians can email [Laura.Duran@mvla.net](mailto:Laura.Duran@mvla.net) to gain access to Naviance.

## Parent-Teacher Conferences

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At Los Altos High School, we hope to empower students to take ownership of their learning and to address their academic concerns directly with their teachers. In order to do so, we encourage students to use SIS for information about their progress in different classes. If students need assistance, they can meet with their teachers by appointment. That is often the most efficient method to address issues.

At the same time, we recognize that there are instances where parental involvement is essential. In those cases, it can be most helpful to conference with specific teachers. Parents are welcome to contact them directly via email to arrange a time to meet outside school hours either in person or via Zoom.

## Wellness Center (“Eagle Escape”)

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Eagle Escape, our on-campus wellness space, is open to all students during school hours. It offers a calm environment where students can take a break, practice self-directed regulation strategies, or connect with a trusted adult for support. Students who visit during class time will be prompted to return to class after 15 minutes; if a student is not in a position to return, they may be referred to a school clinician for further support.

The Wellness Center also hosts activities during ACT, such as mindfulness breaks, mental health workshops, painting, music, and more.

## On-Campus Mental Health Resources

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School-based mental health services are available for students who are experiencing behavioral, emotional, or social challenges that impede learning. Services may include 6-12 weeks of group support, individual check-ins, 1:1 therapy with school-based treatment goals, and/or assistance in making referrals to outside agencies for on-going, long-term support.

Trained mental health clinicians are also available for drop-in and crisis intervention support during the school day. Students may speak to any adult on campus or visit the Administration office for drop-in support.

Non-emergency referrals to our school-based mental health team can be made via our Student Support Referral Form located online at [bit.ly/mvlasupport](https://bit.ly/mvlasupport) -or- [bit.ly/mvlaayuda](https://bit.ly/mvlaayuda) (Spanish) or by speaking with any adult on campus. Please allow for a 48-hour turnaround time for the scheduling of an appointment (not including weekends and school holidays).

**If you are in crisis or if you have a mental health emergency, DO NOT complete this form and instead seek immediate help by calling 988 or texting RENEW to 741741.**

## Special Education

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Students may be referred for an assessment for Special Education. Within 15 days of a referral for assessment, the student's parent/guardian will receive (a) a notice outlining parental rights and (b) a proposed assessment plan explaining the types of assessments to be conducted and which states that no individualized education program will result from the assessment without parental consent.

If a parent or guardian has a reason to believe that their student requires special education services, they should contact the student's counselor. Parent(s)/guardian(s) may also contact the LAHS Special Education Program Specialist, Tiffany Genasci via email at [tiffany.genasci@mvla.net](mailto:tiffany.genasci@mvla.net) or call 650-960-8811 ext.2069

## Section 504

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MVLA is committed to full compliance with Section 504 of the Rehabilitation Act of 1973. As part of its implementation of this law, the district will provide reasonable accommodations for students with disabilities who have been assessed and found eligible for services so they can participate fully in educational programs. A student with a disability includes anyone who has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities. A list of parent and student rights under Section 504 may be requested by contacting the Office of Educational Services at 650-940-4650 Ext. 0031.

If you feel your student may have a physical or mental impairment that substantially limits a major life activity (including learning), please complete [this form](#).

## Mentor Tutor Connection

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Los Altos High School partners with Mentor Tutor Connection, a local nonprofit that matches students with adult mentors from the community. These volunteers bring a range of experiences and backgrounds and meet with students about once a month. Mentors offer support, perspective, and encouragement—serving as trusted adults outside of school or home. Students can join the program through self-referral, parent recommendation, or staff referral.

For additional details and access to a permission form, please visit [MTC Mentor Program](#).

