

MISSION HILLS HIGH SCHOOL

2022 - 2023

STUDENT HANDBOOK

1 Mission Hills Ct.
San Marcos, CA 92069
760-290-2700

<https://missionhillshigh.smusd.org/>

Empowering personal growth and honorable contributions of all Grizzlies through High Academic, Personal, and Social Expectations in a nurturing environment.



Message to Our Grizzly Families

On behalf of the Administration, Teachers, Staff and Associated Student Body ~ Welcome to the 2022 ~ 2023 school year at Mission Hills High School, Home of the Grizzlies. We promise to offer you a high quality educational experience that will prepare you for the world beyond high school. During your time here you will have the opportunity for academic, personal, and social growth and you will be empowered to make honorable contributions to your school, local, and global community. Our focus for this year is to continue building relational trust with all of our stakeholders in order to improve academic performance, skills development, social-emotional well-being, and equity among our diverse student population. We are committed to examining and eliminating institutional beliefs, policies, and practices that perpetuate racial and socio-economic disparities in achievement, so that each student has a high quality educational experience that honors and embraces diversity and inclusion.

We encourage you to become actively involved in academics, athletics, activities and the arts. The success you experience will be directly related to the effort and commitment you give to your education. Grizzly Pride can be your guide to success.

Cliff Mitchell
Principal
Mission Hills High School

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COMMITMENT TO EQUITY

Mission Hills High School is committed to an equitable education where diversity and individuality are valued and supported through inclusive practices and policies. This creates a safe learning environment to empower the personal growth and honorable contributions of our Grizzlys through high academic, personal and social expectations.

Mission Hills High School is committed to correcting systemic inequity. We regularly conduct a thorough and honest review of a wide range of disaggregated data by grade, gender, race, ethnicity, and socio-economic status that includes academic performance, AP/Honors enrollment and performance, language proficiency, special education classification and achievement, attendance, discipline, graduation rates, and involvement in extracurricular activities, to inform our equity-focused decisions. Our MHHS Equity Team of certificated and classified staff work alongside our Student Equity Coalition to continue building a positive *No Place For Hate* school climate with academic and social-emotional support. Through the Equity Coalition, Principal Advisory Council, English Learner Advisory Council, Club Meetings, and student and parent surveys/interviews, we seek out feedback and listen to concerns and suggestions to help inform our actions.

Mission Hills High School is committed to equity education through staff development and ongoing support. Our staff receive research-based professional learning and professional development on unconscious bias, culturally responsive instruction, and restorative practices to empower our teachers to create classroom environments that increase student engagement and academic achievement through trust and connectedness. "Curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds" ([Board Policy, Students, p.153](#)).

Mission Hills High School is committed to inclusion. We prohibit bias, discrimination, harassment, intimidation, bullying or hate speech (verbal or written slurs / comments) on the basis of age/grade, color, gender, gender identity, gender expression, weight, sexual orientation, nationality, race or ethnicity, religion, socio-economic status, disability or association with a person or a group with one or more of these actual or perceived characteristics. Staff and students are expected to report a violation to administration. We believe education, restorative practices, and accountability for one's actions will empower change, growth and build relationships which are central to building a community of inclusion. Therefore, students who engage in such behavior will be subject to educational/restorative and/or disciplinary actions including, but not limited to, attendance to an intervention program, restorative conference, referral to counseling services, denial of participation in extracurricular or cocurricular activities or other school privileges and progressive discipline measures (i.e. detention,

saturday school, suspension) depending on the severity or history of this behavior. "Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities" ([Board Policy, Students, p.120](#)). Mission Hills High School is committed to equity. We believe through data, listening, connecting, responding, and reflecting on progress with strong intentions on finding ways to better serve all of our students and families.

ADMINISTRATORS

Cliff Mitchell Cliff.Mitchell@smusd.org	Principal
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Nathan Baker nathan.Baker@smusd.org	Asst. Principal
TBD	Asst. Principal

ASB DIRECTOR

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ATHLETIC DIRECTOR

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COUNSELORS

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School Social Workers

Michelle Santiago	760-290-2708	michelle.santiago@smusd.org
Bina Gold	760-290-2790	bina.gold@smusd.org

Students: To see your counselor, please come in during walk-in hours at break, lunch and after school. Students may also email their counselor and request to be called in. Parents are encouraged to call the student's teacher whenever there is a concern about a grade in that class. For a parent appointment with a counselor, please contact that counselor directly by email or phone.

IMPORTANT DATES 2022 - 2023

Independence Day (Observed)	July 4th, 2022
First Day of School	August 16th, 2022
Labor Day	September 5th, 2022
Veteran's Day	November 11th, 2022
Thanksgiving Recess	November 21-25, 2022
Non- Student Day Gr. 6-12	Non-Student Day Gr. 6-12
Winter Recess Break	Dec. 19, 2022 - Jan 6, 2023
Martin Luther King, Jr Day	January 16, 2023
Washington's Birthday	February 17, 2023
President's Day	February 20, 2023
Spring Recess	March 27- March 31, 2023
Memorial Day	May 29, 2023
Last Day of School	June 7, 2023
Juneteenth Day	June 19, 2023

Please refer to the school website for up to date school information. <https://missionhillshigh.smusd.org/>

SAN MARCOS PROMISE



The San Marcos Promise is a scholarship and career guidance program designed to enhance the lives of students, families and the communities in North San Diego County. It offers a promise of hope and opportunity for San Marcos youth and a long-term goal of reinforcing the culture of San Marcos as a well-educated, vibrant, prosperous community for years to come. The Promise inspires students to complete high school, sharpens focus on academic achievement and provides a direct path to postsecondary educational opportunities.

