

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

Academic Year

The Academic Year begins on August 29, 2018 and ends on June 14, 2019. Students are required to attend school regularly during the entire Academic Year, until the last day of school. Please refer to the MHS Calendar for Academic Breaks and other days off. Unless otherwise notified by MHS administration, there is no daycare during Academic Breaks.

Please note that academic instruction may end before the School Year ends. Students are required to attend school until the last day of the School Year, even if academic instruction ends earlier.

Enrollment

A student is enrolled at MHS when **ALL** of the conditions below have been met:

- a. a completed registration form has been submitted
- b. the Annual Registration Fee (see "Fees" section) has been paid
- c. student has participated in a shadow day (Jr.K-5)
- d. parent has completed the Parent Survey
- e. enrollment of the student has been approved by the MHMS Administration

Fees

1. Annual Registration Fee:

A non-refundable registration fee is due as follows:

a. New students:

A registration fee is due and payable at the time of registration. Specific dates and the amount of the registration fee will be announced by MHS Administration.

b. Returning students:

Currently enrolled students must pay an *annual registration fee* when the student is registered for the following school year. Specific dates and the amount of the registration fee will be announced by MHS Administration. The annual registration fee will hold a student's spot until the first tuition due date. If tuition is NOT received by the first tuition due date, the student's spot may no longer be available.

2. Annual Supply/Technology Fee:

For each student registered at MHS, a non-refundable annual supply/technology fee is due with the first tuition payment (see tuition fee schedule).

Tuition

The amount of tuition for each School Year will be announced prior to commencement of the School Year. Payment is due on the 1st of each month, and is considered late if paid after the 5th of the month. If the 5th of the month falls on a weekend or holiday, the tuition fee is due **before the weekend or holiday.**

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

Note about Tuition Payments:

MHS does not send monthly invoices. It is the parent/guardian's responsibility to stay current with the tuition payments as stated in the tuition fee schedule. If there is a discrepancy in tuition payments, the parent/ guardian is responsible for providing the proof of payment.

1. Late payment of tuition:

Tuition will be considered "late" after the 5th of each month. If the 5th of the month falls on a weekend or holiday, the tuition fee is due **before** the weekend or holiday. A late payment penalty must be paid (per child) along with the "late" tuition for that month (see tuition fee schedule).

3. ACH (Automated Clearing House)

Automated Clearing House or ACH is mandatory for all tuition payments unless the tuition payment is made in CASH or has already been paid in full. In the event that the bank account tied to the tuition payment lacks the funds to meet the tuition payment, an insufficient funds' fee will be charged by the bank. If the tuition payment is late, there will also be a late payment fee (see tuition fee schedule). For any other payment (snack, book, MHMS attire, etc.), **no check amount less than \$20 will be accepted**. A bank fee will be charged for each check returned by the bank for any reason. This fee must be paid by the parent/guardian immediately upon notice from the MHS Administration.

4. Failure to pay tuition:

Note about Withholding of Records:

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or any other fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, report cards, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees, in accordance with school policy.

Pending payment to MHS of unpaid tuition and fees, students may be suspended, standardized test results may be withheld, final report cards will be withheld, yearbooks will be withheld, and graduating students will not be permitted to participate in graduation exercises. Failure to pay tuition on time 3 months in a row will result in expulsion of a student without notice.

4. Prorated tuition/Tuition credits:

Tuition for the School Year **will not** be prorated or credited, in whole or in part, for **vacation**, sickness, or any other absences. For example, if a student does not attend school for the last two weeks of the School Year because the family wishes to begin its summer vacation early, parents are still required to pay for the full month.

5. Early Withdrawal:

A 30-day written notice is required for early withdrawal and the refunded amount will be prorated based on the current annual tuition. In case of a mid-month withdrawal date, tuition is **not** refunded or prorated for the remainder of the month. Failure to provide a 30-day notice will result in a charge of the monthly tuition fee. In the event that a student is expelled, the monthly tuition fee will not be refunded or prorated.

Once enrolled, the first tuition payment (due Aug. 1st) is **non-refundable** unless a 30-day written notice for early withdrawal is received. Withdrawal must be received **no later than July 1st**.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

6. Request for Receipts:

All requests for tuition/daycare receipts and other financial documents must be requested through the website, www.mhmschool.org, under the tab "FORMS." These requests must be for the current school year. **NO** receipts will be provided during the holidays (Thanksgiving, Winter, and Spring). **Please allow at least seven working days for the process to be completed.**

Lunch Accounts

Lunches at MHS are catered through a third-party. Participation in the MHS Lunch Program is optional. If a student is participating in the lunch program, it is the parent's responsibility to choose and place lunch orders in a timely manner from the catering company's website and to make the payments directly to the catering company.

