MISSION HILLS MIDDLE SCHOOL POLICIES 2026-2027

Academic Year

The Academic Year begins on August 13, 2026 and ends on June 3, 2027. Students are required to attend school regularly during the entire Academic Year, until the last day of school. Please refer to the MHMS Calendar for Academic Breaks and other days off. Unless otherwise notified by MHMS administration, there is no extended care 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 MHMS 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. parent has completed the Parent Survey

d. student has participated in a shadow day (TK-5) or assessment (grades 6-8)

e. enrollment of the student has been approved by the MHMS Administration

Fees

1. Annual Registration Fee:

The registration fee is non-refundable and non-transferrable. The registration fee is due as follows:

a. New students:

An application fee is due and payable at the time of application. The one-time application fee will be applied towards the annual registration fee if the student is offered a spot at MHMS and accepts.

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 MHMS Administration. The annual registration fee will hold a student's spot until the first tuition due date, August 5th of each year. If tuition is NOT received by August 5, the student's spot may no longer be available.

2. Annual Elective & Technology Fee:

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

3. Laptop Fee (for grades 6-8):

The annual laptop fee is included in the Annual Elective & Tuition Fee. For details on the exact amount of payment applicable, please see the Annual Tuition Schedule for the 2026-2027 Academic Year Schedule.

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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 during business hours **before** the weekend or holiday.

Note about Tuition Payments:

MHMS 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 during business hours **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). The late payment fee is $50 after the 5th of the month, $100 after the 10th of the month.

2. 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.**

3. Returned Fees:

   If any fees are returned for any reason, the parent/guardian is responsible for making the payment again. The bank fee charged by the bank for any returned fees or checks is also the responsibility of the parent/guardian and must be paid by the parent/guardian immediately upon notice from MHMS. If any of these delays cause the tuition payment to be made after the 5th of the month, then the late tuition fee will also be applied.

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 MHMS 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 times in a school year will result in expulsion of a student without notice.

4. Prorated tuition/Tuition credits:

   Annual 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 for the following monthly tuition fee. Failure to make this payment will result in

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**.

6. Tuition Receipts:

Tuition receipts are emailed to families upon request on a monthly basis during the school year. Financial questions should be emailed to the school's Financial Administrator, Ms. Neetika, nnigam@mhmschool.org.

Lunch Program

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

Snack Program

Participation in the MHMS Snack Program is optional. If a parent chooses to participate in the MHMS 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 MHMS 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. If checks are returned for any reason, the fees will be due along with the bank return fees.

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. MHMS 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, MHMS will provide a healthy snack to the child and bill the parent/guardian. Parent/Guardian is responsible for making the payment.

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 through the attendance email at attendance@mhmschool.org and tboisseree@mhmschool.org 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 MHMS is a closed campus. All students must remain on campus until picked up by a parent/guardian at the time school is dismissed.**

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2. School Hours/Late Arrival

a. School Day:

The School Day is from 8:30 am to 3:00 pm (8:30 am - 3:05 pm for Middle School).

C**heck-in** is **not** required upon arrival; teachers will take attendance.

b. Tardiness:

Regardless of the reason, students who arrive late to class cause a disruption and interfere with the learning environment for all students. Any student in grades K-8 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.

After 15 minutes tardy, parents must escort their child to the double doors at the main entrance of the school to get them signed-in. California law excuses tardiness for illness and medical appointments only; 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 your child will be arriving late (after 8:30am), please email the attendance email at attendance@mhmschool.org and tboisseree@mhmschool.org with estimated arrival time and reason for the late arrival.

If a student is repeatedly tardy or more than 30 minutes late to class, it will affect a student's grades. Seven unexcused tardies in a given semester will be considered a one-day unexcused absence.

3. Pick-up & Visitors

Early Pick-Up:

If a student must be picked up early, the parent must email attendance at attendance@mhmschool.org and tboisseree@mhmschool.org a minimum of 2 hours prior to early pick-up time. A parent may not pick a student up from his or her classroom and/or playground for early pick-up.