The Promise is a scholarship award offered to graduates of the San Marcos Unified School District (SMUSD) who meet necessary academic benchmarks. It provides the financial assistance necessary to offset the costs associated with higher education, allowing students to achieve their career goals. As a result, students in the San Marcos Unified School District are prepared and supported to pursue a relevant education beyond high school that will allow them to achieve their career goals.

For more information on the different promise programs and requirements, visit the San Marcos Promise website: <http://thesanmarcospromise.org/>

Graduation & University Admissions Requirements

Mission Hills High School						
	Class of 2026	Class of 2025	Class of 2024	Class of 2023	University of CA	CA State University
ENGLISH	4 Years (40 credits)	4 Years (40 credits)	4 Years (40 credits)	4 Years (40 credits)	4 Years	4 Years
MATHEMATICS	3 Years Including Geometry (30 credits)	3 Years Including Geometry (30 credits)	3 Years Including Geometry (30 credits)	3 Years Including Geometry (30 credits)	3 Years Algebra 1, Geometry, & Algebra II. Four years recommended	3 Years Algebra 1, Geometry, & Algebra II. Four years recommended
HISTORY	3 Years (30 credits)	3 Years (30 credits)	3 Years (30 credits)	3 Years (30 credits)	2 Years American History & World History	2 Years American History & World History
SCIENCE	3 Years Biology, Chemistry and Physics (30 credits)	3 Years Biology, Chemistry and Physics (30 credits)	3 Years Biology, Chemistry and Physics (30 credits)	2 Years 1 yr of Life Science 1 yr of Physical Science (20 credits)	2 Years Biology, Chemistry, and/or Physics. Three years recommended.	2 Years One year of life and one year of physical science with lab. Three years recommended.
LANGUAGE OTHER THAN ENGLISH (LOTE)	2 Years* (20 credits)	2 Years* (20 credits)	2 Years* (20 credits)	2 Years* (20 credits)	2 Years Three years recommended.	2 Years Three years recommended.
VISUAL & PERFORMING ARTS (VAPA)	1 Year (10 credits)	1 Year (10 credits)	1 Year (10 credits)	1 Year (10 credits)	1 Year	1 Year
PHYSICAL EDUCATION	2 Years (20 credits)	2 Years (20 credits)	2 Years (20 credits)	2 Years (20 credits)	-----	-----
ELECTIVES **	50 credits	50 credits	50 credits	60 credits	1 Year of Approved course from any "a-g" subject area	1 Year of Approved course from any "a-g" subject area
TOTAL	230 credits				(7 must be taken in grades 11-12)	15 units
TESTING	NONE				UC campuses will not consider test scores for admission	CSU campuses will not consider test scores for admission
Minimum Grade	A grade of D is passing for Graduation.				*C or better in all "a-g" courses	*C or better in all "a-g" courses

* 10 credits of CTE may replace 1 yr or LOTE or VAPA

**Any course which exceeds specific subject area requirements counts as elective credit.

MINIMUM COLLEGE PREPARATORY REQUIREMENTS
 A-G Subject Requirements*/PACE
 California State University (CSU) – University of California (UC)
 (Meeting A-G automatically fulfills SMUSD graduation requirements)

SUBJECT	9TH	10TH	11TH	12TH
A – <u>History</u> Two years of history/social science, including one year of U.S. history or one semester of U.S. history and one semester of Civic/Government.				
B – <u>English</u> Four Years English (including CSU and UC approved ELD courses).				
C – <u>Mathematics</u> Three years math (algebra 1 and 11, geometry); four years strongly recommended				
D – <u>Laboratory Science</u> Two years laboratory science including at least two of the three core disciplines of biology, chemistry and physics. Three to four years strongly recommended.				
E – <u>Foreign Language</u> Two years of language other than English. Must be the same language; three years recommended by UC and required by many independent/private schools.				
F – <u>Visual or Performing Arts</u> One year visual and performing arts, Students must complete a single year-long course selected from the disciplines of dance, drama, theatre, music or visual arts.				
G – <u>College Preparatory Elective</u> One year elective chosen from any of the areas on the approved “A-G course list.				

College Entrance Requirements

Students planning on going directly to a four-year college or university must meet that school's entrance requirements. Those interested in private colleges or universities should contact the admissions departments of the appropriate schools early in their high school career to ensure they are taking the necessary courses. Some independent and private universities have requirements that exceed the minimum A-G requirements.

College and university information is available to our students on campus through the College and Career Center (C3). Students are invited to look through college catalogs as well as online college search programs. A wealth of information related to college selection, financial aid, scholarships, SAT / ACT tests and preparation can be found at the College and Career Center as well as on the College and Career Center website.

Entrance requirements for the UC / CSU four-year public university systems in California are outlined below. Please note that students must pass any courses taken in fulfillment of the entrance requirements with a grade of C or better. Although D grades are considered passing for purposes of graduation, they are **NOT** considered passing by the university systems.

If you have any Ds in A-G courses, please talk to your counselor about how you can remediate those grades.

