

SCHOOL WIDE BEHAVIORAL EXPECTATIONS

In order to provide guidance to students, parents, teachers and administrators regarding the responsibilities and rights of each in contributing to a desirable school atmosphere, Menlo-Atherton High School has established the following behavioral code.

Expectations of Parents: Parents are expected to support their students through cooperation with school personnel and by assuming responsibility in assisting their students to maintain appropriate standards of behavior.

Expectations of Students: Students at M-A are expected to exert the self-discipline necessary to conduct themselves in a manner that shows respect for themselves and other members of the school community. Any behavior that interferes with the educational program of the school or that is adverse to the welfare of others will not be tolerated, and will be dealt with according to the rules and regulations of the Sequoia Union High School District and the laws of California regarding student behavior and discipline. Students are expected to:

1. Attend school until age 18 unless they graduate or law terminates their enrollment.
2. Report to class regularly and on time. Student must have a hall pass while out of class.
3. Participate in all class work.
4. Complete all assignments.
5. Bring materials to class (pen, pencil, paper, books, etc.).
6. Respect the rights and property of others including refraining from the use of racial and gender slurs or derogatory words/comments, and refraining from the use of profane language.
7. Comply with all classroom and campus rules and regulations.
8. Comply with all reasonable requests of staff members.
9. Dress/groom in a manner that is not disruptive, destructive or hazardous to the learning, health and safety of themselves or others.
10. Students must not bring friends, relatives, or children to school with them under any circumstances.

Seniors: Violations of the California Education Code could result in the loss of senior privileges, which would include, but not be limited to, Prom, Senior Activities, and Graduation.

All school rules will be enforced (Education Codes 48900 and 48915):

- While on school grounds
- While coming to or going from school
- During school hours whether on or off campus, including while truant from school.
- During or while coming to or going from school sponsored activities.

ACADEMIC INTEGRITY/CHEATING:

The faculty and staff at M-A believe that the primary goals of an educational institution are to facilitate learning and promote the pursuit of intellectual excellence. To achieve these goals, teachers are united in purpose to provide an environment that will instill honesty, integrity, pride in oneself, a concern for others, and the highest ethical behavior in their students. **Cheating in any form denies the value of education and will not be tolerated.**

Students who cheat do not learn; they establish habits detrimental to the well being of themselves and society. Because of the competitive nature of the academic process, students who cheat are being unfair to other students.

CLOSED CAMPUS AND PERMISSION TO LEAVE:

All schools in the Sequoia Union High School District have “closed campuses”. This means students may not leave the campus until their school day has been completed unless they have checked out through the office.

- In emergencies, parents call the attendance office and make arrangements for the student to leave early.
- Students who need to leave campus during the school day must obtain a permit to leave through the attendance office in advance (before leaving the school campus).
- Designated areas of campus are closed to students during assemblies/rallies, breaks, and lunch including, but not limited to the construction site, parking lots, fire trails around the school, athletic fields, tennis courts, and areas surrounding the campus including our neighboring community and side streets.

- Students who leave class without permission or who do not report to a designated area as directed by school officials are considered truant and will be referred to the AVP office.

Consequences: Students who leave campus without permission are considered truant and will be dealt with in the AVP Office. Progressive discipline will be enforced and may include parental contact, campus beautification, detention, in-school suspension or suspension at home.

- “School hours” are the time when a student has assigned classes, including brunch and lunch.
- **Off limit areas are:** the fire trail around the school, tennis courts, baseball-softball-football fields, construction site, all side streets, behind storage sheds, behind the F and G wings, and all parking lots.
- To receive permission to leave the campus, a student must present a note from a parent/guardian to the Attendance Office. The note should be presented before leaving campus.
- Parking lots and cars are off limits during school hours. Cars should not be used as book lockers. No students are permitted to be in the parking lots during the school day, which includes brunch and lunch times.

All students who leave campus without a pass or without proper authorization may be subject to disciplinary action at the direction of the administration as stated above.

BULLYING/CYBER-BULLING:

Bullying/cyber bullying carried out through internet services such as email, chat rooms, discussion groups, instant messaging, social network sites and bullying through mobile phone technologies will not be tolerated and are subject to disciplinary action. Refer to California Education Code 48900(r) on pages 19-20.

CAMPUS BEAUTIFICATION/SERVICE:

The Principal of a school or the Principal’s designee may require a pupil to perform campus cleanup on school grounds during non-school hours instead of other disciplinary action (EC 48900.6). For various infractions, campus beautification will be assigned after school hours or on weekends and may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification and facility maintenance.