## Community Resources

MVLA Mental Health Resources 2025-26	
Crisis Resources	
<b>24-hour Suicide and Crisis Line</b> (Santa Clara County) <b>Spanish Lifeline para crisis</b> (24hs/7 días)	<a href="tel:988">988</a> or 855-278-4204 <a href="tel:988">988</a> or 1-888-628-9454
<b>Crisis Text Line</b> <b>Línea de texto de crisis</b>	Text RENEW to <a href="tel:741741">741741</a> Envie COMUNIDAD de texto a <a href="tel:741741">741741</a>
<b>Santa Clara County Mental Health Urgent Care</b>	408-885-7855 or 800-704-0900; press 2
<b>Pacific Clinics (Uplift) Crisis Team</b> provides free in-home suicide assessment and safety planning	408-379-9085 or 877-412-7474 <a href="https://www.losgatosca.gov/2726/Santa-Clara-County-Mobile-Crisis-Response">https://www.losgatosca.gov/2726/Santa-Clara-County-Mobile-Crisis-Response</a>
<b>Equipo móvil de crisis</b> ofrece servicios gratuitos en el hogar para personas que están pasando por una crisis ó que están contemplando el suicidio.	408-379-9085
<b>National Sexual Assault Hotline</b> (24-hour) <b>Línea directa nacional de agresión sexual</b> (24hs)	800.656.HOPE (4673) / <a href="http://online.rainn.org">online.rainn.org</a> 800.656.HOPE (4673) / <a href="http://rainn.org/es">rainn.org/es</a>
<b>Domestic Violence Hotline</b> (24-hour) YWCA Silicon Valley <b>Línea directa violencia doméstica</b> (24hs) YWCA Silicon Valley	800-572-2782
<b>Bill Wilson Youth Safe Place</b> / Crisis Hotline (24-hour)	408-850-6125
<b>The Trevor Project</b> 24/7 Suicide Hotline for LGBTQ Youth	<a href="tel:866-488-7386">866-488-7386</a> or text START to <a href="tel:678-678">678-678</a>
<b>Trans Lifeline</b>	877-565-8860 <a href="https://translifeline.org/">https://translifeline.org/</a>
Mental Health Resources	
<b>MVLA High School District Wellness Support</b> Non-emergency Student Support Referral. Student will be contacted within 48 hours.	<a href="https://bit.ly/mvlasupport">bit.ly/mvlasupport</a> (English) <a href="https://bit.ly/mylaayuda">bit.ly/mylaayuda</a> (Español)
<b>allcove</b> A youth space in Palo Alto providing mental health, physical health, employment, and substance use resourcing.	(650) 798 6330 <a href="https://allcove.org/">https://allcove.org/</a>
<b>Mental Health Call Center (Santa Clara County)</b> 24/7 access for all individuals currently covered by Medi-cal or uninsured	1-800-704-0900 <a href="https://bhsc.santaclaracounty.gov/home">https://bhsc.santaclaracounty.gov/home</a>
<b>Pacific Clinics</b> Provides an array of services including counseling, case management and crisis intervention services.	General Inquiries: (408) 379-3796 <a href="https://www.pacificclinics.org/locations/bay-area/">https://www.pacificclinics.org/locations/bay-area/</a>
<b>Soluna App</b> - Access to free, one-on-one coaching with a qualified and trained behavioral health coach, digital education, and wellness support exercises, regardless of insurance coverage or immigration status.	<a href="https://solunaapp.com/">https://solunaapp.com/</a>
<b>Gronowski Clinic</b> Offers counseling and psychotherapy on a sliding scale basis	650-961-9300 <a href="https://www.paloalto.edu/gronowski-center">https://www.paloalto.edu/gronowski-center</a>
<b>CHC</b> (Children's Health Council) Provides services for all ages, Parent Education, and more.	650-688-3625 / Español: 650-688-3650. <a href="http://chconline.org">chconline.org</a>
<b>Los Gatos Therapy Center</b> Provides a variety of services including psychotherapy, group counseling, psychiatry, intensive outpatient care, etc. Clinics in Sunnyvale, Campbell, and Burlingame	408-559-3403 <a href="http://lgtconline.com">http://lgtconline.com</a>