Pick-up:

After 3:00PM, students will **NOT** be permitted to wait in the lobby area and will be required to be in a designated area (e.g., study hall, on the playground, etc.).

A student may not leave the campus in the custody of anyone other than a parent or guardian or person authorized on the emergency card (photo ID is required). This is for the students' protection.

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. This includes early release days. 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 $5.00 per minute.

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

During the academic school day, all school doors are locked. All visitors must ring the doorbell, then check in at the front desk. **Visitors** may not enter the campus without receiving a visitor's badge.

4. Excused Absences

All absences are cumulative and those that exceed the maximum of 10 school days per year may not be excused. This includes absence due to student illness, funeral attendance of an immediate family member, planned absence, and student doctor appointments.

Please note that both the school and the counselor must be notified **daily** at **attendance@mhmschool.org** and at **tboisseree@mhmschool.org** every day that the student is absent for illness. 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.

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.

Fewer than 4 consecutive days: If a student is absent, a parent ***must daily*** notify the main office (email **attendance@mhmschool.org** and **tboisseree@mhmschool.org**) **before** 9:30AM. Please note that the main office must be notified for each day that your child is absent.

4 or more consecutive days: If a student is absent for 4 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.

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 two days if the service is conducted in California and not more than five days if the service is conducted outside California.

Planned absences (vacations): If a student is going away for three or more days, a parent must complete a Planned Absence Form ***at least two weeks in advance***, indicating the duration and reason of the absence in order for the absence to be excused. Please refer to the school website, www.mhmschool.org under the tab *FORMS* for this form. Planned absences may not exceed **10 SCHOOL DAYS PER YEAR**. Failure to complete the form two weeks in advance or absences longer than 10 school days during the time that school is in session 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. If a student participates in a club and misses it during the planned absence, the missed club session will not be made-up and there will be no reimbursement for the session(s) missed.

5. 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 attendance email at attendance@mhmschool.org	1 (or more)
a student is tardy seven days in a trimester	1
a student returns to school after being absent for 4 or more consecutive days and fails to submit a doctor's note upon the student's return	Equal to the number of 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 School Days a student fails to attend school

Consequences of an unexcused absence: a student with an unexcused absence will not be permitted to make up 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 MHMS Administration and the School Counselor.

Physical Education (P.E.)

1. 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 an email sent to attendance@mhmschool.org and tboisseree@mhmschool.org ***for only one day per semester***.

2. P.E. Clothes

   Middle School students must wear MHMS shirts/hoodies and MHMS shorts/sweats for P.E; failure to wear correct PE apparel will result in a loss of credit. Shirts, shorts, hoodies, sweats, and draw-string bags are available for purchase at the front desk throughout the year, subject to availability. It is the student's responsibility to take the P.E. clothes home once a week to be washed.

MHMS After School Clubs

After School Clubs are held at the school, typically between 3:30-4:30. These clubs are not eligible for FSA claims and receipts will not be provided. Attending these clubs is not mandatory. Rules regarding these clubs will be emailed and posted on our Club Bulletin Board. If a check issued for a club is returned for any reason, the club fees will be due along with the bank return fees.

Academic Monitoring and Progress

1. Monitoring Student Progress:

   Following a child's progress is a parental responsibility.

Middle School: please check your child's planner on a **daily** basis **and** the Teacherease website at least twice a week **and** read ALL emails from the school.

2nd - 5th: please check your child's Friday envelope (sent home every Friday) **and** planner on a **daily** basis **and** read all emails and newsletters from the school.

1st: please check your child's Friday envelope (sent home every Friday) **and** homework sheet on a **daily** basis **and** read all emails and newsletters from the school.

TK-K: please check your child's homework folder on a **daily** basis **and** read all emails and newsletters from the school.

2. Supplies:

In grades TK-5, 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, after the end of the 1st semester.

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 semester of the school year, a report card is issued for each student in grades TK-8. Additional copies of the report card may be requested for $5.00 each.