A list of MHHS courses which meet UC and CSU admissions requirements may be found on the UC website <http://ucop.edu/doorways>
Click on the box titles "A - G Course Lists". Enter: San Marcos, California

UNIVERSITY OF CALIFORNIA	CALIFORNIA STATE UNIVERSITY
ENGLISH 4 Years	ENGLISH 4 Years
MATH 3 Years (Algebra 1, Geometry, Algebra 2, Four years recommended)	MATH 3 years (Algebra 1, Geometry, Algebra 2. Four years recommended)
SOCIAL SCIENCE 2 Years of History/Social Science, including one year of U.S. History or one-half year of U.S. History and one-half year of US Government, and one year of World History, Cultures and Geography.	SOCIAL SCIENCE 2 years, including one year of U.S. History or U.S. History or U.S. History and US Government and one year of other approved Social Science course
SCIENCE 2 Years laboratory science, Biology, Chemistry and Physics. (3-4 years recommended)	SCIENCE 2 years laboratory. One life science and one physical science
FOREIGN LANGUAGE 2 Years of the same language (3- 4 years recommended)	FOREIGN LANGUAGE 2 years of the same language. (3- 4 years recommended)
VISUAL & PERFORMING ARTS 1 year (dance, drama/theater, music or visual art)	VISUAL & PERFORMING ARTS 1 year (dance, drama/theatre, music, or visual art)
ELECTIVES 1 Year chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g" electives	ELECTIVES 1 Year chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g" electives.

COLLEGE ADMISSIONS and TESTING 2022

Typically students take these admissions tests in the spring of their junior year. Please visit the following websites:

SAT : www.collegeboard.org

The Khan Academy has partnered with College Board to offer free online test prep for the SAT: <https://www.khanacademy.org/>

ACT: www.act.org

For information about UC schools please visit www.universityofcalifornia.edu

For information about CSU schools please visit www.calstate.edu

Students are each provided with a **college account** through www.californiacolleges.edu. SMUSD has created a personalized account for each student.

Log on to www.californiacolleges.edu

Enter account name: (district abbreviation)(MHHS student ID#) Example: smusd123456

Enter password: student's birthday in the format MM DD YYYY

At the first log-in, students are prompted to change their password. Please write it down and keep it in a safe place.

California Colleges (CCGI) has tools for career interest surveys, career planning, college admissions data, college research, financial aid information, free test prep, exploration of college programs and majors, etc.

Please read the Mission Hills High School Counseling Department newsletter published monthly. It can be found online at www.missionhillshigh.org → Departments → Counseling → Newsletter

BEHAVIOR CODE PRINCIPLES

A behavior code is provided to each student because the students, the parents, and the staff are responsible for a safe, secure, and orderly campus. These procedures comply with San Marcos Unified School District Policy, as well as state and federal law. At Mission Hills High School we believe in a schoolwide proactive approach to positive behavior by displaying Grizzly PRIDE (**Preparation, Respect, Integrity, Diligence, and Engagement**). MHHS believes in repairing harm, restoring relationships and to treat each incident as a learning opportunity. MHHS employs a progressive discipline model and aims to be inclusive of all stakeholders. 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.

DRESS CODE

Mission Hills High School's goals for a dress code are to maintain:

1. a physically safe learning environment in classes where protective and/or supportive clothing is needed, and 2. an emotionally safe learning environment free of racist, lewd, vulgar, obscene, threatening, illegal conduct and/or offensive images that may be displayed on attire and contribute to an inappropriate, hostile or intimidating environment.

Our dress code supports equitable educational access and is written in a way that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, teachers and administrators will enforce the code in a way that does not target any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance and with the least impact on student learning and self-confidence.

Basic Principle: Clothing must be worn in a way that genitals, buttocks, breasts, and nipples are fully covered with opaque (non see through) fabric.

Students **Must** wear* while following the basic principle above:

- A **Shirt** (with fabric in the front, back, and on the sides, under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, dress pants, leggings, a dress or shorts), **AND**
- **Shoes**

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirement are permitted (for example, athletic shoes for PE or closed toe shoes for science labs)

There have been several adjustments made to our dress code as of August 11th, 2022. Below are the main items that will be strictly enforced:

- **Only Mission Hills affiliated hats, caps, beanies, and other head coverings** (other than religious items) **may be worn on campus** throughout the day.
- **Hats, caps, and other head coverings are prohibited indoors** unless permitted for religious, cultural, medical, or other reasons by school administration.
- **Undergarments** may not be worn as outer garments. See through clothing and bathing suits are prohibited.
- All **clothing, jewelry, and personal items (including backpacks and binders)** shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive (**no clothing or items with Playboy representations**) or which promotes the use of alcohol, drugs, tobacco, or other illegal activities. Attire manufactured by companies that specifically have ties to the drug industry (such as Cookies, KUSH, and WakeN'Bake) are also prohibited.
- **Clothing may not state, imply, or depict hate speech/imagery** targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- **No professional sports team attire is allowed on campus at any time.** As gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. Mission Hills collaborates with the San Diego Sheriffs to update definitions of gang-related apparel. Currently, items that are prohibited include all professional sports attire, for example, the wearing of any SD, LA, Padres, Dodgers, Raiders, or White Sox (including Jerseys and hats). [Education Code 32282 & 35183]

Consequences: The inappropriate item will be exchanged for an appropriate top or bottom until the end of the school day. In the event that an article of clothing is confiscated, the school will not be liable if the item is not reclaimed. Excessive dress code violations will be referred to the assistant principal's office and a consequence may be assigned.

COVID - 19 PROTOCOLS

The California State Legislature has made full-time, in-person instruction the priority for all schools in the state for the 2022-23 school year. In order to make this possible, the [California Department of Public Health](#) (CDPH) has revised their guidance for schools significantly, most notably by lifting all physical distancing restrictions and modifying quarantine requirements allowing all students access to full-time, in-person instruction and reducing, and in some cases eliminating, days away from in-person instruction due to quarantine.

Symptom Screening & Contact Tracing

Stay home when sick. Daily self-screening of students and staff is required prior to entering all campuses and worksites. SMUSD will continue contact tracing and close contact exposure screening as required by public health, with modified quarantine requirements. Asymptomatic students need not be excluded from school or extracurricular activities, including athletics, if they are fully vaccinated. Asymptomatic students who are not fully vaccinated need not be excluded from school if they were masked while exposed and agree to undergo twice-weekly testing for 10 days. More information to follow as CDPH updates are provided to K-12 schools.