DANCE REGULATIONS:

All students must present their current ID card for admission to school dances. Dances are provided as extracurricular activities for M-A students. We want to provide an atmosphere where students can have a good time and parents feel secure in the type of environment and supervision provided. Thus, attendance is a privilege rather than a right and all school and dance rules are to be followed at all times. Students must comply with the following dance regulations:

1. Students attending dances must agree to follow the dance policy which states that no inappropriate dancing is allowed that includes vulgar or overtly sexual/grinding dances. Should this occur, the student will be removed from the dance and the parent shall be contacted.
2. School dances are open to all currently enrolled M-A students. There are 2 formal dances where guests may be invited by M-A students. Guests must be between the grades of a high school freshman to a maximum of 20 years old. Guests of M-A students must complete the “Guest Pass” for these dances.
3. All students need to have their 2015-2016 Student ID in their possession to enter the dance. Guests must also have a current picture ID and guest pass to enter the dance.
4. Any student who enters the dance, tries to enter, or is in the immediate area of the dance needs to follow all school rules.
5. Students may leave the dance 30 minutes prior to its posted ending time. If they need to leave earlier a parent will need to be contacted. Students may not leave the dance and return.
6. Guest passes for non-M-A students are only available for the two formal dances off campus and need to be completed and returned to the AVP office for approval at least three days prior to the dance.
7. Students who are not picked up within 15 minutes of the end of the dance are subject to disciplinary action or fine, and will not be allowed to attend future dances and/or events.

Dance Regulations and School Attendance: To attend a Menlo-Atherton dance, students must meet the following attendance criteria for the four-week period prior to the date of the ticket purchase request and up until the time of the dance. Students who do not maintain the attendance criteria listed below will have their dance privileges revoked and will be refunded for the price of their ticket. **Unexcused absences not cleared within 3 days cannot be excused for the purpose of dance attendance.**

Attendance Criteria for Dance Attendance:

1. No more than 5 unexcused period absences
2. No more than 5 tardies (including warranted tardies)
3. No day/s of suspension

Students over the dance attendance requirement can perform community service hours in order to attend the dance. Students will be assigned 30 minutes per additional tardy over the limit and 1 hour per additional cut over the limit.

Students must be able to complete 75% of their assigned community service hours before the dance. If students have so many absences that they cannot meet this requirement, they will not be allowed to attend the dance.

DETENTION:

Teachers may assign detentions to students for various infractions. Teachers may refer students to school wide detention for tardies or conduct. School wide detention is held:

- Wednesday before school, 8:30 AM to 9:15 AM
- Wednesday after school, 3:20 PM to 4:05 PM
- Additional dates/times to be scheduled as available

If a student does not attend the assigned detention, he/she will be assigned 2 hours of campus beautification.

DRESS CODE:

In an effort to maintain the atmosphere for learning in the Sequoia Union High School District and at Menlo-Atherton High School, students will dress in a manner that is appropriate for school. Clothing that disrupts the learning environment or presents a safety concern to others will not be allowed.

Head Gear:

- No hats with obvious gang-related logos such as "XIV", neighborhood, street names, area codes, etc.
- No hats are to be worn in classrooms, offices, or inside buildings during school hours.
- No hairnets are allowed.
- No sunglasses indoors except by prescription.

Bandanas and Belts etc.:

- No bandanas are to be worn on any part of the body.
- No belt is to be worn so that the excess is dangling and hanging out of the pants or trousers. Red and blue belts are strictly prohibited.
- No belt buckles that represent membership or affiliation with any gang.

Clothing and Accessories:

- Shirts and shorts should be appropriate for school.
- No sagging pants allowed. Baggy pants are okay, but must be worn at the waistline at all times without exposing undergarments.
- No undershirt type tank tops are allowed at any time unless worn underneath other clothing.
- No dominant colors are allowed if determined to be gang-related (i.e. shoes, socks, pants, necklaces, and shirt in one color).
- No chains (wallet or waist) or jewelry with spikes, razor blades, pistols, marijuana leaves, or drug insignias are allowed (EC 48900).
- No clothing, binders, bags, etc. displaying logos of racist groups, gangs, obscene language, vulgar gestures, racist, ethnic or sexual symbols, or slurs or symbols of hate, prejudice, intolerance or discrimination.
- No obvious gang related logos such as "XIV", neighborhoods, street names, or bay affiliations on binders, bags, clothing, etc. No vulgar language, drugs (including mushrooms), or alcohol/liquor symbols or words.
- If students are in anyway affiliated with gang activity, those students may be restricted from wearing red, blue or any other dominant color deemed inappropriate including jewelry, necklaces, hats, or accessories of any kind.