Because the MHMS 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 TK-7 that are transferring to another school within a 50 mile radius of MHMS.

All 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) or healthcare providers requesting these forms. **Please allow at least seven working days for the process to be completed.**

For 8th graders applying to high schools, there will be a $10.00 processing fee for each application (transcripts, teacher evaluations, etc.) submitted from MHMS.

For any expedited requests, there will be a $50.00 processing fee for each application submitted to MHMS. **Please allow 1 business day 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 MHMS 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).

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

   Students in grades 2-8 must bring their planners to class daily. It is the responsibility of each student in grades 2-8 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.

   Middle School: 1 day late loses 30% credit, 2 days late is 0 credit.
   5th grade: 1 day late loses 20% credit, 2 days late is 0 credit.
   4th grade: 1 day late loses 10% credit, 2 days late is 0 credit.
   Homework and fully charged laptops must be brought in by the student at the start of the day and will not be accepted from a parent or guardian at the front desk or office after 8:30am. Students may not telephone, text, or email, to request homework, textbooks, or projects.

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 may lead to an "incomplete" on the report card.

   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. If a child is unable to bring the project, then a parent/guardian must bring it in on the due date.

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

   A student who receives a grade of D or below (or a 1) 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. This includes the use of Chat GPT and AI (Artificial Intelligence) for homework, research, and projects. This will be recorded in their student records and the 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 require that the parents and the student meet with an MHMS Administrative Staff member. MHMS reserves the right to suspend or dismiss a student if/when a student continues to cheat/plagiarize after the second time.

7. Make-up tests

   Any student who has an *excused* absence due to 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. Retakes on tests and quizzes.

   There will be no retakes on tests or quizzes.

9. No end-of-the-semester extra credit work

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

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 8:30am-6:00pm must ask to use the phone at the front desk. **Students will not be permitted to use the phone in the main office unless it is an emergency**, or at the discretion of the MHMS Administration or Staff.

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

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

3. Computer and Internet Access

6th - 8th graders at MHMS will be using laptops at school for the 2026-2027 academic year. Whether students are leasing a school laptop or using their own, preapproved model laptop at school, they will be required to follow the rules stated in a separate *MHMS Laptop Usage Agreement*. The following will apply to all students:

a. Access to the Computers

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

b. Internet Use and Abuse:

Students may not access the Internet via MHMS computers in the computer lab, their own computers (6th-8th graders), or leased computers (6th-8th graders) without a teacher's permission.

Students are not permitted to access (or attempt to access) websites deemed inappropriate by MHMS. Doing so will be considered an abuse of Internet usage by the student.
Students are not permitted to access (or attempt to access) any forms of social media or send emails/messages without a teacher's permission. 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.
- 2nd time: student will be barred from the use of computers for 24 hours and parent will be notified. This means that a student will not be permitted to use their own computers or MHMS computers for any reason, including homework. Student will lose credit for all computer classes during that time.

- 3rd time: student will be barred from the use of computers for 7 calendar days and parents will be called in for a meeting. This means that a student will not be permitted to use their own computers or MHMS computers for any reason, including homework.

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

MHMS is not responsible for a student's use of the Internet or any forms of social media (e.g. text messaging, Instagram, Snapchat, Facebook, TikTok, Twitter, Discord, 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, MHMS 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. MHMS 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, MHMS staff and administrators, and other parents at all times. Parents may not speak to or question any student, staff member, MHMS administrator, or other parents in a threatening or intimidating manner. Parents must not use physical violence or apply corporal punishment to any MHMS 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 MHMS staff and administrators while present on the school campus including the parking premises. Failure to do so will lead to a warning from the MHMS Administration.

Violation of this section may result in immediate expulsion of your child. At the discretion of MHMS 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.

