

Mission Hills High School Behavior Code 2017-2018

Revised 5/1/17

A behavior code is provided to each student because the students, the parents, and the staff expect and demand a safe, secure, and orderly campus. These procedures comply with San Marcos Unified School District Policy, as well as state and federal law, and are based on timely and consistent consequences for conduct which is disruptive to our campus.

This behavior code was developed by staff, students and parents. **The San Marcos Unified School District desires to build responsibility, respect for others, respect for the school, and respect for self.**

Behavior: # 1 – DRESS CODE

Mission Hills High School is an environment for learning and business. Student dress and appearance should reflect this image. Students are expected to exercise good judgment and good taste regarding their dress and grooming so as not to disrupt the educational environment.

Footwear must be worn at all times while the student is at school or at school sponsored activities. **To ensure student safety, heels (including platforms) higher than 2 inches and all stilettos are prohibited on campus.**

Clothing must be clean and in good repair. Pants are to be worn at waist level. The tops worn by both males and females should adequately cover the chest area and not expose the chest, cleavage, midriff area, or undergarments. **Skirts and shorts worn must be of appropriate length and provide adequate coverage when student is in both standing and sitting positions.**

No gang-related signs, belts, insignia, colors or distinctive modes of dress are allowed on the Mission Hills High School campus or at school sponsored activities. Clothing may not display profane, violent, obscene, or sexual based language or pictures or sexual based numbers such as "69" or other gang or hate related numbers (see ed. Code 48900.4 under suspensions); ethnic, or sexist slurs; identification of any alcoholic or tobacco product or message which names or pictures drugs, drug use, or drug slang of any type. Lakers, Dodgers, Raiders, Padres, SD, Chargers and LA clothing or symbols are prohibited. Spike jewelry, belt buckles with initials, chains (including wallet chains) and bandanas are not allowed. **Gloves may not be worn on campus.**

All headgear is prohibited on campus. If a hat is required for sun protection, a school approved cap may be made available. Headgear includes, but is not limited to, all caps, hats, beanies, bandannas, large headbands, head scarves, hoods, and visors. **Hoods may not be worn anytime on campus or in the classroom.**

Examples of inappropriate clothing includes: Strapless tops, halter tops (including exposed bralettes), swimming attire, tops that expose midriff skin, backless or partially backless shirts (including lace, mesh or sheer), tube tops/bandos, spaghetti strap tops (straps must be at least 1" in width), off the shoulder tops, crop tops, and sleeveless undershirts.

Undergarments may not be visible at any time.

Consequences:

The clothing item may be exchanged for an appropriate top or bottom or the student may be sent home to change.

Repeat offenders may receive penalties ranging from detention, parent meeting, Saturday School or other means of correction. Gang related symbols may result in suspension on the first event. Drug and gang related clothing may require parent contact and/or pick up.

Behavior: # 2- ATTENDANCE

To clear an absence call (760) 290-2715 or (760) 290-2716. The answering machine is on 24 hours per day.

Regular attendance and promptness is one of the most important requirements for success in high school. Students preparing themselves for their work life need regard punctuality and attendance as fundamental for later success. Attendance affects both scholarship and citizenship grades. When a student is not in class, he/she misses direct instruction and lecture, guided practice, class participation, discussion, class and group activities, quizzes, tests, and preparation for follow-up lessons and activities. All students are expected to be in class for final exams and state testing. Students will NOT be able to take finals early.

California State law requires pupils to attend their assigned classes every day school is in session. **Education Code 49067 and SMUSD Board Policy 5113 “Absences and Excuses” authorize teachers to assign a failing grade to any student with more than 10 days of unexcused absences in a semester.** The school must notify the parent, either by written report or by conference, whenever a student is in danger of failing based on unexcused absences.

All absences not cleared by a note or parent phone call to the Attendance Office (760) 290-2715 or (760) 290-2716 within 72 hours is considered truant and the student may be assigned Saturday School. Once a student has arrived at school, single period absences cannot be excused by a parent/guardian.

Off Campus passes may not be issued 15 minutes before end of school unless previously arranged. Parent requests for early dismissal or late arrival due to medical appointments and family emergencies may be permitted. **Early release requests should be made 2 hours in advance.** The student must obtain an Off Campus Pass from the Attendance Office prior to leaving campus. In order to keep our campus secure, before a student can be released, **the parent/guardian must check in with security and provide I.D.** Students may only be released to parent/guardian or an approved person on the emergency card.

Excused Absence/Tardy: (Make up work allowed)

- a. Personal illness or quarantine
- b. Illness or death in the immediate family
- c. Medical and dental appointments
- d. Funerals
- e. Call to court/detained by law enforcement
- f. Employment interview
- g. Religion

All other absences/tardies are unexcused and make-up work may not be offered. Excessive absences, excused and unexcused, may result in a formal referral to the Student Attendance Review Board (SARB)

Unverified Absences:

3 or more unverified full day absences may be considered habitual trancies and parent/guardian may receive a notification of truancy from the District. Students may be required to attend Saturday school. Failing to attend the Saturday School assignment is an act of defiance which may result in discipline ranging from administrative conference to suspension. Excessive absences/truancies may result in Student Attendance Review Team (SART) meeting with Site Administration. If attendance issues continue the student may be referred to the School Attendance Review Board (SARB). The SARB process is controlled by the juvenile court system and may result in a court appearance, fine and/or a weekend in a juvenile detention facility.

Extended Absences:

Students who face extended absence should inquire in the Attendance Office.