The dress code is a dynamic document. These restrictions are subject to periodic review. Upon consultation with local law enforcement agencies, or other experts, additional rules which restrict gang associated dress may be instituted by the school at any time with notice to students and parents. Students may be restricted from wearing dominant colors (i.e. red/blue), jewelry, necklaces or accessories of any kind.

Consequences for Dress Code Violations:

- **1st offense:** Student will be warned that their clothing is not appropriate for school and this will be documented in Infinite Campus. If the clothing option is not acceptable, the student will be brought to the AVP office and required to change before continuing on with the school day.
- **2nd offense:** Student will need to report to the AVP office and change before continuing on with the day and a parent or guardian will be notified.
- **3rd offense:** Student will need to report to the AVP office, parent will be notified, and the student will be assigned a consequence.
- If a student refuses to change clothing not appropriate for school, or consistently comes to school with inappropriate clothing, he/she will be suspended from school for one day.

DRUG, ALCOHOL AND TOBACCO OFFENSES:

Drugs, alcohol and tobacco are prohibited on campus. Marijuana, products containing THC, alcohol, tobacco, e-cigarettes, or drug paraphernalia such as lighters, matches and pipes are prohibited on campus. Students who bring drugs, alcohol or tobacco onto campus or come to campus under the influence of drugs and/or alcohol will be assigned the following consequences:

Consequences for drug, alcohol and tobacco offenses:

- **1st offense:** Three-day suspension plus a mandatory attendance to substance education program.
- **2nd offense:** Five-day suspension from school.
- **3rd offense:** Five-day suspension with a recommendation for expulsion.

Students who are caught selling drugs on campus will be automatically recommended for expulsion.

ELECTRONIC DEVICES:

This policy ensures the safety of all students, protects personal property, and ensures the educational process is not disrupted. **If you bring an electronic device to school, you do so at your own risk and you are fully responsible for its use and/or misuse.** The school has no responsibility for lost or stolen electronic devices.

- Students may use electronic devices before school, during lunch and after school
- All students must have electronic devices **turned off and put away** during class hours
- Students may not use electronic devices or have them out during class time (inside or outside of the class/offices)
- If a student's electronic device is out during a quiz or test, this may be considered both an electronic device violation and **also a violation of the Academic Integrity Policy.**

Consequences for violating the Electronic Device Policy:

- **1st offense:** Student will be given an Electronic Device Violation slip to fill out, the teacher will call the parent/guardians & the violation will be documented with the AVP Office
- **2nd offense:** Student will serve 1 class suspension on a later date, the violation will be documented in the AVP Office, and an administrator will call the parent/guardians
- **3rd offense:** Student will serve 4 hours of their own time for community service around the M-A campus, the violation will be documented in the AVP Office, and an administrator will call the parent/guardians

Violations will accrue against students by semester. However, students with 3 or more violations 1st semester, will receive at least 4 hours of community service and/or suspension for a 3rd violation during 2nd semester.

Parents: Do not call students on their cell phones during the school day. This becomes very disruptive to the learning environment and will result in the above consequences.

Responsible Use of Electronic Devices:

- Students need to use their electronic devices responsibly. It is not okay to take pictures of students or staff against their consent, in or outside of the classroom.
- Students should also be careful not to send inappropriate pictures of themselves to others. Once a student sends a picture to someone else, he or she loses control of that image.
- If a student is sharing inappropriate pictures or texts of M-A students, pictures or texts that are considered disruptive to the learning environment, they can be disciplined by the school and/or be charged by the police.

EXCESSIVE DISPLAYS OF AFFECTION:

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

FALSIFICATION OF NOTES AND/OR MISREPRESENTATION BY PHONE:

Forging a parent/guardian's name on a note, altering the note, or misrepresenting parent phone calls to the school is dishonest and will result in disciplinary action. Repeated violations may result in suspension and/or progressive discipline.

GAMBLING:

Any form of gambling is prohibited. Playing cards or dice are not allowed on campus. Students caught gambling or playing with cards/dice will be subject to disciplinary action.

HALL SWEEPS:

In an effort to curb student tardiness, "Hall Sweeps" will be routinely executed. Students and staff will be warned over the P.A. system that a Hall Sweep is in progress. In a Hall Sweep:

1. Teachers will close and lock their classroom doors at the time of the final bell. For students still in the hallways, their names and ID numbers will be recorded and they will be escorted to class.
2. For the first Hall Sweep, students receive a warning. For second Hall Sweep, a letter will be sent home. Once a student is caught in 3 Hall Sweeps, he/she will be assigned 4 hours of community service.
3. If a student is caught in more than 3 Hall Sweeps during a semester, that student will be referred to the AVP office for progressive discipline including contacting parents, in-school suspension, or suspension at home.