Participation in the MHS Snack Program is optional. If a parent chooses to participate in the MHS Snack Program, it is the parent's responsibility to make sure that the student's account has sufficient balance. All snack payments must be turned into the payment box (not to the classroom teacher or morning supervisors). Minimum payment must be \$20, or in the case of a negative balance, the payment must be a minimum of \$20 in *addition* to the negative balance. If a parent chooses to participate in the MHS Snack Program, it is the parent's responsibility to make sure that the student's account has sufficient balance. Accounts that remain negative for three weeks or longer will incur a \$25 fee. It is highly recommended that payments be made by check.

Please note that it is the parent's responsibility to communicate to the child how often he/she is allowed to use his/her snack account for snacks and the quantity allowed. MHS claims *no responsibility* for the misuse of a snack account by the child. In the event that a child forgets his/her *snacks* at home, MHS will provide a healthy snack to the child and bill the parent/guardian.

Additional Fees

There will be a fee for providing

- any *additional* copies of school-related paperwork such as report cards, permission slips, etc.
- additional school planners (grades 3 and up)
- replacement of lost or damaged textbooks, workbooks, library books, etc.
- clothing due to soiled garments

For more information on these fees, please contact an MHS Administrative Staff.

Attendance and Pick-up

1. Regular attendance is required

The law requires that students attend school regularly. **Students must be at school on time (8:30AM), at the beginning of each School Day.** Unless early pick-up is arranged by a parent/guardian or a student becomes ill during the day, **a student will not be allowed to leave school before the end of the School Day. Please note that MHS is a closed campus. All students must remain on campus until picked up by a parent/guardian at the time school is dismissed.**

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

2. School Hours/Late Arrival

a. School Day:

The School Day is from 8:30 am to 3:00 pm.

For Jr. Kindergarten students only, parents must check-in daily upon arrival at school.

For K-5th grade students, **check-in** is **not** required.

b. TARDINESS:

Any student in grades K-5 that arrives at school after 8:30AM will be considered tardy. Tardy students must check in at the front desk to get a pass to enter class. Regardless of the reason, students who arrive late to class cause a disruption and interfere with the learning environment for all students.

California law excuses tardiness for illness and medical appointments; tardiness due to traffic, rain, car difficulties, passport appointments, or any other circumstance is not excused. A tardy that occurs from a medical appointment is considered excused only if accompanied by a medical note.

If a student is repeatedly tardy or more than 30 minutes late to class, it will affect a student's grades.

A student that has seven unexcused tardies in a given trimester will be deemed to have a one-day unexcused absence.

3. Pick-up & Visitors

a. Early Pick-Up:

If a student must be picked up early, the parent must report to the main office. A parent may not pick a student up from his or her classroom and/or playground for early pick-up.

b. Pick-up:

After 3:00PM, students will not be permitted outside of the school premises without a parent/guardian and will be required to be in a designated area (e.g., study hall, playground, etc.).

Check-out is mandatory for all students at the time of pick-up. Check-out station is located in the Multi-Purpose Room (MPR).

Note that MHS is a closed campus. Students may not leave the campus at lunchtime.

In the event that school must be dismissed early due to unforeseen circumstances (i.e. power outage), check-out is mandatory for all students at the time that parents were asked to pick-up their children. Students that have not been 'checked-out' will be charged a \$25 late fee.

(Parents that do not pick-up their child by the set time will also be charged an additional \$1.00 per minute.)

During the school day, all school gates are locked. All visitors must ring the bell, then check in at the main office. **Visitors** may not enter the campus without receiving a visitor's badge.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

4. Excused Absences

Please note that the school must be notified **daily** at attendanceCV@mhmschool.org for every day that the student is absent. An excused absence will still show on the report card as an absence, but will allow the student to make-up the missed schoolwork in the allotted time.

- a. Illness: Our health policies require that children with a fever need to be fever-free for at least 24 hours before returning to school. Please keep your children home if they have the following symptoms:

- fever of 99.6 degrees or higher
- vomiting, diarrhea, severe abdominal pain
- a cold, a sore throat, or a persistent cough
- nasal congestion or runny nose not associated with allergies
- any undiagnosed rash
- red or swollen eyes (i.e. pink eye, conjunctivitis)
- students found with live lice will be sent home and may return to school upon satisfactory treatment.

- i. Fewer than 3 consecutive days: If a student is absent, a parent **must daily** notify the main office (email attendanceCV@mhmschool.org) **before** 9:30AM. Please note that the main office must be notified for each day that your child is absent.
- ii. 3 or more consecutive days: If a student is absent for 3 or more consecutive days, a doctor's note must be submitted to the front desk upon the student's return to school in order for the absence to be excused.