ATTENDANCE

To clear an absence call (760) 290-2705 or (760) 290-2715. 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 to 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” allows 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) 290-2705 or (760) 290-2715 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 will not be issued 15 minutes before the end of school unless previously arranged. Parent requests for early dismissal or late arrival due to medical appointments and family emergencies will 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/approved person must check in with security and provide I.D.** Students will only be released to parents/guardians or an approved person.

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. Religious Observance

All other absences/tardies are unexcused and makeup work may not be offered. Excessive absences/truancies will result in Student Attendance Review Team (SART) meeting with Site Administration. If attendance issues continue the student will 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.

Unverified Absences:

3 or more unverified full day absences will be considered habitual truancies and parent/guardian will 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 will result in discipline ranging from Saturday School to suspension. Excessive absences/truancies will result in

Student Attendance Review Team (SART) meeting with Site Administration.. If attendance issues continue the student will 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.

Chronic Absences: State of California Education Code 60901(c)(1) instructs schools to consider a student as a “chronic absentee” whenever he/she has missed more than ten percent (10%) of the school year, for any reason, from the date the student enrolled to the present.

Consequences: 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, a parking permit, graduation ceremony, senior activities, assemblies, athletic participation, attendance to sporting events, dances (including prom), and field trips. Students may regain privileges through the serving of appropriate disciplinary assignments and/or administrative approval. Other consequences may include: Tuesday Morning/ Lunch Detention, Saturday School, SART Meeting/Parent Call

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.

Parents are notified of the truancy, a student may receive no credit for work missed or due on the day of the truancy and make-up work may not 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 will result in Student Attendance Review Team (SART) meeting with Site Administration. If attendance issues continue the student will 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. Consequences for truancy, full day or period truancy, are detention, and Saturday school.

Extended Absences:

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

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 will be charged with a tardy to their attendance record. Please note **traffic or off campus parking is not an excused tardy**; refer to the excused absence/tardy list above. Unexcused tardy after 30 minutes is considered a period truancy and may result in a Saturday School.

Consequences:

7th tardy – Detention

14th tardy – Saturday School and home communication/tardy contract

21th tardy – Parking Permit and Other Privileges Revocation (LOP)

STUDENT ID & HALL PASS

Students will use their Student VUE digital “ID Card” for many purposes on campus. Students who do not carry a cellphone may pick up a printed ID card from the Career Center. Students must show ID to be released from campus, including unscheduled period release. Students who wish to be released without an ID card will be referred to the Assistant Principal's Office. **No photocopies, pictures on cell phones or schedules will be accepted as forms of ID.** Students out of class, for any reason, during the instructional period must have a hall pass in their possession. **Students who misuse passes will be denied further pass privileges and may be referred to the Assistant Principal's Office.**

Consequences:

Penalties range from detention through suspension (within a four-year period) including loss of privileges.

ATHLETIC EVENTS & 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 will 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 will 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:

- All students must have an ID.
- Students, unless accompanied by parents, **are not allowed to bring open containers and off campus food or beverage to extracurricular events.**
- Alcohol breathalyzers will be at all events.
- Students may not leave and then return to an event.
- No loitering is allowed around the entrances or grounds of an event.
- Guests at formal dances will be required to have a guest pass. No guests under the age of 14 or over 20 years old will be allowed at Mission Hills High School dances.
- On campus dances are only open to San Marcos USD students and authorized guests.
- Students shall not participate in sexually explicit dancing. (If students persist in this behavior, they will be removed from the dance and parents will be contacted.)
- 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 will 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 extracurricular events.

BICYCLES, SKATEBOARDS, ROLLER SKATES, SCOOTERS, HEELYS

Bicycles, skateboards, scooters, Heelys, and skates are used by some students for transportation to and from school. **Once on school grounds, bicycles, skateboards, scooters, Heelys, 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 must be locked in the skateboard rack, as they will 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, Heelys, and scooters.

Consequences:

Penalties will 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 will be notified to come to school and pick them up.

ON CAMPUS PARKING AND RECKLESS DRIVING

Mission Hills High School has a limited number of parking permits available. 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. Parking stickers belong to the car that has been approved and cannot be transferred. Student vehicles may only be parked in marked parking spaces in the Student Parking Lot. Students will not be permitted to park in the **Staff/Visitor** Parking Lot until after 4:00 pm. 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 California Highway Patrol..

Consequences:

Range from warning, revocation of parking permit, to school issued citations. Students who park improperly, do not have a proper parking sticker, or ignore safe driving rules will 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, Saturday school, traffic citation, through referral to alternative school, or expulsion.

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 will 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, will result in a drop/fail and loss of credit. Penalties may range from detention, to Saturday School to suspension to expulsion. Letters of recommendation will not be written for students who have accumulated 2 or more incidents of academic dishonesty in grade 10-12.

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 will obtain an Off Campus Pass from the Attendance Office.

Students who have unscheduled classes are required to complete the Unscheduled Permission Form through the College and Career Center. **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 present their digital ID card showing *No 4th, No 5th, or No 6th Period, etc.* No photocopies, pictures on cell phones or schedules will be accepted as forms of I.D.

During school hours, students are only permitted to enter and exit the campus through the Student Union or the front gates adjacent to the Attendance 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.

As a measure of school safety, students are not allowed to have any items dropped off (i.e. classwork, school supplies, backpacks, food, athletic equipment, etc.) anywhere on campus.