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-3:15pm) to talk to the teacher. Please make an appointment at the front desk or by emailing the teacher directly to schedule a conference time with the teacher.

d. Refrain from holding conversations with the aides (this is for each student's safety).

e. Refrain from calling the school to request to talk to their child(ren), 8:30am-3:30pm. Staff members are able to relay any important messages to the students without disrupting class.

f. 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.

g. Refrain from posting disrespectful or inappropriate comments about MHMS, the staff, students, or other parents on any form of social media.

h. Follow MHMS protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner.

i. 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.

j. Read ***all*** communications from MHMS teachers and administrators and respond to all such communications promptly and appropriately.

2. Student Friday Envelopes and TeacherEase Accounts

Parents must check student files, Friday envelopes, or TeacherEase accounts (for 6th-8th graders) on a regular basis.

3. Lunches/Snacks

Parents must ensure that their child(ren) have enough healthy snacks and lunch for the duration of their stay at school. Lunch and snacks may not be dropped off or delivered on a consistent basis. Students shall come to school prepared with their meal for the day. **Please note that students may not bring candy, gum, energy drinks, coffee, tea, milk shakes or sodas to school.**

MHMS will NOT provide food warm-up services for student lunches.

No glass containers allowed.

Students must bring their own lunch utensils and condiments to school (fork, spoon, ketchup, etc.).

In the event that a student forgets his/her lunch at home, MHMS will serve lunch to the child and bill the parent/guardian.

4. Complaints or Concerns

MHMS 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.

- 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 MHMS 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 MHMS Administration).

5. Student Conduct Off Campus

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

NO TEACHER REQUESTS

Each summer, the MHMS 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 MHMS students to those that have been attending MHMS, the personality of the individual students, and the feedback from the previous teachers. Because it is the strong belief of the MHMS Administration that the class rosters should be designed with the best interest of the entire student body in mind, individual teacher requests by 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.

MHMS Administration reserves the right to combine classes based on the needs of the students and school.

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 in a respectable manner 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 low cut shirts or shirts that show the stomach or midriff (must be minimum 2 inches past waistband.
- 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 may be confiscated by the teacher.
- no tasteless or offensive clothing or accessories.
- no gang-related clothing/ no clothing containing weapon graphics/ no trench coats.
- no excessive make-up (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, Crocs, Birkenstocks, slippers, and high heels are not permitted during the school day. 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, planner for grades 2-8, school lap tops for grades 6-8, 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 food with others.**

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

Due to safety protocols, food allergies, dietary restrictions, and religious reasons, a student is not allowed to bring in food items or drinks to share with other students (i.e. for a birthday party) unless the office has given prior permission.

4. **Students may not bring the following items to school:**

- Slime or Orbeez
- Toys (unless it is for a special classroom event such as share day, etc.).
- Any gang or weapon-related backpacks, string bags, lunch bags, etc.
- Weapons (left to the discretion of the MHMS Administration and will not be returned to parents).

Other items may be added to this list at any time during the school year.

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

A student who breaks, vandalizes, or destroys school property or the property of others will have to pay for all repairs/replacement. This includes but is not limited to lockers, chairs, desks, textbooks, classroom/library books, school laptops, etc.

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

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

Students have absolutely *no right to access*:

- any staff member's personal belongings.

- 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).

7. **Stay in designated areas during school hours.**

Each student must stay in supervised areas during school hours. Refusal or failure to do so will cause that student to be sent to the main office.
As to this section only, the consequences are:

- 1st time: lunchtime campus service
- 2nd time: lunchtime campus service and parents are notified
- 3rd time suspension

8. 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. MHMS 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, typically, 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.
- 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 Websites
- Using someone else's username to spread rumors or lies about someone

Bullying will not be tolerated at MHMS. If you see it happening, report it to an administrator or the school counselor 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 but is not limited to:

- excessive talking or playing in the classroom
- having food, gum, or drink in undesignated areas
- spreading rumors
- making obscene or vulgar gestures
- showing disrespectful behavior
- using inappropriate or abusive language

d. Displays of affection

Students are not permitted to engage in displays of affection, including kissing, hand-holding, having inappropriate physical contact, or engaging in inappropriate hugging. Students are not permitted to refer to other students as their "boyfriend" or "girlfriend" or "romantic partner."