- b. Bereavement/Funeral Services:

A student's absence will be excused for the purpose of attending the funeral services of a member of his or her immediate family (defined as grandparents, parents, siblings, or any other relative living in the student's household), so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

- c. Planned absences (vacations):

If a student is going away for more than two days, a parent must complete a Planned Absence Form **at least one week in advance**, indicating the duration and reason of the absence in order for the absence to be excused. Planned absences may not exceed 2 weeks. Failure to complete the form one week in advance or absences longer than 2 weeks will result in an unexcused absence; the student will receive no work from the teacher, and the student's grade will be affected. Please see the Planned Absence Form for details regarding missed schoolwork.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

5. Unexcused Absences

a. When an absence is unexcused/number of unexcused absences:

An absence is unexcused if:	Number of unexcused absences
a student is absent for one day (or more), and a parent fails to notify the front desk	1 (or more)
a student is tardy seven days in a trimester	1
a student returns to school after being absent for 3 or more consecutive days and fails to submit a doctor's note upon the student's return	Equal to the number of actual School Days a student has been absent
a student fails to attend school until the last day of the School Year (after academic instruction ends)	Equal to the number of actual School Days a student fails to attend school

b. Consequences: a student with an unexcused absence will not be permitted to make up any tests or missed work and will therefore lose credit. Repeated unexcused absences will affect the student's grade.

Curriculum/Classes

The classes and instructional subjects are largely mandated by the State of California.

Each student is required to take **ALL** classes that are part of the curriculum for the student's grade. Any exceptions must be approved by the MHS Administration and the School Counselor.

Physical Education (P.E.)

Mandatory participation

Participation in physical education (P.E.) is mandatory for all students. Students must both attend P.E. classes and participate. Participation from P.E. activity will only be excused if the student gets sick during the school day or provides medical excuse. Parent may excuse child from participation in P.E. activity with a written note *for only one day*.

Academic Monitoring and Progress

1. Monitoring Student Progress:

Following a child's progress is a parental responsibility.

3rd - 5th: please check your child's file (located in MPR) class bulletin, **and** planner on a **daily** basis **and** read all emails and newsletters from the school.

Jr.K - 2nd: please check your child's file (located in MPR) **and** class bulletin on a **daily** basis **and** read all emails and newsletters from the school.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

2. Supplies:

When a student runs out of supplies, parents will be notified by their child's teacher. Supplies must be replenished promptly by the parents; extra supplies are NOT available from the teacher.

3. Parent-Teacher Conferences:

Mandatory Parent-Teacher conferences will be held once per Academic Year, at the end of the 1st trimester.

If another conference with the teacher is desired, an appointment must be made at least one week in advance.

4. Request for Academic Paperwork:

For each trimester of the school year, a report card is issued for each student in grades K-5. Additional copies of the report card may be requested for \$2.00 each.

Because the MHS report cards issued throughout the academic year provide detailed information on the students' academic and social performance at school, no teacher evaluations and letters of recommendation will be provided for students in grades Jr.K-5 that are transferring to another school within a 50 mile radius of MHS.

Any other requests for teacher evaluations, letters of recommendation, and other paperwork for students must be submitted directly to the front desk—*do not* submit these directly to the teacher. Teacher evaluations and letters of recommendation will be mailed directly to the school(s) requesting these forms. **Please allow at least seven working days for the process to be completed.**

5. Advancement/Retention:

At the end of the current Academic Year, whether a student will advance to the next grade or be retained in the same grade for the following Academic Year will be determined by the MHS Director and the School Counselor.

Parents will be given the opportunity to provide their input during the determination process. However, the ultimate determination of whether or not a student advances will **not** be that of the parent.

Homework, Tests, and Grades

These policies are general policies. In addition to these policies, students will be expected to comply with the rules established by their teacher(s).

1. Acknowledging homework assignments/projects is the student's responsibility.

Students in grades 3-5 must bring their planners to class daily. It is the responsibility of each student in grades 3-5 to write the homework assignments/projects in his/her planner daily.

2. Homework must be turned in on the date it is due.

On the due date of an assignment or project, it is the student's responsibility to submit all his/her work to the teacher. Homework that is not submitted on the due date will be considered late and the student's grade will be affected.

3. Homework must be done neatly.

Messy homework (illegible, stained, ripped) will affect a student's grade. The student will be given the opportunity to redo the homework for the following day, but will not receive full credit.