Consequences:

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

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, agencies or parents will be permitted to deliver food during school hours. The food will not be accepted and it will be returned to the vendor.

Consequences:

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

COMPUTER/ INTERNET ETHICS - DIGITAL CITIZENSHIP

Refer to "Acceptable Use Contract." Digital Citizenship is extremely important and students may face discipline based on their use of text, Twitter, Facebook, SnapChat, Instagram, and any other social media pages and/or profiles that could be deemed an interruption to the educational process due to inappropriate nature and/or content. "Hacking" or interrupting/impersonating another student's account is also prohibited and subject to disciplinary actions. **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: Students will receive consequences ranging from a warning to suspension and could result in removal of Internet access for the remainder of the semester. Further infractions will result in suspension to a referral to the Governing Board for expulsion and possible law enforcement charges.

POSSESSION OF ELECTRONIC DEVICES

Cellular phones, iPads 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 will receive a referral and the device will be taken to the AP Office. Students will not be given permission to leave class in order to answer a 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 will 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 and possible law enforcement charges. **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. Students who record school staff or students without consent may receive consequences ranging from Saturday school to suspension from the class where the recording occurred.**

Consequences: Items will 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 + Offenses – Parent pick up and Saturday School discipline

PHYSICAL FORCE & INTIMIDATION

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, 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 will range from suspension to a referral to the Governing Board for expulsion. Law enforcement may also be contacted.

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 High School 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 professional sports attire will be permitted on campus, as exemplified by Items such as, SD, San Diego, LA Chargers, SD Padres, LA Dodgers, Los Angeles, Lakers, and Oakland Raiders gear, Red Sox, Pittsburgh Pirates, or W clothing, stickers or writing are permitted.

Consequences:

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

DISTRIBUTION OF PUBLICATION

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

Consequences:

Penalties will range from detention to referral to other means of correction

EXCESSIVE DISPLAYS OF AFFECTION

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

Consequences:

Penalties will range from warning and parent notification

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 will 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 will include parent notification and financial restitution.

GAMBLING

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

Consequences: Penalties will range from a referral to suspension / other means of correction.

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. Additionally, students are not permitted to be upstairs during lunch unless they are attending a staff sanctioned event.

Consequences:

Students returning from an out-of-bounds area are subject to search. Penalties will range from a referral to suspension / other means of correction.

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 the direct supervision of staff members. After school hours, only students participating in a school activity are permitted to be on campus.

Consequences:

Penalties will range from a referral to suspension / other means of correction.

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 will range from a referral to suspension / other means of correction.

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 will then meet with the student, may assign a consequence, such as detention, Saturday school, and mail a copy of the referral to the parent.

ANIMALS ON CAMPUS

No animals are allowed on campus. If the owner is unknown or cannot be contacted, the Department of Animal Control will 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 may also be 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 will 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 will be asked to empty all pockets, remove shoes, and provide 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 will be cooperative, as school officials will 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.

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 will 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.

22-23 MHHS BEHAVIOR MATRIX

Behavior	Consequence
Academic Dishonesty (i.e. Cheating / Plagiarism)	Saturday School + 0 grade on the assignment, project, or assessment <i>(No Letters of Recommendation and Drop/Fail Conversation for a Second Offense)</i>
All Day Truancy / Absences	9+ Unverified/Unexcused Absences will result in a SART Parent conference and Saturday School 12+ Unverified/Unexcused Absences will result in a District Sponsored SARB Hearing and Loss of Parking Permit 15+ Unverified/Unexcused Absences will result in a Loss of School Privileges (dances, sports, clubs, senior privileges, etc.)
Single Period Truancy (i.e. Leaving Class Early, Extended Restroom Break, Not Returning to Class)	Lunch and/or Tuesday Morning Detention <i>(Saturday School for a Second Offense)</i>
Tardies - 7+ (per Semester)	Lunch and/or Tuesday Morning Detention <i>(Consequence for missing Tuesday Morning Detention Saturday School)</i>
Tardies - 14+ (per Semester)	Saturday School & Tardy Support Meeting/Contact w/Parent
Tardies - 21+ (per Semester)	Parking Permit & Other Privileges Revocation (LOP)
Disruption / Defiance / Disrespectful Act (Classroom or School)	Lunch Detention, Tuesday Morning Detention, Saturday School / Restorative Conference / 1-2 day suspension from class and /or parent meeting based on severity. <i>(3rd Offense - Student may be dropped from the class)</i>
Littering / Leaving Trash	Campus Beautification, AP Office Lunch Detention, or Tuesday Morning Detention <i>(Saturday School for a Second Offense)</i>
Fighting / Mutual Combat (1st Offense)	1-5 Days Home Suspension + Possible Alternative Learning Center (ALC), Return to School Contract with Student/Parent, Possible SRO Referral, Possible No-Contact Agreement, Possible Restorative Conference w / other students/parents
Fighting / Mutual Combat (2nd Offense)	3-5 Days Home Suspension, Loss of Parking Permit, Possible Transfer to Alternative Setting / Expulsion, SRO Referral, Restorative Conference w/ other students/parents
Disruptive Horseplay (no injuries)	AP Office Lunch Detention, Tuesday Detention, or Saturday School
Disruptive Horseplay (injuries)	1-5 Days Home Suspension w/ Possible ALC, Return to School Contract with Student/Parent, Possible SRO Referral, Possible No-Contact Agreement, Possible Restorative Conference w / other students/parents