Truancy:

Every student is expected to attend school daily and be on time for class. If a student is absent from class without a valid excuse or leaves class without the teacher’s permission, he/she is considered truant. All absences not cleared by a note or parent phone call to the attendance office within **72 hours**, will be considered truant and the student may be assigned a Saturday School.

Parent is notified of the truancy, a student may receive no credit for work missed or due on the day of the truancy and no make-up work may be allowed. The law enforcement officer on campus may issue a truancy citation or refer the student to County Probation or both. Excessive absences/truancies may result in Student Attendance Review Team (SART) meeting with Site Administration. If attendance issues continue the student may be referred to the School Attendance Review Board (SARB). The SARB process is controlled

by the juvenile court system and may result in a court appearance, fine and/or a weekend in a juvenile detention facility.

Behavior: # 3 – TARDIES

Students are expected to arrive on time and ready to learn when the period bell rings. Students who arrive late to school and/or class must report to the Attendance Office to receive an 'admit slip' to be allowed into the classroom. Students who are late may be charged with a tardy to their attendance record. Please note **traffic is not an excused tardy**; refer to excused absence/tardy list above. Unexcused tardy after 30 minutes is considered a period truancy and may result in a Saturday School.

Consequences:

Students may not be allowed to make up class work missed due to first period tardies. In addition, consequences may progress according to the following:

1st and 2nd tardy – Warning, No penalty

3rd tardy – Lunch detention

6th tardy – Referral to AP Office

Additional tardies will be referred to the AP Office.

Behavior: # 4 – STUDENT ID CARDS/HALL PASSES

Students are required to be in possession of their student ID card at all times. Students must have student I.D. to be released from campus, including unscheduled period release. Students who wish to be released without an I.D. card may be referred to the Assistant Principal's office. **No photocopies, pictures on cell phones or schedules will be accepted as forms of I.D.** Replacement cards can be purchased through the Finance Office.

Students out of class, for any reason, during the instructional period must have a hall pass in their possession. **Students who misuse passes may be denied further pass privileges and may be referred to the Assistant Principal's Office.**

Consequences:

Penalties may range from detention through suspension (within a four-year period).

Behavior: # 5 - ATHLETIC EVENTS AND DANCES

Extracurricular events are an important part of the high school experience. The staff at Mission Hills High School wants to provide an atmosphere where students and parents may feel there is a secure environment. Extracurricular attendance is a privilege rather than an automatic right.

Students who are removed from the campus because of discipline problems, students in the continuation school system because of discipline problems, and former students with discipline problems, who are now out of the school system may not be allowed at Mission Hills High School events unless they appeal to, and are granted permission by the principal. The following conditions must also be met:

1. All students must have a picture ID card.
2. Students, unless accompanied by parents, **are not allowed to bring open containers and off campus food or beverage to extracurricular events.**
3. Alcohol Breathalyzers may be at all events.
4. Students may not leave and then return to an event.
5. No loitering is allowed around the entrances or grounds of an event.
6. Guests at formal dances will be required to have a guest pass. No guest over 20 years old may be allowed at Mission Hills dances.
7. On campus dances are only open to Mission Hills students and authorized guests.
8. Students shall not participate in sexually explicit dancing. (If students persist in this behavior, they may be removed from the dance and parent may be contacted.)
9. The regular dress code applies with some exceptions.

On the day of the event, students must attend at least four hours of class to be permitted to attend or participate.

Consequences:

Penalties may range from warning to referral to the Governing board for expulsion. This range may include

removal from an event or loss of attendance privileges at extra-curricular events.

Behavior: # 6 - BICYCLES, SKATEBOARDS, ROLLER SKATES, SCOOTERS

Bicycles, skateboards, scooters, and skates are used by some students for transportation to and from school. **Once on school grounds, bicycles, skateboards, scooters, and skates may not be used for transportation at any time.** Parking for transportation items is provided. Bikes should be locked in the bike racks. Skateboards/scooters (razors) must be locked in skateboard lockers, as they may not be permitted to be carried on campus or stored in classrooms during the school day. San Marcos Unified School District is not responsible for any damage or stolen bicycles, skateboards, roller skates and scooters.

Consequences:

Penalties may range from warning through suspension and a citation by the School Resource Officer. A student who rides on campus may be assigned a Saturday School upon the first offense. Items may be confiscated and the parent may be notified to come to school and pick them up.

Behavior: # 7 - ON CAMPUS PARKING AND RECKLESS DRIVING

All vehicles parked on the Mission Hills High School campus must have a Mission Hills High School student parking sticker affixed to the front windshield. Student vehicles may only be parked in marked parking spaces in the Student Parking Lot. Reckless driving involves any violations (24 hours per day/seven days a week). Parked vehicles are subject to search when on campus.

During school hours, students are not permitted to access the student parking lot or their vehicle.

All students applying for a parking pass are required to attend the Start Smart driving class offered by the San Diego Sheriff's Department.

Consequences:

Students who park improperly, do not have a proper parking sticker, or ignore safe driving rules may lose their parking permit. Parking permits may be revoked for a period ranging from a week through the remainder of the school year. Parents and/or law enforcement officers may be contacted and additional penalties may range from detention, traffic citation, through referral to alternative school, or expulsion.

Behavior: # 8 – ACADEMIC DISHONESTY

Acts of academic dishonesty, which will not be tolerated within the San Marcos Unified School District, are listed below:

- Cheating (obtaining or attempting to obtain or aiding another to obtain credit for work) on assignments, projects, classwork, homework and/or assessments
- Theft (sending and/or posting pictures electronically of any type of assessment including photos and/or distribution) and alteration of materials
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
- Unauthorized collaboration
- Plagiarism (stealing and passing off as one's own the words or ideas of another)

Consequences:

Any student involved in academic dishonesty may receive a zero on the work with no make-up permitted. Further penalty may be assessed depending on the nature of the academic dishonesty. Future events, within the same class, may result in a drop/fail and loss of credit. Letters of recommendation may not be written for students who have accumulated 2 or more incidents of academic dishonesty in grade 10-12.