4. Skipping big projects is not permitted, and doing so will result in an "incomplete" on the report card.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

Students may not skip big projects for any teacher! Skipping such a project will lead to an incomplete on the report card in that subject.

5. Year-end average grade of 1 or below in any subject is cause for a student to repeat a subject.

A student who receives a grade of 1 or below average for the year in any subject will be required to attend a summer program or repeat the same level of that subject the following academic year.

6. Zero tolerance for cheating and plagiarism.

Cheating and plagiarism will not be tolerated and will result in the student receiving a zero. Parents will be notified. However, the student will still be required to redo the assignment/project in order not to get an "incomplete". A second time of cheating and/or plagiarism by a student will lead to suspension of the student.

7. Make-up tests.

Any student who has an *excused* absence for an illness or an emergency will either be given the opportunity to make up a test upon returning to school or be assigned make up work in place of the test. If a student is absent for other reasons such as a 'planned absence', he/she will **not** be making up a scheduled test, but may be given other work to complete, **due upon the day of return.**

8. No end-of-the-trimester extra credit work

Teachers may assign extra credit questions on individual assignments or tests at their own discretion. However, **no extra credit work will be assigned** in any class during the last 2 weeks of a trimester.

Use of Technology & Electronic Devices

1. Use of personal electronic devices is not allowed.

Students may not use personal cellular telephones and other personal electronic devices (including iPods, iPads, smart watches, other communication devices, or handheld gaming devices) while they are on the school premises. All such devices must be handed to the front desk at the beginning of the school day. Devices may be picked up when the student is leaving. If a student brings such a device for a class project, he/she must still hand the device to the front desk and pick it up only for the duration of that class. Any electronic devices that are not turned in at the beginning of the day will be confiscated and will only be released to a parent from an administrator.

Students who need to contact their parents between 7:30am-6:30pm must ask to use the phone in the main office. Students will not be permitted to use the phone in the main office unless it is an emergency, or at the discretion of the MHS Administration or Staff.

2. MHS is not liable for theft, loss of, or damage to electronic devices.

Students bring electronic devices to MHS at their own risk. MHS is not responsible for any lost, stolen, or damaged devices.

3. Computer and Internet Access

- a. Access to the Computers:

Students may not have access to the school computers without supervision.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

b. Internet Use and Abuse:

Students may not access the Internet via MHS computers without a teacher's permission.

Students are not permitted to access (or attempt to access) websites deemed inappropriate by MHS. Doing so will be considered an abuse of Internet usage by the student.

Consequences for abuse of Internet usage are as follows:

- 1st time: student will be given a verbal warning and parent will be notified.
- 2nd time: student will be barred from the use of school computers for 7 calendar days and parent will be notified. This means that a student will not be permitted to use MHS computers for any reason, including homework.
- 3rd time: student will be barred from the use of school computers for 60 calendar days and parent will be notified. This means that a student will not be permitted to use MHS computers for any reason, including homework.

4. Internet and Social Media Use Off Campus or Outside Class Time

MHS is not responsible for a student's use of the Internet or any forms of social media (e.g. text messaging, Instagram, Snapchat, Facebook, email, etc.) when:

- students are off the school grounds;
- students are outside of class on school grounds; or
- students are in class on school grounds, using the Internet or social media without permission by a teacher, MHS staff or administration (e.g., during class time for a non-class purpose).

Conduct - Parents

A parent has tremendous impact and influence in shaping a child's academic performance and behavioral conduct. MHS expects all parents and guardians at our school to model appropriate behavior and to be good examples to our school community.

Parents must exhibit appropriate behavior towards students, MHS staff and administrators, and other parents at all times. Parents may not speak to or question any student, staff member, MHS administrator, or other parents in a threatening or intimidating manner. Parents must not use physical violence or apply corporal punishment to any MHS staff member, administrator, or student, including their own child(ren), while on school grounds. Parents are not allowed on school grounds while under the influence of drugs or alcohol, or when emotionally out of control.

Parents must comply with instructions or directives from MHS staff and administrators while present on the school campus. Failure to do so will lead to a warning from the MHS Administration.

Violation of this section may result in immediate expulsion of your child. At the discretion of MHS staff and/or administrators, other legal measures may be taken as deemed appropriate.