Paraphernalia (lighter, vape only, vape battery, etc.) - No drug or alcohol	Saturday School & Confiscation of Items
Possession of Drugs / Alcohol and/or Under the Influence (1st Offense)	1-3 Days Home Suspension w/ possible ALC, Social Worker Intervention (1-2 days removed if intervention completed w/ 1 day S on record) & Potential Loss of Other Privileges (dances, sporting events, etc.)
Possession of Drugs/ Alcohol and/or Under the Influence (2nd Offense)	3-5 Days Home Suspension w/ possible ALC, Social Worker / Addiction Group Intervention & Loss of Parking Permit / Other Privileges, Possible transfer to an alternative setting/expulsion
Vape Nicotine - Possession/Distribution/ Consumption (1st Offense)	Saturday School and Confiscation
Vape Nicotine - Possession/Distribution/ Consumption (2nd Offense)	ALC / 1-2 Day Home Suspension and Confiscation, & Loss of Parking Permit
Vaping In Class	1-2 Day Suspension / ALC from class in which the student vaped. Saturday School & Restorative meeting with the Teacher/Administrator. Confiscation & Loss of Parking
Harassment/Intimidation/ Racism (in-person/electronic)	Restorative Conference (when appropriate). Saturday School / ALC / 1-5 Days Home Suspension. Loss of Parking Permit. SRO Referral / CPS Report
Bullying (Severe or Chronic) (in-person/electronic)	No Contact Agreement & Restorative Conference (when appropriate). Saturday School / ALC / 1-5 Days Home Suspension. Loss of Parking Permit. SRO Referral / CPS Report
Unsafe Driving on Campus	Parking Permit Suspension
Recording School Staff or Students Without Consent	Restorative Conference w/ Teacher/Student that was recorded, (ALC or 1-2 Day Home Suspension for a 2nd Offense)
Dress Code Violation	1st Offense - Warning and Change of Clothes 2nd Offense - Detention & Change of Clothes 3rd Offense - Saturday School, Change of Clothes, & Parent/ Student/ Admin Conference
Graffiti / Damage to Property	Custodial Fee/Restitution, Saturday School,, Campus Beautification/Clean-Up, ALC / Home Suspension
Theft of School / Personal Property	Restitution Fee, Saturday School, ALC/Home Suspension, Restorative Conference
Terroristic Threat (School or Individual)	5 Days Home Suspension, Possible Recommendation for Expulsion, Alternative Setting
Cell Phone / Electronic Device Disruption	MHHS's policy is that all cell phones are off and out of sight during instructional time unless otherwise stated by the classroom teacher. Teachers are provided discretion on cell phone enforcement based on classroom norms. Violations may result in teacher confiscation of the student's cell phone and release to the AP Office. <i>1st Offense – Pick up after school in AP Office</i> <i>2nd Offense – Parent picks up of device after/before school in AP Office</i>

	<p><i>3rd Offense – Parent picks up and Saturday School assignment</i></p> <p><i>** Students who post or send inappropriate text messages or photos are subject to disciplinary consequences including suspension.</i></p>
Out of Assigned Area	<p>All students are to spend their 30 min Lunch on the 1st Floor (<i>unless they have been approved pre-arranged classroom time with a staff member</i>).</p> <p>Out of Assigned Area Violations:</p> <p><i>1st Offense - Tuesday Morning Detention / Lunch Detention</i></p> <p><i>2nd Offense - Saturday School</i></p>
Hallway / Bathroom / Health Office Visits	<p>Students are to have a Golden Rod pass to and from destinations on campus. One student at a time from each class to the restrooms. Students are not permitted to use the restroom during the first and last ten minutes of each class period. This time is protected for attendance and lesson start/ finish.</p>

Rev 8/6/22

DEFINITIONS

Detention (Tuesday morning/lunch) - A student may be held AP Office or classroom during lunch (30 min.) or before school (1hr)

Saturday School - Saturday School occurs once 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.

Social Worker or Counseling Intervention - either voluntary or involuntary - designed to address specific behaviors or areas of need. Students will participate in small group and/or individually tailored curriculum to support the targeted areas of need.

Behavior Contracts — Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, will be placed on a BEHAVIOR/PERFORMANCE CONTRACT. **The contract will 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), parking permits, and field trips. Students may regain privileges through the serving of appropriate disciplinary assignments and/or administrative approval.

Restorative Conference - Administration or Teachers may facilitate a restorative conference in order to provide closure or correction in an instance of harm. This conference will be organized in conjunction with administration, parents, students, and possibly other staff members impacted.

Suspensions/ Expulsions — Suspension or expulsion will 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 will 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.

Alternative Learning Center (ALC) - Supports students in academics during a suspendable offense. Students who are eligible for ALC will come to campus during regular school hours to serve their modified school day with an assigned staff member.

Administration determines whether a student is eligible to participate in the ALC Program as opposed to At-Home Suspension.

INTERVENTION OPTIONS

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 ATTENDANCE, PERSONAL/BEHAVIOR, OR CREDIT ISSUES

- 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 Instruction Services for homebound students (Counseling referral)
- Juvenile Community Court School (JCCS) (Assistant Principal Referral)

ACTIVITIES AND INTERVENTIONS TO MODIFY STUDENT BEHAVIOR OR ACADEMIC SUCCESS

- Multi-Tiered Systems of Support (meet with student, parent, teachers, counselor, administration)
- Restorative conference
- Community based counseling
- School Attendance Review Board (SARB)
- School based discipline (warning, detention, class suspension, Saturday School, Loss of Privilege and home suspension)
- Teen Recovery Center (TRC)

LIST OF SUSPENDABLE AND/OR 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 will 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 will 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. Willfully 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 3-5 days. **Additionally, students will 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 semi automatic 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 shall 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 3-5 days. If a student has committed a previous alcohol, marijuana, intoxicant, or controlled substance infraction, they may be referred to the Governing Board for expulsion.