Behavior: # 9 - CLOSED CAMPUS/GUESTS/OFF-CAMPUS PASSES

All schools in the San Marcos Unified School District are closed campuses. Students may not leave the campus until their school day has been completed.

In emergencies, parents may call the attendance office and make arrangements for the student to leave early. Parents of students who need to leave campus during the school day must notify the Attendance Office 2 hours before the departure time. Students must obtain an Off Campus Pass from the Attendance Office.

Students who have unscheduled classes are required to complete the Unscheduled Permission Form through the Counseling Office. **Any students who leave early due to having an unscheduled class(es) are not**

permitted to return to campus until the end of the scheduled school day In order to leave campus, students must possess their student ID card with current sticker(s). Students who wish to be released without an I.D card must obtain parent permission through the Assistant Principal's Office. No photocopies, pictures on cell phones or schedules may be accepted as forms of I.D. Replacement cards can be purchased through the Finance Office.

Only persons conducting school business may be on campus and must immediately check in at the Front Office. Students are not to bring guests to school to visit as this tends to be disruptive to the educational process, is a security issue, and is an added liability to the school.

Consequences:

Students who leave campus during the school day without permission will be considered truant and may receive consequences ranging from warning through suspension. Truant students are subject to search if they return to campus.

Behavior: # 10 - CLEAN CAMPUS

No food or drink (besides water) will be allowed in classrooms, hallways, or collaboration spaces. Trash and garbage MUST be placed in trash cans.

NO outside businesses or agencies will be permitted to deliver food during school hours.
The food may not be accepted and it may be returned to the vendor.

Consequences:

Students who litter our campus may be asked to perform ecology duty. If a student does not choose to complete ecology duty, a detention may be assigned for the following day. Students may receive consequences ranging from warning through suspension

Behavior: # 11 - COMPUTER/INTERNET ETHICS

Refer to "Acceptable Use Contract." Only students who have turned in an Acceptable Use Contract signed by their parent/guardian will have Internet access. Internet Use stickers may be issued for ID cards. Students may also face discipline based on their use of Text, Twitter, Facebook, SnapChat and any other social media pages that are deemed an interruption to the educational process due to inappropriate nature and/or content.

Consequences: Students may receive consequences ranging from a warning through suspension and could result in removal of Internet access for the remainder of the semester. Further infractions may result in suspension through a referral to the Governing Board for expulsion and possible law enforcement charges.

Behavior # 12 - POSSESSION OF ELECTRONIC DEVICES

Cellular phones, iPods or other electronic devices are not permitted to be in audible mode while students are in class. If these devices interfere with the educational process, the student may receive a referral and the device may be taken to the AP Office. Students may not be given permission to leave class in order to answer phone call, or text message. **The school is not responsible for loss or theft of electronic devices.** The unauthorized use of electronic devices is prohibited during class time. Students may not record, video, or take a picture of another student or staff without prior written consent.

Students may not have any electronic devices out in the locker room or bathrooms. Any student who takes a photo or video of another student in a bathroom or locker room may be suspended, and may be recommended for expulsion. Students who post or send inappropriate text messages or photos are subject to disciplinary consequences including suspension or recommendation for expulsion. The incident may be referred to law enforcement.

Consequences: Items may be retained in the AP Office for pickup at the end of the student's school day.

1st Offense – Pick up after school

2nd Offense – Parent pick up of device

3rd Offense – Parent pick up and Saturday School discipline

Behavior # 13 - PHYSICAL FORCE, INTIMIDATION AND/OR HAZING

Physical force and/or intimidation will not be tolerated. Intimidation involves threats of mental or physical harm or pressure. Examples of this behavior include: harassment, bullying, cyber bullying, domineering,

vulgar and profane language, obscene gestures, sexual or racial slurs, extorting or otherwise attempting to influence someone with the use of frightening actions and/or words. Severe cases of intimidation are classified as assault.

Consequences: Penalties for above stated behavior may range from suspension to a referral to the Governing Board for expulsion. Law enforcement may also be contacted.

Behavior: # 14 - GANG RELATED ACTIONS

Gang-related signs, belts, belt buckles, bandanas, lanyards, insignia, colors, tattoos or distinctive modes of dress are unacceptable on the Mission Hills campus or at school sponsored activities. Pants are to be worn at waist level. Graffiti, tagging, and graffiti instruments are prohibited on the Mission Hills campus. Graffiti instruments include, but are not limited to, permanent markers, Sharpies, etching devices, and spray paint. No SD, San Diego, Chargers, Padres, LA Dodgers, Los Angeles, Lakers, and Oakland Raiders gear, stickers or writing are permitted.

Consequences:

The consequences may range from detention through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: # 15 - DISTRIBUTION OF PUBLICATION

No publication may be distributed on the Mission Hills campus without the prior approval of the school administration. Once approved, distribution must follow Governing Board and State Educational Code procedures. This includes electronic media, school magazines, school newspapers, and fliers.

Consequences:

Penalties may range detention through referral to the Governing Board for expulsion.

Behavior: # 16 - EXCESSIVE DISPLAYS OF AFFECTION

Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. Excessive refers to kissing, petting, and other physical demonstrations considered to be inappropriate when conducted in public.

Consequences:

Penalties may range from warning and parent notification through referral to alternative school.