1. General Parent Policies

In general, parents shall:

- a. Arrive to school and pick their child(ren) up from school on time, every day.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

- b. Be respectful to the staff, students, and other members of the school community at all times, in words and in behavior.
- c. Refrain from holding conversations with the teachers and entering the classrooms during the academic school day (8:20am-3:10pm) to talk to the teacher. Please make an appointment in the main office or by emailing the teacher directly to schedule a conference time with the teacher.
- d. Refrain from holding conversations with the aides while the aides have the responsibility of supervising children (this is for each child's safety).
- e. Refrain from gossiping, using profanity, and using inappropriate language on campus (including the parking lots and sidewalks around school), on field trips, and during school events.
- f. Refrain from posting disrespectful or inappropriate comments about MHS, the staff, students, or other parents on any form of social media.
- g. Follow MHS protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner.
- h. Hold their child(ren) responsible and accountable for following all school rules and policies, respecting school property, completing all homework assignments, and coming to school every day on time.
- i. Read **all** communications from MHS teachers and administrators and respond to all such communications promptly and appropriately.

2. Student Files

Parents must check the files of their student(s) on a daily basis. These are located in the Multi-Purpose Room. Under no circumstances are parents permitted to check the files of any other student.

3. Lunches/Snacks

Parents must ensure that their child(ren) have enough healthy snacks and lunch for the duration of their stay at school. **Please note that students may not have gum, energy drinks, or sodas at school.**

MHS provides food warm-up services for student lunches. Warm-ups are microwaveable foods that can be heated up in under a minute. These must be sent in microwaveable containers (non-glass, non-metal). Warm-ups are not food items that require cooking, mixing, boiling water, transferring of dishes, or a heating time longer than a minute.

If a student forgets lunch utensils (fork, spoon, etc.), MHS will provide these for a \$1.00 charge.

In the event that a child forgets his/her lunch at home, MHS will serve that day's school lunch to the child and bill the parent/guardian.

4. Complaints or Concerns

MHS takes parent and student complaints and concerns seriously. In order to address complaints and concerns, parents should use the following procedure:

- If the complaint or concern is about school work (homework, grading, test, quiz, etc.), present your complaint or concern either in person or by email to the teacher teaching the school work. If the issue is not resolved, present your complaint or concern either in person or by email to an administrator. The administrator will respond to your complaint or concern.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

- If the complaint or concern is about a teacher, present your complaint or concern either in person or by email to an administrator. (If you are not certain about which administrator to communicate with, contact the main office, *briefly* explain the problem or concern, and you will be provided with an appropriate administrator's email address or the procedure to make an appointment with an appropriate administrator.) The administrator will either direct you to communicate directly with the teacher, or the administrator will respond to your complaint or concern.
- If the complaint or concern is about a staff member other than a teacher, present your complaint or concern either in person or by email to an administrator. (If you are not certain about which administrator to communicate with, contact the main office, *briefly* explain the problem or concern, and you will be provided with an appropriate administrator's email address or the procedure to make an appointment with an appropriate administrator.) The administrator will either direct you to communicate directly with the staff member, or the administrator will respond to your complaint or concern.
- If the complaint or concern is about a member of MHS administration, contact the front desk and ask to speak with an administrator other than the one that is the subject of the complaint or concern. Present your complaint or concern either in person or by email to the administrator. The administrator will respond to your complaint or concern.
- After following the above, if your complaint or concern remains unresolved, you may request a meeting by the full administrative staff, who will review all materials generated during the prior resolution attempts. You will be provided with a written decision within a reasonable time (as determined by MHS Administration).

5. Student Conduct Off Campus

Unless on any school related field trip/activity/camp, MHS is **not** responsible for the conduct or behavior of students at any time when students are not on the MHS campus.

NO TEACHER REQUESTS

Each summer, the MHS Administration and School Counselor spend a long time carefully planning the class rosters assigned to each teacher. Many details are taken into account such as boy/girl ratio, the ratio of new MHS students to those that have been attending MHS, the personality of the individual students, and the feedback from the previous teachers. Because it is the strong belief of the MHS Administration that the class rosters should be designed with the best interest of the entire student body in mind, individual teacher requests of parents will not be taken into consideration in planning the class rosters. No exceptions will be made. Once the school year starts, a student's classroom assignment will not be changed.

Parents will be notified of their child's classroom assignment at the time of the supply drop-off.

Dress Code

Students must come to school looking clean and dressed respectably and in school-appropriate clothing. This means:

- clean and well-kempt hair.
- no dirty clothes.
- no saggy pants/ no tight pants/ no pajamas (unless for Pajama Day at school).
- no spaghetti straps/no tank tops/ no low cut shirts or shirts that show the stomach or midriff.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

- no mini skirts or “short shorts” (a skirt is too short if it is not longer than the student’s fingers as they lay flat along the outer thigh with arms extended straight down from the shoulders).
- skirts or dresses must be worn with leggings/bike shorts/ opaque tights underneath. Tights must not be ripped.
- no hats or hoodies in the classroom. Hats will be confiscated and taken to the main office.
- no tasteless or offensive clothing or accessories.
- no gang-related clothing/ no clothing containing weapon graphics/ no trench coats.
- no make-up or hair dye (unless for a special occasion such as performances, crazy hair day, etc.).
- appropriate shoes must be worn at all times, including during P.E. classes/activities. Flip-flops, open-toed shoes, and high heels should not be worn to school. Absolutely no roller skate tennis shoes.