<b>ASPIRE</b> (After-School Program Interventions and Resiliency Education®) helps children, teens and young adults with anxiety, depression or other symptoms related to a mental health condition.	650-988-8468 <a href="https://www.elcaminohealth.org/services/mental-health/specialty-programs/aspire">https://www.elcaminohealth.org/services/mental-health/specialty-programs/aspire</a>
<b>Mental Health and Substance Use Case Management</b>	
<b>Care Solace</b> is an online resource to assist individuals in finding local mental health related programs and counseling services.	1-888-515-0595 <a href="https://caresolace.com/site/mvla">https://caresolace.com/site/mvla</a>
<b>Domestic Violence / Sexual Assault Resources</b>	
<b>National Sexual Assault Hotline</b> (24-hour) <b>Línea directa nacional de agresión sexual</b> (24hs)	800.656.HOPE (4673) / <a href="http://online.rainn.org">online.rainn.org</a> 800.656.HOPE (4673) / <a href="http://rainn.org/es">rainn.org/es</a>
<b>Rape Crisis Hot Line</b>	408-287-3000
<b>Domestic Violence Hotline</b> (24-hour) YWCA Silicon Valley <b>Línea directa violencia doméstica</b> (24hs) YWCA Silicon Valley	800.572.2782
<b>Teen Dating Abuse Helpline</b>	866-331-9474 or Text LOVEIS to 22522 <a href="http://loveisrespect.org">loveisrespect.org</a>
<b>Substance Use Resources</b>	
<b>SAMHSA's National Helpline</b> is a 24-hour treatment referral and information service for mental health and/or substance use disorders.	1-800-662-HELP (4357) (in English y Español)
<b>Youth Substance Use Treatment Services</b> Serves Medi-Cal and uninsured families	(408) 272-6518 <a href="https://bhsd.santaclaracounty.gov/alexian-children-family-community-service-cfcs-youth-substance-use-treatment-services-clinic">https://bhsd.santaclaracounty.gov/alexian-children-family-community-service-cfcs-youth-substance-use-treatment-services-clinic</a>
<b>Alcoholics Anonymous</b>	408-370-1815 (24/7) <a href="https://aasaniose.org/">https://aasaniose.org/</a>
<b>Alanon and Alateen</b> Provides support for friends and families of alcoholics	(408) 379-1051 / 888-425-2666 <a href="https://al-anon.org/newcomers/">https://al-anon.org/newcomers/</a>
<b>Narcotics Anonymous</b> 24-hour helpline offers referral services for individuals	650- 802-5950 <a href="http://www.peninsulana.org">www.peninsulana.org</a>
<b>Grief Resources</b>	
<b>KARA</b> (Grief Support/Counseling/Groups). Services available to all ages. (Disponible en Español)	650-321-5272 <a href="#">or Register online</a> <a href="https://kara-grief.org/">https://kara-grief.org/</a> <a href="https://kara-grief.org/services/servicios-en-espanol/">https://kara-grief.org/services/servicios-en-espanol/</a>
<b>Centre for Living with Dying</b> (Bill Wilson Center)	(408) 850-6145 <a href="#">or Register online</a> <a href="https://www.billwilsoncenter.org/services/all/living.html">https://www.billwilsoncenter.org/services/all/living.html</a>
<b>LGBTQIA+ Resources</b>	
<b>LGBTQ Youth Space</b>	408-343-7940 / <a href="http://youthspace.org">youthspace.org</a>
<b>Outlet (a program of ACS)</b> Adolescent Counseling Services Community Counseling, Adolescent Substance Abuse	650-424-0852 x107 <a href="https://www.acs-teens.org/what-we-do/outlet/acs-teens.org">https://www.acs-teens.org/what-we-do/outlet/acs-teens.org</a>
<b>The Trevor Project</b>	866-488-7386 / <a href="http://thetrevorproject.org">thetrevorproject.org</a>
<b>Food Resources</b>	
<b>A La Carte</b> (Food Truck) Prepared meals free of charge and no identification required	Thursdays from 3:30-4:30 pm outside the District Office 1299 Bryant Ave., MV, 94040
<b>Community Services Agency</b> Serves the Mountain View, Los Altos and Los Altos Hills areas.	650-968-0836 <a href="https://www.csacares.org">https://www.csacares.org</a>

Housing Resources	
<b>National Runaway Safeline</b>	800-786-2929
<b>Here4You</b> (Bill Wilson Center - Drop In Center for Youth) provides centralized referrals to temporary housing programs	408-385-2400 (693 South 2nd Street, San Jose) <a href="https://www.billwilsoncenter.org/services/all/drop.html">https://www.billwilsoncenter.org/services/all/drop.html</a>
Health Care and Confidential Services	
<b>Stanford Health Van</b> Free and confidential Services for uninsured and underinsured youth	(650) 736-7172 <a href="https://www.stanfordchildrens.org/en/service/teen-van/schedule">https://www.stanfordchildrens.org/en/service/teen-van/schedule</a>

Updated July 2025

## STUDENT MENTAL HEALTH SUPPORT

### WHAT IS MENTAL HEALTH?

MENTAL HEALTH IS JUST AS IMPORTANT AS PHYSICAL HEALTH. IT AFFECTS HOW WE THINK, FEEL, AND ACT. TAKING CARE OF OUR MENTAL HEALTH IS ESSENTIAL FOR OVERALL WELL-BEING.