Students who are in possession of more than an ounce of marijuana may be suspended for five days and may be referred to the Governing Board for expulsion on the first offense, and law enforcement will be contacted.

False Representation: Students who provide other persons with an item intended to represent any alcohol, intoxicant, marijuana, or controlled substance product will 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 a 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 will be responsible for returning the stolen property or for full payment. In addition, law enforcement will 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 will range from detention to referral to the Governing Board for expulsion. The student and/or parent will 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 will 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 will 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 will 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 will receive consequences ranging from Saturday school to referral to the Governing Board for expulsion. A second offense will result in a referral to the Governing Board for expulsion. In addition, law enforcement will 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 the 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 will 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 will 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 will 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 will 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

Range from detention to suspension and referral to the Governing Board for expulsion on the first offense. In addition, law enforcement will be contacted. This is mandatory expulsion [Ed. Code 48915(c)].

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 will 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/HARASSMENT

Including but not limited to bullying by electronic means.

Consequences: Detention, loss of parking permit, 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 will 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. If you feel you have been a victim of hate violence, please fill out [this form](#).

Consequences:

The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion. Additional consequences may also include education in the area of diversity and inclusion and restoration with the person harmed. 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, hate speech 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 in person and/or on social media: verbal, non-verbal, and/or physical acts. Some of these activities would include symbols that are considered to be gang, hate, racially motivated, or sexual orientation slurs. If you feel like you have been a victim of discrimination/harassment, please fill out [this form](#).

Consequences:

The consequences for harassing, threatening or intimidating behavior will range from detention through referral to the Governing Board for expulsion. Additional consequences may also include education in the area of diversity and inclusion and restoration with the person harmed. 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 willfully threatens to commit a crime which will 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 no intent of actually carrying it out.

Consequences:

The consequences for terrorist threats will range from suspension 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 (illness or injury), the student **MUST** report to the Health Office first.

- Under no circumstance should a student call/text 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 will be made in the Health Office.

Students who are absent due to medical reasons need to contact the Attendance Office. Those students who are required to miss 3-6 weeks of school must contact the school immediately to apply for Home Instruction Services as mandated by district policy.

Medication Policy

Students are not allowed to bring or carry any prescription or over-the-counter medication to school without written authorization from a physician and the "Authorization for Medication Administration" form. All authorizations must be processed through the Health Office.

If a student is required by a physician to take medication during the regular school day, the medication (prescription or over-the-counter) must be received by a school nurse, or other designated school district personnel. In order for the medication to be administered at school, the following forms must be submitted:

1. A written statement from a physician licensed in the **State of California** detailing the name of the medication, route, dosage, and time schedules by which such medication is to be taken.
2. "Authorization for Medication Administration" form completed and signed by parent/guardian.

SOCIAL-EMOTIONAL SUPPORT

Students' mental health and physical safety are always our top priority. Student's mental health and physical safety are always our top priority. High school can be a challenging time, filled with ups and downs and a wide range of emotions. As a school community, the expectation is for all Grizzlys to show their PRIDE by supporting each other and our own emotional health. If you are concerned or have questions about yourself or a peer, talk to a trusted adult (parent/guardian, teacher, coach, assistant principal, counselor and/or school social worker). Grizzly Staff are available in the counseling department to assist students with resources and to discuss social and emotional challenges that are impacting academics. Students and families can also contact the Access and Crisis Line at 888-724-7240, the Suicide Prevention Hotline 800-723-8255, or the Crisis Text Line 741741.

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

If a student is injured and requires modification of curriculum to fulfill their physical education requirement, the family and their doctor is responsible for communicating these modifications via the SMUSD PE Medical Modification for Injury or Illness Form. This form is to be submitted to the MHHS Health Office.

A doctor's note is not sufficient for the excusal from and/or modification of PE. Until MHHS receives the modification form, students will lose participation points.

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, A Day with a Grizzly (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. Tutoring is available in the Library from 3:00 p.m. to 6:00 p.m. 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.

Library computers are available for school related use. 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 daily from 8:15 a.m. - 1:00 p.m. Students may check out textbooks and novels during class time with a pass from their teacher in the Library.

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 will 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 will be made so you will 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 will 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 // \$3.00
- ✓ Damaged Pages // \$3.00 - \$5.00
(Includes writing, liquid or other damage)
- ✓ Cover Damage // \$3.00 - \$5.00

If you have any questions regarding your account, please come to the library textbook office or call the numbers 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
Textbook Office	(760) 290-2733

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.

Cosmetic Damage to Chromebook Charges*	
Chromebook Broken/Crack Screen	Fixed at \$37.00
Chromebook Cover Damage	Fixed at \$15.00
Chromebook Hinge Cover Missing	Fixed at \$20.00
Chromebook Keyboard Damaged	Fixed at \$37.00
Chromebook Liquid Damage	Fixed at \$290.00
Chromebook Lost/NotReturned	Fixed at \$290.00
Chromebook Missing Keys	Fixed at \$37.00
Chromebook Missing/LostAdapter	Fixed at \$25.00
Chromebook-Destroyed/Vandalism	Fixed at \$290
*revised July 2022	

FINANCE OFFICE

The Finance Office is open for business before school, during break, during lunch, and after school until 3:15 p.m.. It is closed during passing and class time. If you are unscheduled, you may make purchases during the first 15 minutes of the period. You must present your digital or physical student ID card for all transactions.

ASB STICKERS

Students must carry their digital or physical student ID 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 Career Center 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. Replacement ASB stickers can be issued for a \$20.00 fee.