MHMS 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 MHMS 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

   1st time:
   - ✓ student will be sent to the main office
   - ✓ parent may 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 may be notified
   - ✓ detention, suspension or expulsion

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

MHMS reserves the right to expel children who are harmful to others or for persistent and serious misbehavior, including continuous disrespect towards MHMS 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 MHMS and its employees for injuries, illnesses, or death that may occur at school or on school-sponsored activities**.

2. Medication

   MHMS does not have health care professionals on staff. MHMS 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 over-the-counter medication (Tylenol, allergy eye drops, anti-acids, and Benadryl, etc.) **may be administered without parental permission.**

MHMS employees, staff and administrators will provide treatment (i.e. cleaning, bandages, and ice) only for minor injuries. Minor injuries will not be reported to parents by MHMS staff or administration for grades K-8. 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.

Reporting of Injuries:

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

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

Students With Special Needs

1. Special Education/Special Needs

MHMS 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 MHMS 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

MHMS 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 MHMS Administration to make the necessary arrangements.

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*.

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

- parent fails to disclose that a student has special needs such that the student requires an IEP.
- parent fails to disclose that a student has a medical issue or condition such that the student requires special care or assistance.
- 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 MHMS administration/counselor, MHMS determines that a student should not attend MHMS given the student's medical issue or condition or special need

Searches

To protect the safety and welfare of students and school personnel and to maintain order and discipline, MHMS administration may interview students and/or search a student's desk, locker, 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 may occur whenever a teacher or MHMS administrator has reasonable suspicion that a student or students are in possession of stolen, illegal, or unauthorized materials. MHMS reserves the right to conduct grade based and/or school wide searches.

MHMS reserves the right to search lost and found items and items in unlocked lockers for identification and safety purposes. 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

MHMS wants all students to enjoy their books and take good care of them. Any damaged book (textbook, novel, research book, library book, etc.) is removed from circulation.

Books (textbooks, novels, research books, etc.) issued to students are property of MHMS. MHMS keeps a log of each book that is issued to a student and the condition of the book upon issuance.

Library books are property of MHMS and may be checked out by students in grades 1-8 on a weekly basis. A student that checks out a library book is responsible for that book during the time that it is checked out and must return the book in the condition that it was checked out.

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

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

Parents/students are responsible for paying a fee for any MHMS books that are left *unattended* in the common areas (hallways, bathrooms, playgrounds, cafeteria, gym, etc.).

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 MHMS Administration, a student falling behind in his/her schoolwork, showing disruptive behavior, or that has been suspended 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.

MHMS 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 5 days in advance* to the front desk.

On the day of a field trip, parents must check-in at the front desk and receive their MHMS badge/sticker. Once parents are picked as chaperones for a field trip and assigned students, they may not request to drive only their own child(ren) and no one else. **Chaperones going on a field trip may not post photos of other students on social media without the parental consent of those students.**

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**.

Until parents are allowed back inside the campus, the students must check the "lost and found" to locate their lost, misplaced or forgotten items. Please note that *a staff member on duty* is not allowed to help look for the child's lost belonging. Items not claimed in one month will be donated.

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 MHMS 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 MHMS administration.

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

MHMS 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, MHMS 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

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

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

Amendment, Modification or Changes

No amendments, modifications or changes to this *School Policies* document may be made without written consent by MHMS administration. MHMS 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.

2026-2027 STUDENT-PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

Student's Name: _____ Grade Level: _____

Please print neatly

We have read the Mission Hills Middle School Policies document ("Policies"). We understand and agree to the terms and conditions set forth in the Policies.

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 MHMS administration/counselor any learning disability, special needs, or medical conditions that our child may have.

We, the parents/guardians, understand that these policies will stay in effect until a new policies acknowledgement page is signed and submitted.

We, the parents/guardians, understand that we must be fully committed to following the Mission Hills Middle 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.)