### WHERE CAN I GO TO GET HELP?

#### AT SCHOOL:

- ADMINISTRATORS
- THERAPISTS
- SCHOOL COUNSELORS
- TEACHERS
- ANY TRUSTED ADULT



#### AT HOME OR IN THE COMMUNITY:

- 24-HOUR SUICIDE CRISIS LINE: [988](tel:988)
- CRISIS TEXT LINE: TEXT RENEW TO [741741](tel:741741)
- LGBTQ+ CRISIS SUPPORT: 866.488.7386 / TEXT START TO 678678
- SANTA CLARA COUNTY: 800.704.0900
- SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES: 800.662.HELP (4357)

TO TALK TO A SCHOOL-BASED THERAPIST FOR NON-EMERGENCY SUPPORT VISIT [BIT.LY/MVLASUPPORT](https://bit.ly/mvlasupport)



### HOW CAN I MANAGE MY MENTAL HEALTH?

THE FOLLOWING ARE POSITIVE COPING SKILLS THAT YOU CAN PRACTICE WHEN YOU NOTICE YOUR FEELINGS, THOUGHTS, OR BEHAVIORS ARE BECOMING HARDER TO MANAGE:

- PRACTICE DEEP BREATHING
- MEDITATE
- GO FOR A WALK
- JOURNAL
- TALK TO A COUNSELOR/THERAPIST
- EXERCISE



### WHAT CAN IMPACT MY MENTAL HEALTH?

- STRESS
- ENVIRONMENT
- SCHOOL/WORK
- FAMILY AND FRIENDS
- SUDDEN CHANGES TO OUR ROUTINES
- BIOLOGICAL FACTORS
- GRIEF AND LOSS
- ALCOHOL OR DRUG USE



### HOW CAN I TELL IF I AM STRUGGLING WITH MY MENTAL HEALTH?

IF YOU START TO NOTICE ANY OF THE FOLLOWING BEHAVIORS IN YOURSELF OR YOUR FRIENDS, YOU MAY BE STRUGGLING WITH YOUR MENTAL HEALTH:

- TOO MUCH OR TOO LITTLE SLEEP
- OVER/UNDER EATING
- DIFFICULTY CONCENTRATING
- LACK OF MOTIVATION
- WISHING TO BE ALONE FOR LONG PERIODS OF TIME
- LACK OF INTEREST IN THINGS THAT USED TO BE ENJOYABLE
- IRRITABILITY
- HEARING VOICES OR SEEING THINGS THAT ARE NOT THERE
- THOUGHTS OF DEATH OR DYING

### BE MINDFUL OF COPING SKILLS THAT MAY BE MORE HARMFUL IN THE LONG RUN

SOME COPING SKILLS MAY MAKE YOU FEEL RELIEVED AND IMPROVE YOUR MOOD TEMPORARILY. HOWEVER, THEY CAN HAVE LONGER-LASTING NEGATIVE EFFECTS ON YOUR MENTAL HEALTH. BE CAREFUL ABOUT ENGAGING IN CERTAIN ACTIVITIES SUCH AS:

- DRUG AND ALCOHOL USE
- RISKY SEXUAL BEHAVIORS
- NEGATIVE PEER ASSOCIATIONS
- ISOLATING
- SELF-HARMING BEHAVIORS





# DISTRICT INFORMATION

# Welcome Letter from the Superintendent

Dear MVLA Community,

As we embark on the 2025-26 academic year, it is with renewed enthusiasm that I welcome you back. My first year in the MVLA community was truly inspiring, confirming what I had long known: this district is home to exceptional programs and dedicated individuals who collectively create an outstanding environment for learning and growth.