Behavior: # 17 – FINANCIAL OBLIGATION

Lost or damaged property obligations should be cleared within 30 days. Books, electronic devices, and other school property are to be treated with care. Loss, damage, defacing or vandalism of school property may result in a financial obligation equal to the value of the damage or loss. This financial obligation is to be paid by the student or parent before graduation or withdrawal.

Consequences: Penalties may include parent notification and financial restitution. Failure to pay financial obligations may result in withholding of all transcripts, grades, diplomas, participation in graduation ceremony, yearbooks, dance bids, and extra- curricular events until such obligations and charges are paid.

Behavior: # 18 – GAMBLING

Gambling in any form, including dice games, is not permitted.

Consequences: Penalties may range from a referral to a transfer to an alternative school.

Behavior # 19 - OUT OF BOUNDS

Students are expected to remain in areas where adequate supervision is provided by administrators, teachers, or teacher's aides. This means that designated areas of the campus are closed to students during assemblies, breaks, lunch, and pep rallies. Out-of-Bounds areas include, but are not limited to: underneath the stairwells, elevators (without a current pass), parking lots and athletic fields.

Consequences:

Students returning from an out-of-bounds area are subject to search. Penalties may range from a referral to a transfer to an alternative school.

Behavior # 20 - STAIRWELLS, HALLWAYS, COLLABORATION SPACES

Students are expected to travel in a safe and orderly fashion. Loitering in stairwells and hallways is not permitted. Food and drinks are not permitted in stairwells, hallways, and collaboration spaces. Students are not permitted to be in the collaboration spaces during class time or lunch without staff member permission. After school hours, only students participating in a school activity are permitted to be in stairwells, hallways and collaboration spaces.

Consequences:

Penalties may range from a referral to a transfer to an alternative school.

Behavior: # 21 - UNSUPERVISED ACTIVITIES

Unsupervised activities/games are not permitted because of potential injury or disruption of the campus. Students who wish to participate in any activity or game on campus must find a faculty or staff member to supervise the activity.

Consequences:

Penalties may range from a referral to a transfer to an alternative school.

Behavior # 22 - CLASSROOM BEHAVIOR

Every student has the right to an appropriate and orderly learning environment. Any behavior in class that results in the loss of academic learning time is considered a disruption.

Consequences:

At the **first behavioral** disruption the teacher gives the student a verbal warning and contacts the parent to discuss the behavior. Subsequent behavioral disruptions may result in a referral to the Assistant Principal's office. The Assistant Principal may then meet with the student, may assign a consequence and mail a copy of the referral to the parent. Continued disruptions may result in the student's withdrawal/fail from the class.

Behavior: #23 - ANIMALS ON CAMPUS

No animals are allowed on campus. If the owner is unknown or cannot be contacted, the Department of Animal Control may be called.

SEARCHES AND SEIZURES

The law provides school officials with wide latitude to search students, their possessions, and automobiles in the ongoing effort to maintain a safe and secure campus. Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be high risk for improper activity. Professionally trained detection dogs are also used for random searches in classrooms, parking lots/vehicles. In addition, items left unsecured or unattended on school grounds may be confiscated and inspected by school officials. To decrease theft and vandalism in the P.E. locker rooms, any items left in unlocked gym lockers or baskets during and after P.E. class may be confiscated and inspected by school personnel. School officials are not required to notify Parents prior to conducting a search or questioning a student. Parents may be notified that a search has taken place.

When a school official has reasonable suspicion that a student may be in possession of contraband or dangerous objects, the student may be asked to empty all pockets, remove shoes, and provide the official access to other personal items (backpacks, lockers, cars) that may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped that all students may be cooperative, as school officials may make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being out of bounds without permission, truancy, or a report by another student, parent or staff member of possession of contraband or dangerous objects or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. **If a student should discover contraband or dangerous objects on campus, he/she should go directly to an assistant principal or other staff member and turn it over without delay (BP 5145.12).**

Students who are removed from the campus because of discipline problems, students in the continuation school system because of discipline problems, and former students with discipline problems who are now out of the school system will not be allowed at Mission Hills High School events or around school grounds, including dances, sporting events and graduation.

Possession/Use of Cellular Phones and Other Mobile Communications or Electronic Devices

It is the intent of the San Marcos Unified School District's Board of Education, in exercising its authority to regulate the use of personal electronic devices, to establish guidelines and regulations that may ensure the continuation of a positive climate for learning, free from unnecessary disruptions. The Board recognizes that, as the technology of wireless communication in our society has evolved, there is now widespread use of electronic signaling devices, including cellular and digital telephones and paging devices, as well as other mobile electronic devices, among our student population that previously has been prohibited.

The Board believes that, although recent changes in state law no longer prohibit students from possessing or using signaling devices, restrictions on their use on a school campus must exist to ensure that such use does not interfere with classroom instruction or other school activities.

The Board does not encourage student possession or use of electronic signaling devices on a school campus nor does it assume liability if such devices are damaged, lost or stolen. Students are prohibited from using such devices in the classroom or in a school environment where such use would infringe on the rights of another student or would interfere with the school program. Cell Phones are to be turned off in the classroom and during school activities in which their use would cause a disruption. Students who use these devices on campus shall do so only before school, at break, lunch and after school, or during passing periods. The Board encourages students to use cellular telephones for family business and emergency purposes only.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. If a disruption occurs or a student uses any mobile device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall deliver it to an administrator or law enforcement.