If a student violates the Dress Code, his or her parents will be contacted. Before a student is permitted to attend class, the parent will be required to either pick the student up from school (resulting in an unexcused absence) or to bring appropriate clothing to school (for the child to change into).

Conduct – Students

These rules and policies are general. Students will also be expected to comply with the rules and policies established by their teacher(s).

1. Students must be prepared for class each day.

Students must come to class on time and prepared (with a pencil, eraser, notebook, book, and other materials required by the teacher). Failure to do so will lead to a loss of credit in that class. Once class has started, students will not be allowed to leave for materials.

2. Students must clean up after themselves.

Students are required to clean up after themselves - including lunchtime! Failure to do so will result in the student being assigned to clean-up duty during recess.

3. Students may not share their snacks or lunches with others.

Due to food allergies, dietary restrictions, and religious reasons, students are not allowed to share their snacks or lunches with other students.

4. If you break it, you pay for it!

A student who breaks, vandalizes, or destroys school property or the property of others deliberately will have to pay for all repairs/replacement.

In the event that a child places a belonging in a common area and the item is damaged, the MHS Administration reserves the right to make a fair decision on who will be the responsible party for the repairs/replacement of the item.

5. If it isn't yours, don't touch it or use it!

Students have absolutely *no right to access*:

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

- any staff member's personal belongings without that staff member's permission
- another student's supplies, lockers, backpacks, lunch bags, or other belongings without permission from that student

Any student caught searching through, using or stealing someone else's belongings will be sent to the office, parents will be notified, and the student may be suspended (see guidelines P.13-14).

6. Stay in designated areas during recess and lunch.

Each student must stay in supervised areas during recess and lunch. Refusal or failure to do so will cause that student to be sent to the main office and lose the next recess.

As to this section only, the consequences are:

- 1st time: lunchtime detention
- 2nd time: after-school detention and parents are notified
- 3rd time: suspension

7. Unacceptable behavior:

The following rules include examples of the types of behavior unacceptable at school and during school-related activities such as field trips. Other inappropriate behaviors will also lead to consequences, **even if not specifically listed**. It is important that all students read this section carefully and have a clear understanding of the rules and possible consequences.

Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. **STUDENTS WILL BE HELD ACCOUNTABLE FOR THEIR CONDUCT DURING SCHOOL HOURS AND AT ANY SCHOOL-SPONSORED EVENTS.**

Any student engaging in any of the behaviors described in this section will be sent to the main office immediately. MHS administration will use its discretion in determining the consequence for action, based on the degree of severity and/or previous patterns of behavior of the student. Appropriate consequences may include loss of a field trip privilege, suspension, or expulsion.

a. Bullying

What Is the Definition of Bullying?

Bullying happens when someone hurts or scares another person on purpose. Usually, bullying happens on a consistent basis. Here are a few examples of what **MUST NOT** happen at school -

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others. Verbal, nonverbal, visual, written or physical victimization, including hazing, that have the purpose or effect of causing injury, discomfort, fear, or suffering to another student.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to another student.
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to that student.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Demeaning comments or remarks regarding a student's academic status, ability or achievement that have the purpose or effect of causing injury, discomfort, fear, or suffering

Bullying also can happen online or electronically. Cyber bullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending mean or hurtful text, email, or instant messages or inappropriate cell phone messages
- Posting nasty pictures or messages about others in blogs or on Web sites
- Using someone else's user name to spread rumors or lies about someone

Bullying will not be tolerated at MHS. If you see it happening, report it to any staff member immediately.

b. Harmful or Unwanted Physical Contact

Students may not intentionally hurt or injure any other person, threaten or attempt to do so.

Students are not permitted to touch any other person in any manner that is inappropriate or offensive.

Any student who violates this policy by coming into physical contact with any other person will be subject to discipline.

c. Disruptive behavior

Any behavior that disrupts teaching or learning is not permitted. Such behavior includes:

- excessive talking or playing in the classroom
- food or drink in undesignated areas
- spreading rumors
- making obscene or vulgar gestures
- disrespectful behavior

MHS teachers, counselor, and administrators will use their discretion in determining whether students are in violation of this section.