MVLA's reputation as one of California's preeminent school districts continues to be well-deserved. Our students consistently achieve some of the highest test scores in Silicon Valley, and we take immense pride in preparing our graduates for success in universities and colleges across the United States and internationally. In fact, the recent survey from our MVLA Education Foundation highlighted that 84% of our graduating seniors are pursuing post-secondary education, a testament to their ambition and our collective efforts.

Over the past year, I've had the privilege of witnessing firsthand the unwavering commitment of every faculty and staff member to fostering quality learning environments. This dedication is evident across all our campuses: from the rigorous academic programs and diverse co- and extracurricular activities at Mountain View and Los Altos High Schools, to the innovative career pathways in animation, design, and film offered at our cutting-edge Freestyle Academy. For students who thrive in a smaller setting, Alta Vista High School continues to provide its exemplary California Department of Education Model Continuation School program. Our Middle College Program is also a fantastic way for students to begin their post-secondary journeys while completing high school. They are also able to take advantage of all extracurricular activities as well.

Beyond our high schools, the MVLA Adult Education program remains a vital resource, serving over 5,000 community members. Its comprehensive offerings in Career Technical Education, English as a Second Language, and high school completion, alongside community interest classes, truly embody our commitment to lifelong learning.

I am more honored than ever to be part of a team that is not just educating but empowering our students for fantastic starts to their adult lives. Building on the strong foundations we established last year, I am excited to continue our collaborative work, focusing on collaborative strategies and continued excellence that further elevate MVLA in this highly competitive educational landscape.

I look forward to another year of partnership and growth, and to connecting with many of you at school events and around our campuses. Please continue to introduce yourselves; your insights are invaluable.