In accordance with the standards and limits set forth in Board's policy and administrative procedure (BP/AP 5145.12) on search and seizure, a school official may search a student's mobile communications or electronic device, including, but not limited to, reviewing messages or viewing pictures. Such a search is authorized if there is reasonable suspicion that the search may uncover evidence that the student is violating the law or rules of the District or of the school.

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to or from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

DEFINITION OF BEHAVIOR TERMS

Detention - A student may be held in a detention room or classroom during lunch (30 min.)

Saturday School - Saturday School occurs twice a month and is a way for students to make up for lost attendance time. Students may also be assigned Saturday School as a consequence for inappropriate behavior. Saturday School is held for four hours from 8:00 a.m. - 12:00 p.m.

Behavior Contracts — Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, may be placed on a “**THREE VIOLATIONS**” BEHAVIOR/PERFORMANCE CONTRACT. **The contract may remain in effect for the student’s tenure at Mission Hills High School unless notified otherwise.**

Loss of Privilege (LOP) - Administration reserves the right to revoke all co-curricular and extracurricular privileges connected with Mission Hills High School. These privileges include, but are not limited to assemblies, athletic participation, attendance to sporting events, dances (including prom), and field trips. Students may regain privileges through the serving of appropriate disciplinary assignment and/or administrative approval.

Drop/Fail Policy – If a student receives three or more referrals from the same class, in the same semester, the teacher has the option to recommend that the student be dropped from the course.

Suspensions/ Expulsions — Suspension or expulsion may be imposed only when other means of correction fail to bring about proper conduct. However, any pupil, including pupils with exceptional needs may be suspended—and possibly expelled—for any of the reasons enumerated in California Education Code section 48900 and 48915 (a), or if the school determines that the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process. Suspensions remove a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process that entails suspension and a hearing at the district Office to determine if a student may be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the San Marcos Unified school district until the Governing Board acts to lift the expulsion.

LIST OF SUSPENDABLE AND EXPELLABLE OFFENSES

The following list of offenses may result in suspension, referral to Alternative Education, arrest, and/or expulsion from the San Marcos Unified School District. All cases recommended for expulsion may be investigated and determined on specific facts.

MANDATORY Recommendation of Expulsion: (Ed. Code 48915c)

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance/alcohol
- Committing or attempting to commit sexual assault
- Possession of an explosive

QUASI-MANDATORY/PERMISSIVE

Recommendation of Expulsion: (Ed. Code 48900-48915a)

The Governing Board is required to make an additional finding that either of the following conditions exists.

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct:
or
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
 - Fighting or causing physical injury or assault or battery on a school employee
 - Possession of weapons, knives, explosives, dangerous object(s) of no reasonable use to a student or dangerous activities

- Possession or use of a controlled substance, alcohol, intoxicant, or paraphernalia
- Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- Committed robbery, extortion, or theft
- Vandalism to school property or private property
- Display of graffiti or creating graffiti
- Possession or use of tobacco
- Excessive use of profanity or repeated vulgarity
- Possession of an imitation firearm
- Defiance or disruption of school activities
- Possession of stolen property
- Sexual harassment or obscene acts
- Racial slurs or hate violence
- Intimidation or harassment of students, witnesses or staff members
- Intentional terrorist harassment, threats or intimidation against school staff or property
- Aiding or abetting a person who injures/attempts to injure others.

The jurisdiction for all school rules will be enforced while on school grounds; while coming to or going from school; during school hours whether on or off campus, while truant from school, and during or while coming to or going from a school-sponsored activity. (Ed. Code 48900 & 48915)

Violation of Ed Code 48900 Section (A) - (R) and 48900.2 - 48900.4

All cases recommended for expulsion may be investigated and determined on specific facts.

Behavior: 48900 Section A: FIGHTING

Students are expected to seek nonviolent and constructive solutions to conflict.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or aiding and abetting in commission of physical injury.

Mutual combat fighting means two or more students are both actively involved or engaged in a fight.

For example, if an aggressor hits another student and the 'victim' strikes back and becomes engaged in a fight with the aggressor, this is mutual combat.

2. mayfully used force or violence upon the person of another (Battery).
If an aggressor strikes another student and the 'victim' does not fight back, this is battery. Or if two students are actively engaged in a fight, but one stops fighting or is unable to fight back, and the second student continues to beat him/her, then this incident has turned into a battery.

Consequences:

Students involved in fighting for the first time within a four-year period while enrolled in high school may be suspended for a period of five days. Additionally, students may be subject to arrest. Mediation and anger management counseling may be required as a condition of return to school. Consequence for a second fighting offense while enrolled in Mission Hills High School: The student may be referred to alternative education for the remainder of the semester of the occurrence plus an additional semester. Students who commit an assault, battery or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion.

Behavior: 48900 Section B: DANGEROUS OBJECTS

Students are expected to maintain a safe environment in the school free of weapons and/or dangerous objects.

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from the principal or the designee of the Principal.

Definition: Students may not possess any dangerous object, which constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (to include but not limited to): gun, BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun", rifle, model rifle, pistol,

revolver, taser, semi-automatic weapon, model semi automatic weapon, toy semiautomatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, keychain knife, kitchen knife, box knife, exacto knife, dirk, dagger, ice pick, razor, blades, bombs, pipe bomb, ammunition, time bomb, containers of inflammable fluids, stink bombs that may cause allergic reactions, clubs, billy club, black jack, slingshot, nunchuck, sandclub, sandbag, metal knuckles. Any metal plate with radiating points with one or more sharp edges, spike jewelry & apparel, safety pins as decoration or apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, lighters, pressurized cartridges, laser pointers, using or flashing of laser pointers, and replica weapons.

Consequences:

May range from detention to suspension.. In addition, law enforcement may be contacted. Peer mediation or counseling may also be required.