Discipline, Suspension and Expulsion

At the discretion of MHS administrators and teachers, a student's violations of the Student Conduct rules will be enforced as follows:

1. For engaging in Disruptive Behavior, Displays of Affection, Unauthorized Use or Touching of Student Property, Failing to Clean Up

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

- 1st time:
 - ✓ student will be sent to the main office
 - ✓ parent will be notified
- 2nd time:
 - ✓ student will be sent to main office
 - ✓ parent will be notified
 - ✓ detention
- 3rd time:
 - ✓ student will be sent to the main office
 - ✓ parent will be notified
 - ✓ student may lose a field trip privilege
 - ✓ suspension or expulsion

2. For Bullying, Stealing, or Harmful/Unwanted Physical Contact:

- 1st time:
 - ✓ student will be sent to the main office
 - ✓ parent will be notified
 - ✓ conference with parents, teachers and MHS administration/counselor
 - ✓ detention, suspension or expulsion
- 2nd time:
 - ✓ student will be sent to main office
 - ✓ parent will be notified
 - ✓ conference with parents, teachers and MHS administration/counselor
 - ✓ suspension or expulsion

MHS reserves the right to expel children who are harmful to others or for persistent and serious misbehavior, including continuous disrespect towards MHS staff members

Insurance and Medical Issues

1. Insurance

It is the responsibility of the parents to provide adequate health and accident insurance coverage for their children. **Parents agree to hold harmless MHS and its employees for injuries and illnesses that occur at school or on school-sponsored activities.**

2. Medication

MHS does not have health care professionals on staff. MHS administration staff will not administer prescribed medication to students without written authorization from a parent. A "Medication Administration and Instruction" form must be completed in its entirety. Prescription medication must be given to the main office by the parent/guardian only in its **original packaging** with the prescription label including dosing instructions attached. Do not send medication in your child's backpack.

It is the parent's responsibility to replace expired prescription medication. No medication (Tylenol, allergy eye drops, anti-acids, and Benadryl, etc.) may be administered without a prescription.

3. Reporting of Injuries and Medical Treatment

Students are responsible for reporting injuries to the main office, or to any MHS staff member *immediately*.

MHS is not responsible for any injuries incurred while at school but not reported by the student.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

Minor injuries will not be reported to parents by MHS staff or administration for grades K-5. An injury is “minor” where it can be treated by cleaning, ice, and/or band aids, and does not involve head injuries. Any head injury, regardless of severity, will be reported to parents.

Students With Special Needs

1. Special Education/Special Needs

MHS does *not* have teachers trained to educate students with special needs or who require special education. If your child has special needs or requires special education as designated in an IEP (Individualized Education Plan), **by signing this School Policy document, you warrant and guarantee that you have met with our MHS counselor and your child’s admission has been approved.** Failure to disclose that your child has special needs or requires an IEP may result in your child’s admission to be denied or withdrawal may be required.

2. Students With Temporary or Permanent Medical Issues or Conditions

MHS does not have teachers or staff trained or qualified to attend to the needs of students with temporary or permanent medical issues or conditions who require special care or assistance, or to monitor, diagnose, evaluate or treat such students.

If your child is in need of such assistance or care on a long-term basis (i.e., longer than one week) or on a permanent basis, speak with the school district where your child will/would attend public school to learn more about the services that may be available for your child.

If your child is in need of such assistance or care on a temporary basis (i.e., no longer than one week), *your child should not attend school.*

MHS administration reserves the right to a) refuse admission to or b) refuse continued enrollment of any student under this Section (1 and 2) if:

- the parent fails to disclose that a student has special needs such that the student requires an IEP.
- the parent fails to disclose that a student has a medical issue or condition such that the student requires special care or assistance.
- the parent fails to submit a doctor’s note upon a student’s return to school, verifying that the student is healthy enough to return to school and no longer requires special care or assistance.
- in the sole discretion of MHS administration/counselor, MHS determines that a student should not attend MHS given the student’s medical issue or condition or special needs.

Searches

To protect the safety and welfare of students and school personnel and to maintain order and discipline, MHS administration may interview students and/or search a student’s desk and personal belongings. A student’s personal belongings, includes but is not limited to, purses, book bags, sport bags, electronic devices, books, folders, clothing and other personal items. A search would occur whenever a teacher or MHS administrator has reasonable suspicion to believe that the student is in possession of stolen, illegal or unauthorized materials.

MHS reserves the right to search lost and found items and items in desks for identification and safety purposes.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

If a properly conducted search yields stolen, illegal, unauthorized or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Miscellaneous Provisions

1. Books

Books (textbooks, library books, research books, etc.) issued to students are property of MHS. MHS will keep a log of each book that is issued to a student and the condition of the book upon issuance.