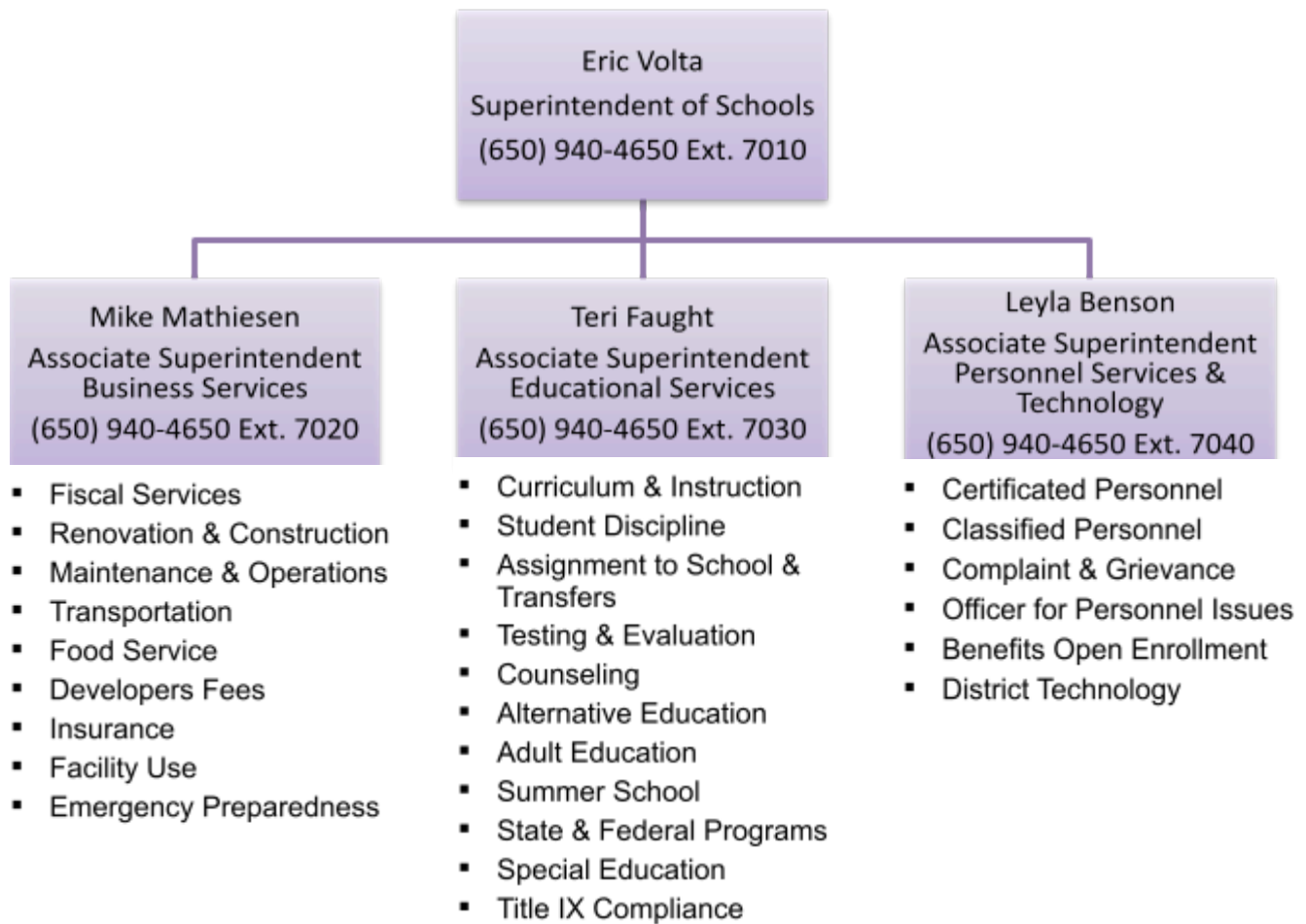
Sincerely,

Eric Volta, Superintendent



## District Organization

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### Board of Trustees

Dr. Esmeralda Ortiz, President	650-940-4650 ext. 7099
Ms. Thida Cornes, Vice President	650-940-4650 ext. 7097
Ms. Alex Levich, Clerk	650-940-4650 etc. 7096
Mr. Vadim Katz, Trustee	650-940-4650 ext. 7095
Ms. Catherine Vonnegut, Trustee	650-964-6982

### Student Representative to the Board of Trustees

Lucy Lai	Los Altos High School
Claire Schwarzhoff	Mountain View High School

The Board of Trustees typically meets the second and fourth Mondays of every month at 7:00 p.m. in the District Office Board room, 1299 Bryant Avenue, Mountain View.

Visit our website at [www.mvla.net](http://www.mvla.net) for links to our schools, employment, board policies, board agenda, meeting minutes and other interesting MVLA information!



# How Your Student Benefits

## Programs to be Funded in 2025-26

Los Altos & Mountain View High Schools

### ACADEMIC ENRICHMENT & INNOVATION

- Chromebooks \$ 125,000
- Innovative Learning Grants \$ 100,000

### STUDENT SUPPORT

- Class size reduction for freshman English \$ 255,000
- Class size reduction for math through Algebra II \$ 255,000
- Tutorial Center coordinators \$ 188,000
- Student Wellness - Therapist at each site \$ 285,000
- Extended Library hours \$ 40,000
- Parent Education Speaker Series \$ 6,500

### COLLEGE & CAREER READINESS

- College & Career Center counselors & resources \$ 630,000
- PSAT (10th & 11th) / SAT (11th & 12th) \$ 65,000
- Enhanced AVID college readiness program \$ 100,000
- Summer Counseling for rising seniors \$ 20,000
- Career Technical Education Specialist \$ 100,000

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**2025-26 ANNUAL GRANT** **\$2,169,500**



**Help us reach  
our goal of  
\$2,169,500  
Suggested  
donation \$1,250**



**DONATE  
to fund these  
Programs!**



**The MVLA High School Foundation invests in an innovative learning environment that provides the opportunity for all students to grow and thrive.**

650-940-4650 x7017 | [info@mvlafoundation.org](mailto:info@mvlafoundation.org) | [MVLAfoundation.org](http://MVLAfoundation.org) | Tax ID 94-2848246

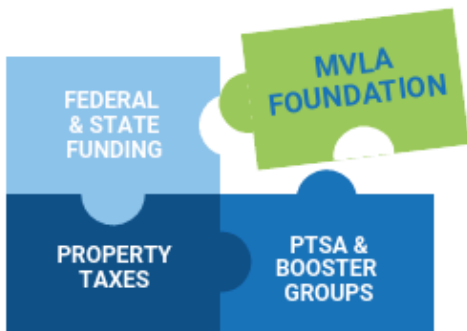


# Your Donation Helps Students Succeed Now and in the Future



## WHO WE ARE

- ★ The Mountain View-Los Altos High School Foundation is a non-profit organization led by parent volunteers that raises funds from parents, community members, and local businesses.
- ★ Our mission is to invest in an innovative learning environment that provides the opportunity for all students to grow and thrive.