Behavior: 48900 Section C & D: CONTROLLED SUBSTANCES

Students are expected to be drug, alcohol and weapon free.

Students may not possess, use, sell*, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, abused use of prescription drugs or over-the-counter medication. **All prescription and over-the-counter medication must remain in the possession of the school nurse.** In addition, students may not offer, arrange or negotiate to sell any of the above and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

*Students who unlawfully sell a controlled substance/alcohol/intoxicant may be recommended for expulsion (Mandatory). (Ed. Code 48915C)

Consequences:

Controlled substances/Intoxicants Students found in possession of, or use alcohol, marijuana, intoxicants or any controlled substance, while under the school's jurisdiction may be suspended for five days. If student has committed a previous alcohol, marijuana, intoxicant, or controlled substance infraction, they may be referred to the Governing Board for expulsion.

False Representation: Students who provide other persons with an item intended to represent any alcohol, intoxicant, marijuana, or controlled substance product may receive the same consequences as someone who furnishes a controlled substance/intoxicant.

Behavior: 48900 Section E: ROBBERY

Students are expected to respect the property of others.

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to force or create fear in others while attempting to or stealing property belonging to someone else.

Consequences:

The consequences for robbery or extortion may range from suspension to referral to the Governing Board for expulsion. The student and/or parent may be responsible for returning the stolen property or for full payment. In addition, law enforcement may be contacted. Appropriate intervention counseling or campus projects may be part of this process.

Video surveillance may be used to protect some vulnerable or high-risk areas.

Behavior: 48900 Section F: DAMAGE TO PROPERTY

Students are expected to respect the property of others.

Consequences:

The consequences for attempting to cause or causing damage to other's property may range from detention to referral to the Governing Board for expulsion. The student and/or parent may be responsible for payment for the damage. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may

be part of this process.

Video surveillance may be used to protect some vulnerable or high-risk areas.

Behavior: 48900 Section G: THEFT

Students are expected to respect the property of others.

Consequences:

The consequences for theft may range from suspension and restitution to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted which may result in an arrest.

Video surveillance may be used to protect some vulnerable or high-risk areas.

Behavior: 48900 Section H: TOBACCO

Students are expected to live healthy lifestyles.

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to electronic vaping devices or nicotine delivery devices, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Consequences:

Students found in possession of or who use tobacco, or products containing tobacco, nicotine, or electronic vaping devices may receive consequences ranging from detention to referral to the Governing Board for expulsion.

Behavior: 48900 Section I: OBSCENITY, PROFANITY & VULGARITY Students are expected to treat all members of the school community with respect and to practice responsible and honest behavior.

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent or coarse language.

Consequences:

The consequences for engaging in obscene acts or habitual profanity or vulgarity may range from detention to referral to the Governing Board for expulsion. Appropriate counseling or campus projects may be part of this process.

Behavior: 48900 Section J: PARAPHERNALIA

Students are expected to live healthy life-styles and to be drug, and alcohol free.

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, electronic vaping devices and any other devices used in conjunction with illicit substances.

Students, who possess, offer, arrange, or negotiate to sell drug paraphernalia may receive consequences ranging from suspension to referral to the Governing Board for expulsion. A second offense may result in a referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900 Section K: DEFIANCE & DISRUPTION

Students are expected to follow all school rules and respect the authority and direction of school staff; to behave in a safe and orderly manner; to maintain a safe environment in the school; and to treat all members of the school community with respect.

Students may not be defiant, disruptive, disrespectful, or deceptive (refuse to provide name or ID card). These behaviors negatively impact the orderly operations of classroom or general educational environment of

the school.

Consequences:

Students who defy the directions of a school employee or disrupt the orderly operation of any school related activity may receive consequences ranging from detention to referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900 Section L: RECEIVING STOLEN PROPERTY

Students are expected to respect the property of others.

Consequences:

Possession or receipt of stolen property is considered a felony. Students who knowingly receive stolen property may be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900 Section M: POSSESSED AN IMITATION FIREARM

Students are expected to maintain a safe environment in the school and to be weapon free.

As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. This includes pellet guns, BB guns, and other “toy” guns which may be mistaken for a real firearm. Also this includes replica ammunition that could be mistaken for actual ammunition.

Consequences:

Range from detention to suspension. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900 Section N: COMMIT OR ATTEMPT TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY

Students are expected to treat all members of the school community with respect.

As used in this section, sexual assault includes any sexual acts performed against the victim’s may by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim. As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Consequences

May range from detention to suspension and referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

Behavior: 48900 Section O: HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A WITNESS

Students are expected to treat all members of the school community with respect.

Students may not harass, threaten, or intimidate a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Consequences:

Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900 Section Q: Hazing

Students are expected to treat all members of the school community with respect. Students may not engage in, or attempt to engage in, hazing as defined in Section 32050.

Consequences:

The consequences for engaging in hazing may range from Saturday School to referral to the governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior Code 48900 Section R: Bullying

Including but not limited to bullying by electronic means.

Consequences: ALC to possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

Behavior: 48900.2: SEXUAL HARASSMENT

Students are expected to treat all members of the school community with respect.

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. **Any student wishing to make a complaint of sexual harassment should immediately report it to an assistant principal.**

Consequences:

The consequences for sexual harassment may range from detention to suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process. A student's class schedule may be changed to limit contact with the student being harassed. For additional information on District policy governing on sexual harassment issues contact District Human Resources (752-1299).

Behavior: 48900.3: HATE VIOLENCE

Students are expected to treat all members of the school community with respect.