Parents are responsible for paying the cost of a book if a book issued to the student:

- is not returned to MHS for any reason; or
- is damaged

Failure to return a book or to pay for a book at the end of the academic year will result in withholding of a student's report card or, if applicable, exclusion from participating in graduation exercises.

2. Field Trips

School field trips are often scheduled in advance and require a good deal of planning and preparation to be successful. *Field trips are part of the curriculum and mandatory. However, participation on a field trip is also a privilege.* At the discretion of the MHS Administration, a student falling behind in his/her schoolwork or showing disruptive behavior may lose the privilege to attend a field trip. The student will still need to attend school on the day of the field trip and complete the work assigned to him/her by the teacher. If a child needs to be excused from a field trip due to medical reasons, the school needs to be informed. If you have already agreed to send your child on the field trip and have already submitted any required payments, your money **will not** be refunded in the event that your child does not attend the field trip.

A student's brother(s), sister(s), relative(s) or friend(s) who are not in the class going on the field trip are **not** permitted to go with the class for liability purposes. This also applies to any on-site educational events requiring chaperones.

All field trip payments must be made in cash.

MHS does not provide transportation on most field trips. In these cases, parent volunteers are needed to help make field trips possible. Parent volunteers must submit a copy of their current insurance policies showing the amount of coverage and a valid driver's license *at least 3 days in advance* to the front desk.

On the day of a field trip, parents must check-in at the main office and receive their volunteer shirts. All Jr.K-5th grade parents chaperoning on field trips must wear volunteer shirts.

3. Lost and Found

Please make sure that items such as water bottles, lunch bags & containers, backpacks, jackets, etc. are labeled with **the child's first name and last initial**.

Parents are responsible for checking the "lost and found" to locate a student's lost, misplaced or forgotten items. If parents cannot locate their child's belonging that day, please check the next morning. Please note that *a staff member on duty* is not allowed to help look for the child's lost belonging. Items not claimed within the month will be donated.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

4. Permission for Videotaping/Recording/Photographing of a Class

Parents/Guardians grant permission for a teacher's lesson to be videotaped/recorded/photographed from time to time for his/her graduate classes or for teacher training purposes. While such recordings may be used in the teacher's research project, may be shared with other educational facilities or the teacher's professor, or may be used by the MHS administration to improve the training program, none of these would be used for advertising purposes. Should a student appear in such a recording, his/her name will not be disclosed. Such recordings will not be shared with other parents. If you have any questions about such recordings, please contact the MHS administration.

5. No Liability For Lost, Stolen, Damaged Items/No Liability for Vehicle Damage

MHS and its employees, staff, teachers, and administrators will not be liable for lost or stolen items, or for any damage to any item brought to school by any student or parent. In addition, MHS and its employees, staff, teachers and administrators will not be liable for any damage to your vehicle while on school grounds or on a field trip.

6. Right to Refuse Service

MHS is a private school. MHS administrators reserve the right to deny admission to any student for any non-discriminatory reason.

MHS reserves the right to refuse to do business with any person, at the sole discretion of MHS administration.

Amendment, Modification or Changes

No amendments, modifications or changes to this *School Policies* document may be made without written consent by MHS administration. MHS reserves the right to add or modify the terms and conditions of this School Policies document by written notification (email, newsletter, flyer, signs, etc.) whenever it deems it necessary.

MISSION HILLS SCHOOL CASTRO VALLEY POLICIES 2018-19

MISSION HILLS SCHOOL CASTRO VALLEY

2018-2019 STUDENT-PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

Student's Name: _____

Grade Level: _____

Please print neatly

We have read the Mission Hills School Policies document ("Policies"). We understand and agree to the terms and conditions set forth in the Policies. We agree to cooperate with all the policies, rules, procedures, and expectations set forth in the document.

We have adequate health and accident insurance for our child.

We, the parents or guardians, have read the section entitled "Conduct – Students", and we have explained that section to our child and are confident that (s)he understands it. We have also explained the sections relevant to our child's dress and behavior throughout this Policy, and we are confident that the child understands what is expected of him or her.

We, the parents/guardians, understand and agree that we are bound to abide by the conduct terms set forth in both "Conduct – Parents" and "Conduct – Students."

We, the parents/guardians, warrant and guarantee that we have disclosed to the MHS administration/counselor any learning disability, special needs, or medical conditions that our child may have.

We, the parents/guardians, understand that we must be fully committed to following the Mission Hills School Policies and acknowledge any modifications or addendums to the policies.

Parent/Legal Guardian's Name: _____

Parent/Legal Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

(Signatures of students in 4th grade and above are required.)