## WHERE WE FIT IN

- ★ The MVLA Foundation provides a valuable piece to the education funding puzzle.
- ★ The Foundation works in tandem with the district, PTSA, and booster groups to ensure our students are offered a full range of educational and extracurricular opportunities.



## HOW WE FUND EXCELLENCE

- ★ Local and government funding for public education provides only the most basic high school programs and services.
- ★ For over 40 years, donations to the MVLA Foundation have enabled us to act locally to provide the program-rich environment that students, colleges, employers, and our community value.

## STAY CONNECTED!



MVLA.net  
 MVLAfoundation.org  
 MVLA.net/LAHS  
 MVLA.net/MVHS



@MVLAHSD  
 @MVLAFoundation  
 @MvhsSpartans



@mvlahsd  
 @mvlahighschoolfoundation  
 @los.altos.high  
 @spartans\_mvhs



@mvlahsd  
 @mvlafoundation  
 @losaltoshighschool  
 @SpartansMVHS

## Alternative Programs

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MVLA is committed to providing diverse educational opportunities to meet the unique needs and interests of our students. In addition to the traditional comprehensive high school experience available at Los Altos High School, the District offers a range of alternative educational programs. Students should work with their counselor to determine which of the programs aligns with their circumstances, goals, and individual educational goals and preferences.

Click [here](#) to learn about the alternative programs offered within the district.

## Residency Requirements & Attendance Boundaries

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Click [here](#) to learn more about residency requirements and how students are assigned to schools within the district.

## Emergency Information

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The District's Emergency Preparedness Handbook is available for community members to read. If you would like to read the handbook, please call [Mike Mathiesen](#) at 650-940-4650 ext. 7021 to make an appointment.

During an emergency, parents are expected to support the District by directing students to stay at school until they are released. School officials will determine when it is safe to release students to return home.

### Telephone Numbers and Names of Emergency Coordinators:

If the regular school number is not working, call the following number:

Los Altos High School  
Tracey Runeare (650) 439-3147

Mountain View High School  
Kip Glazer (650) 940-7405

Alta Vista High School  
Suzanne Woolfolk (650) 965-8706

District Office  
Mike Mathiesen (650) 434-4471

### TV / Radio stations

Official stations for information regarding school closure or altered schedules.

#### Television

Channel 2	KTVU
Channel 4	KRON
Channel 5	KPIX
Channel 7	KGO-TV
Channel 9	KQED TV
Channel 11	KNTV
Channel 14	KDTV (Spanish)
Channel 26	KTSF (Chinese)
Channel 48	KSTS (Spanish)

#### Radio

560 AM	KSFO
740 AM	KCBS
810 AM	KGO
1170 AM	KLOK (Spanish)
1500 AM	KSJX (Asian)
1590 AM	KLIV
88.5 FM	KQED
92.3 FM	KSJO (Spanish)

## **School-Based Mental Health Privacy Practices Notices**

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Click [here](#) to view the MVLA Mental Health Privacy Practices Notices.

## **Required Annual Notifications**

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Governing Boards of school districts are required by law to notify a parent or guardian of their rights under certain sections of the Education Code (EC).

Please refer to [this document](#) to view the required annual notifications.

## **School Logo Usage Guidelines**

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The school logo is a representation of our institution's identity and values. To maintain its integrity, the following rules apply to its use:

1. Authorized Use Only – The school logo may only be used for official school purposes, including athletics, clubs, events, and approved merchandise.
2. Approval Required – Any student, staff member, or club wishing to use the school logo must receive prior approval from the administration.
3. No Alterations – The logo must not be modified, distorted, or used in a way that misrepresents the school.
4. Prohibited Uses – The logo may not be used for personal gain, commercial purposes, or in association with inappropriate content.
5. Enforcement – Unauthorized use of the logo may result in disciplinary action and/or legal consequences.

For permission and guidelines, please contact the school administration.

Tab 2