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Ed. Code 33032.5. This includes, but is not limited to, any verbal, visual, or physical injuring or intimidating behavior associated with anger towards other persons based upon race, color, ancestry, national origin, disability, gender, sexual orientation, or religious preference. This includes racial, ethnic, sexual orientation, and religious slurs.

Consequences:

The consequences for hate violence may range from ALC to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900.4: HARASSMENT, THREATS & INTIMIDATION

Students are expected to treat all members of the school community with respect.

Students may not intentionally engage in bullying behavior such as harassment, threats, or intimidation directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, non-verbal, and physical acts. Some of these activities would include symbols that are considered to be gang, hate, racially motivated, or sexual orientation slurs.

Consequences:

The consequences for harassing, threatening or intimidating behavior may range from ALC through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

Behavior: 48900.7: TERRORIST THREATS

Students are expected to treat all members of the school community with respect.

Students may not make terrorist threats against school officials and/or property as defined in AB 307, Chapter 405. These acts include any written or oral statement by a person who mayfully threatens to commit

a crime which may result in great bodily injury, death, or property damage in excess of \$1000 with the specific intent that the statement is taken as a threat, even if there is not intent of actually carrying it out.

Consequences:

The consequences for terrorist threats may range from ALC to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

HEALTH OFFICE

Check-Out Procedure for Sick or Injured Students

- If a student needs to go home from school due to a medical reason, i.e.; illness or injury, the student **MUST** report to the Health office first.
- Under no circumstance should a student call a parent/guardian from class using their cell phone or a teacher's phone. Calls to parents/guardians to release students due to illness or injury may be made by the school health aides.
- *If a student will not be attending school for more than 2 weeks due to an injury or illness, a parent/guardian must contact the school immediately. Home instruction may be put in place as stated by district policy.*

Medication Policy

Students are not allowed to bring or carry any type of medication, (prescription or over the counter) to school or self-medicate without written authorization from a physician. All authorizations must be processed through the school health office.

Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, including over-the-counter medication, must be checked in to the by a school nurse or other designated school district personnel if the district receives:

1. A written statement from a physician licensed in the **State of California** detailing method, amount and time schedules by which such medication is to be taken.
2. Written authorization from the parent/guardian of the pupil indicating the desire that school district personnel assist the pupil in the matters set forth in the Physician's Statement.

LIST OF INTERVENTIONS

The programs, activities, interventions and/or strategies listed are some, but not necessarily all, provided by the San Marcos Unified School District.

PROGRAMS TO HELP WITH BEHAVIOR AND ATTENDANCE PROBLEMS

- Twin Oaks Continuation High School (Assistant Principal Referral)
- Foothills Independent High School (Assistant Principal Referral)
- San Marcos Adult School for 18 year old students (Assistant Principal Referral)
- Home Hospital Study for homebound ill students (Counseling referral)
- Juvenile Community Court School (JCCS) (Assistant Principal Referral)

ACTIVITIES AND INTERVENTIONS TO MODIFY STUDENT BEHAVIOR OR ACADEMIC SUCCESS

- Student Study Team (meet with student, parent, teachers, counselor, administration) (Counseling referral)
- Peer mediation (Counseling referral)
- Community based family counseling (Counseling referral)
- School Resource Officer (San Diego County Sheriff's Department) (Assistant Principal Referral)
- School Attendance Review Board (SARB) (Assistant Principal Referral)
- Students may be served individually by members of psychology staff to address immediate emotional or behavioral concerns. No more than two of these individual contacts may occur in any semester before a parent is contacted and permission for further services is received.
- School based discipline (warning, detention, in-school-suspension (ISS), Saturday School, Loss of Privilege and home suspension) (Assistant Principal Referral)
- Peer Assistants

- Teen Recovery Center (TRC)
- Intentional Guidance Groups

EMERGENCY CARDS

Each student at MHHS **must** have an emergency card on file in order to contact parents in an emergency. If you move or change telephone numbers or emergency contact information during the school year, you must provide updates to the Attendance Office.

PE REQUIREMENTS

Students must have Physical Education (PE) uniform consisting of a white shirt and maroon shorts as well as a PE lock. Students have the option to purchase PE clothes and a PE lock from the school cashier. All students are expected to dress-out for PE at every class.

PARENT EDUCATION / INVOLVEMENT

All parents are encouraged to be an active participant in MHHS and their child's education. Parents should attend opportunities such as: Open House, Shadow-a-Grizzly Day (parent visitation day), AP/Honors Parent Night, Senior Awards, Parent Orientations, Parent Workshops, Parent/Teacher Organization meetings, ELAC-English Learner Advisory Council, and other parent programs. Parents are invited to attend MHHS sports events, student activities, and field trips.

LIBRARY

The Library is open Monday - Friday 7:00 a.m. to 3:30 p.m. Students must have a current MHHS ID card for all library transactions.

Up to five books may be checked out to students with clear accounts (no overdue books or outstanding financial obligations). Books are checked out for a period of one month and may be renewed. Charges are assessed on overdue library items at the rate of \$.05 per school day. **Students are held responsible for all books they check out and are required to pay for any books lost, stolen, or damaged.** Students must have library clearance in order to purchase dance tickets.

Tutoring is available in the Library from 3:00 p.m. to 4:00 p.m.

Library computers are available for school related use. A current MHHS ID with an Internet Sticker is needed to use the Internet. Internet use is closely monitored and is for educational purposes only. It is recommended that students save their work in Google Docs.

TEXTBOOKS

The textbook room is open for scheduled classes only. Students may go to the library for all their textbook needs.