HALLWAYS:

All hallways are walkways during brunch and lunch. Standing in hallways during these times will not be permitted.

HAZING:

Hazing, as described below, is a violation of the California Education Code. If a student is guilty of hazing, he/she will be disciplined according to district policy and the California Education Code 32050. As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college university or other educational institution in this state; but the term hazing does not include customary athletic events or other similar contests or competitions.

INAPPROPRIATE LANGUAGE:

Students are expected to use appropriate language at all times in the classroom, the hallways during passing periods, and at lunch. Students who do not use appropriate language and cannot be respectful of their surroundings will be addressed by a staff member and/or referred to the AVP office.

MASKS AT SCHOOL:

Students at public functions, extracurricular activities, or during the school day, must be able to be recognized and identifiable by school administration and law enforcement officials. As such, masks and any other facial coverings are not allowed in the interest of safety.

MUSIC AT SCHOOL:

Students are not allowed to use their phones or portable speakers to play music out loud in the classroom, hallways, or any other common area. If it is brunch or lunch time, students can listen to music using their ear phones. If students are playing their music out loud they will be asked to turn the music off and the school will document that they have been warned. Any further violations of this rule may result in items being confiscated, parents contacted, community service, or suspension from school.

PROHIBITED ITEMS:

In addition to items prohibited by the California Education Code, the following are also absolutely prohibited on campus during school hours:

- Laser pens
 - Cigarette lighters/matches
 - Blow horns
 - E-cigarettes
- or any other item disruptive to the school environment.

Violating this rule will result in parent contact, community service, and/or suspension from school.

SEARCH AND SEIZURES:

The law provides school officials wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. A student will be searched if school personnel have reasonable suspicion that he/she has engaged or is engaging in prohibited activity. School employees must have reasonable suspicion that a student has or is violating a rule or law. Facts are based upon credible, reliable information received from others, suspicious conduct, or intoxicated appearance of a student. As school officials, administrators have the right to use a breathalyzer or search automobiles, lockers and students. Students should be aware that grounds for suspicion commonly include being off campus without permission or a report by another student, parent or staff member. Students should also be aware that they will be held responsible for any contraband or dangerous objects found in their possession. If a student is found in to be in violation of law or school policy, then disciplinary action will be taken. It is hoped that all students will be cooperative, as the school official will make every attempt to be unobtrusive and respectful of privacy.

If a student should discover contraband or dangerous objects on campus, he/she should go directly to the AVP office or to a staff member, and turn it over without delay (EC 489050).

STUDENT IDENTIFICATION:

If a student fails to identify him/herself upon request by any staff member, he/she may be suspended for the day of the infraction.

TARDY POLICY:

Teachers will establish policies for tardies in their classes. A teacher can assign students to school wide detention when a student has 4 or more tardies (per quarter) in that class. Teachers will notify parents/guardians of assigned detentions. Students who are consistently tardy will be assigned up to 4 hours of campus beautification/ service to be completed after school hours or on weekends.

TATTOOS/BODY ART:

Students may be required to cover offensive, gang related, or disruptive body art, markings, or tattoos.

TRUANCY:

State law asserts that absences are excused only if the child is ill or there is a death in the immediate family (1-3 day limit). All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons, is also unexcused. If your child has three unexcused absences and/or tardies, he/she will be considered truant.

The Menlo Park Police Department, working in cooperation with the Ravenswood City School District and the Sequoia Union High School District, will take an active role in ensuring all students attend school. As part of this effort, we are asking that parents/guardians do their part in making sure their school age children attend school.

Consequences for students deemed truant can vary from:

- Verbal Warning
- School behavioral contracts and loss of school privileges
- Assignment of campus beautification/service.
- Police Citations
- Revocation of work permit and notification to DMV
- Court appearance in the Juvenile Courts. Police Officers do have the authority to take juveniles into custody for truancy (EC 48264)

Students located in public places away from school during school hours are also subject to a citation (3.04.010 San Mateo County Ordinance). Parents/guardians who are responsible for ensuring students attend school may be prosecuted for Contributing to the Delinquency of a Minor (272 Penal Code).

Attendance Review Meetings: Attendance Review Meetings will be held when a student is deemed truant. The parent/guardian and student will be required to meet with the Administrative Vice Principal, Guidance Advisor, and other support staff. An attendance contract will be signed.