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 will 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. Priority will be given first to Seniors, and then Juniors. To obtain a parking permit students must upload all necessary paperwork, including driver license, valid registration and valid proof of insurance via the online parking application link posted on the school website. 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 will be issued per student.** Parking stickers belong to the car that has been approved and cannot be transferred. **Lost, damaged or stolen permits will result in a mandatory 30-day waiting period before a new permit will 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 will result in penalties ranging from detention to a suspension.**

For information about parking permits:

<https://missionhillshigh.smusd.org/cms/One.aspx?portalId=160741&pageId=42270349>

EXTRA-CURRICULAR PARTICIPATION

To be eligible for participation in extra-curricular and co-curricular activities, all students in performing groups, including but not limited to, band, chorus, jazz ensemble, drama, athletics, cheerleading, and student government must meet the following academic requirements:

1. During each grading period, students must attain an **unweighted** 2.0 grade point average in all enrolled courses on a 4.0 scale, and pass at least 20 credits.
2. Accounting of eligibility will be determined by grades distributed at 6 weeks, 12 weeks, and semester grades.
3. All CIF eligibility rules apply. Any transfer students must see the Athletic Director prior to Athletic participation.
4. For the purpose of determining grade point average, all incompletes shall be computed as F's until the incomplete is changed to a letter grade. At that point, the grade point average will be recalculated using the grade(s) earned.
5. Students who are absent from school all day will not be allowed to practice after school.
6. Students must attend at least four hours of class to be able to participate in practice or a contest on the same day.
7. All students must follow the provisions of the Grizzly Athletic/Extracurricular Pledge. Violations will be dealt with through our MHHS Behavior Code.

Extra-curricular activities are those programs that have all the following characteristics:

- ❖ The program is supervised or financed by the District
- ❖ Students participating in the program represent the District
- ❖ Students exercise some degree of freedom in either the selection, planning or control of the program
- ❖ The program includes both preparation for performance and performance before an audience or spectators.

Extra-curricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. Administration reserves the right to revoke any extra-curricular or co-curricular privileges connected with Mission Hills High for disciplinary reasons.

DANCE REGULATIONS

Several dances are scheduled throughout the year. A current digital or physical student ID card must be presented for admission to dances. Guest passes will be available only for Homecoming and Prom from the Student Union or school website. To obtain a Guest pass, an administrator must grant approval. No guest will be allowed under the age of 14 or over the age of 20. A guest pass request must be completed and returned to the Assistant Principal's Office at least three school days prior to the dance. The student will be notified if the Guest pass is **not** approved. To purchase dance tickets students must have their digital or physical 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 will not be allowed to return, and will be expected to leave the premises.

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 Future Center or call **760-290-2755** 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.

For information about work permits:

<https://missionhillshigh.smusd.org/cms/one.aspx?portalId=160741&pageId=27493854>

AVID: Advancement Via Individual Determination

AVID's mission is to close the achievement gap by preparing all students for college

readiness and success in a global society. Students take an elective class called AVID for freshmen students, AVID II for 10th and 11th grade students, and AVID Senior Seminar for seniors. In the AVID elective, students work on rigorous curriculum to help them prepare for university work and are encouraged to take increasingly challenging coursework to help them be successful at a four-year university.

Students also learn study and organizational skills, time management, and Cornell note-taking techniques. They also participate in twice weekly tutorials which support their academic course work. Students are strongly encouraged to take an active part in extracurricular activities, community service, and athletics. Seniors apply to several four-year universities and search for and apply diligently for many scholarships. Students who stay in the AVID program throughout high school have higher GPAs, are more prepared for university work, and are accepted to universities at twice the rate of non-AVID students. Inquiries about the AVID program should be made to Jamie Yorba, AVID Coordinator. Contact Ms. Jamie Yorba at jamie.yorba@smusd.org

PROGRAMS FOR ENGLISH LEARNERS

All identified English Learners (ELs), those newly arrived to schooling in the United States and Long Term English Learners, receive support through the English Learner Program. The EL Program Coordinator works closely with the student's School Counselor to design a course of study appropriate to the student's language level. The classes for English Learners at Mission Hills High School are designed to develop the basic and academic language skills of those students whose first language is not English. The staff is experienced and trained with California English Language Development (ELD) standards, as well as Specifically Designed Academic Instruction in English (SDAIE) strategies.

The program's goal is for students to learn English and meet the appropriate academic achievement standards for grade promotion and graduation. This includes earning 230 credits in various subject matter categories. Each year, EL students are evaluated on the English Language Proficiency Assessments for California (ELPAC) to measure growth in listening, speaking, reading, and writing in English.

Students will also participate in all state exams, including the California Assessment of Student Performance and Progress (CAASPP) in grade 11. In addition, English learners will also take all district common assessments. Inquiries about the EL Program should be made to Tina Hernandez. (tina.hernandez@smusd.org)

TWIN OAKS/FOOTHILLS HIGH SCHOOL TRANSFER POLICY

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

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

OPTIONS BASED EMERGENCY PROCEDURES

If it is determined that a lockdown or a secure campus is necessary, the administrative office will activate the following announcement and students will lockdown as recommended:

Staff and Students -This is a Lockdown!
Lock and Secure Your Doors and Windows

Before School

Students will safely move towards the closest available open room or move to a safe location.

During Class

Students will lockdown in the classroom where they are located. If students are not within a classroom, they are to proceed towards the safest location.

During Break

Students will safely move towards the closest available classroom or proceed to a secure location away from danger.

During Lunch

Students will safely move towards the closest available classroom or proceed to a secure location away from danger.

During PE

Students should safely move towards the gym if they are within eyesight of the locker room doors. If students are at the playing fields, they should evacuate to the furthest point of the playing fields away from danger.