Policies

A current MHHS ID card is required to check out textbooks. Textbooks are issued by scanning the student's current ID card and the barcode in the book. Students must return the exact books they were issued. **Students who have any overdue textbooks may not be allowed to check out books unless an arrangement has been made for a payment plan.** You are financially responsible for the books issued should they become lost, stolen or damaged.

Responsibilities

Condition: All textbooks are considered to be in usable condition. If you feel you may be charged for pre-existing damage, you must show it to the textbook staff within two weeks of issue and a notation may be made so you may not be charged.

We encourage students to utilize the following suggestions to ensure their books are returned in the same condition in which they were received.

Care of textbooks:

- ✓ Store your books in a secure area free from all foods and liquids.
- ✓ Cover your books! Do not use sticky covers because they leave a residue on the book for which you may be charged. Do not apply tape directly on the books.
- ✓ Do not loan out your books or leave them in class. You are responsible for the books on your account, and you are financially responsible for all damages while books are checked out to you.

- ✓ All Books must be turned in by the end of the school year.

Damage assessments are as follows:

Full Cost of Book

- ✓ Destroyed Book
- ✓ Any Type of Mold
- ✓ Broken Binding
- ✓ Damage Beyond Re-issue
- ✓ **Other Financial Obligations**
- ✓ Missing Barcode
- ✓ Damaged Pages
(Includes writing, liquid or other damage)
- ✓ Cover Damage



If you have any questions regarding your account, please come to the library textbook office or call the number listed below.

Library staff can be reached at the following numbers Monday - Friday from 7:00 a.m.-3:30 p.m. We are closed during the month of July.

Library Main Number

(760) 290-2731

Care of technological resources (including chromebooks, computers, cameras, graphing calculators, creative pen and touch tablets, headphones, etc.):

- ✓ Only use the device that is assigned specifically to you; do not let other students use or borrow your device.
- ✓ If you notice something is wrong with the device, report it to your teacher immediately.
- ✓ Do not place books or other items on top or under the device.
- ✓ No water or food are allowed around devices.

Damage assessments would be conducted to determine the cost of repairs or replacement.



FINANCE OFFICE

The Finance Office is open for business before school, during break, during lunch, and after school. It is closed during passing and class time. **You must present your Student ID card for all transactions.**

MHHS I.D. CARDS / ASB STICKERS

All students may be issued a MHHS I.D. card on registration day. Students must carry this I.D. while on campus or attending school events. Replacement cards are \$10.00 and may be obtained by paying at the Finance Office and taking your receipt to the Library for a new card. The purchase of an ASB sticker is a wise investment. When purchased the sticker has potential savings of \$150.00 per year and includes free admission to all home athletic events, discounts on dances, shows and student store spirit items.

OUTSTANDING DEBTS

MHHS charges \$20.00 for checks returned for nonsufficient funds, payable at the Finance Office by cash or money order only. School records, dance tickets, Yearbooks and tickets to the graduation ceremony may be withheld pending payment owed for fees or debts.

PARKING PERMITS



Student parking is a privilege and can be revoked for any violation of rules.

Students who wish to park on campus must complete the Start Smart Class before applying for a parking permit. Priority may be given first to Seniors, then Juniors and Sophomores. To obtain a parking permit, students must complete the application; provide proof of vehicle insurance, DMV vehicle registration, and driver's license. Rules for the parking lot are signed by both parent(s) and the student(s). Illegally parked vehicles may be cited or towed at the owner's expense. Parking permits must be affixed to the inside lower left hand corner of the front windshield at all times. **Only one parking permit may be issued per student. Lost, damaged or stolen permits may result in a mandatory 30-day waiting period before a new permit may be issued along with a fee of \$15.00. Vehicles are subject to search at any time. A parking permit does not guarantee a space. Falsified parking permits may result in penalties ranging from detention to a suspension.**

DANCE REGULATIONS

A current student I.D. card must be presented for admission to dances. Guest passes may be available only for Homecoming and Prom from the Assistant Principal Office. To obtain a Guest pass, an administrator must grant approval. No guest may be allowed over the age of 20. A guest pass request must be completed and returned to the Assistant Principals' Office at least three school days prior to the dance. The student may be notified if the Guest pass is **not** approved. To purchase dance tickets students must have their Student ID Card, Dance Agreement and Guest pass (if applicable, with a copy of guest picture ID). Upon arrival at the dance all students and guests must provide a picture ID. All school rules apply at the dances. Once a student leaves the dance, he/she may not be allowed to return, and may be expected to leave the premises.



PRINTED MATERIALS

Any literature or signs for distribution or posting on the MHHS campus must have prior approval of the ASB Director and/or administration.

WORK PERMITS

Students under the age of 18 who are employed during the school year are required to have a work permit on file at each work site. The employer must pay minimum wage and provide Workers' Compensation Insurance. Students must file a new work permit each school year. Work permit applications are approved by the principal based on grade point average and attendance records. They may be revoked if attendance is a problem. To obtain an application, contact the College and Career Center located adjacent to the Counseling Office or call **290-2755** for more information. If you work without the required permit, you may find that you have no protection or compensation in the event of an injury. Yard work, baby-sitting, or newspaper delivery are not subject to this requirement.

TWIN OAKS/FOOTHILLS HIGH SCHOOL TRANSFER POLICY

Students may be referred to the Twin Oaks alternative campus for discipline and/or credit issues. The following general guidelines are followed for credit deficiency.

- Counselor identifies credit deficient students at the completion of each semester.
- Counselor meets with student, provides him/her a "Referral to Alternative School". Send referral home for parent signature.
- TOHS registration occurs every 4 weeks. Students may be transferred based upon availability.