



SCHOOL RULES

THG North Hills Prep intends to provide a safe, respectful, and reasonable working environment for all students.

GENERAL SAFETY

The following are prohibited whenever the school is responsible for student safety—on or off campus, during school-run trips, and at all official school functions:

- Possession or use of any gun, toy or real; fireworks or other explosives; knives, brass knuckles, Tasers, or weapons of any sort.
- Leaving campus or a school group without permission.
- Using water pistols of any sort.
- Destruction of property (individuals or school)
- Littering or not picking up after oneself or others
- Skating, rollerblading, or skateboarding.

DRESS CODE

Students are encouraged to wear clothing appropriate to a school setting. Students are encouraged to exercise appropriate grooming and personal hygiene. THG's NHP students may wear clothing of their own choice within the following guidelines:

- Students may not wear clothing that is vulgar or displays profanity.
- Students may not wear attire that contain alcohol, weaponry, racist, or drug references.
- Students may not wear accessories made of chains, studs, spikes, and/or bullets.
- Students may not wear suspenders and rolled up pants with army boots.
- Students may not display any clothing, items, or mannerisms associated with gangs, taggers, crews, posses, or any non-school clubs. This includes pants that are oversized or below the waist or long shorts with high socks.
- Shoes are required at all times. Students may not wear slippers.
- Students may not wear clothing that is excessively revealing of the midriff, cleavage, shoulders, or legs.
- Students may not wear exposed undergarments (this includes tank-type undershirts and "sagging" pants).

Those who, in the opinion of the faculty or administration, are not properly dressed, fully clothed, or properly groomed will be asked to make appropriate adjustments.

CELL PHONES

Elementary and Middle School

- Cell phone use is not permitted. Cell phones and other electronic devices must be turned in to the student's teacher, who will keep them under lock and key. At the teacher's discretion, cell phone use may be permitted during lunchtime.

High School

- Cell phone use is permitted before school after school and during lunch.
- Cell phone use is not permitted during class time unless approved by student's teacher.
- Students **may not take pictures of or videotape any other students or staff.**
- Inappropriate cell phone use may result in revocation of cell phone privileges at school in the future.

THG's NHP is not responsible for lost or stolen cell phones! Keep your phone in your pocket while not using it and do not lend it out!

PEER RELATIONS / DISPLAYS OF AFFECTION

- THGNHP students are encouraged to interact with each other in a safe, respectful, and responsible manner.
- Respect for the rights of others is expected of all members of the school.
- Unwanted touching in any manner is unacceptable.
- Physical altercations are unacceptable.
- Teasing is unacceptable.
- THG's NHP allows appropriate affectionate behavior including handholding, side-to-side hugging, brief face-to-face hugging, and respectful salutations.
- Behavior not allowed includes lap-sitting, prolonged kissing, straddling, or other provocative sexual expression.
- Students are expected to respond appropriately to staff prompting if a behavior is deemed inappropriate.

INAPPROPRIATE CONVERSATION

- Excessive profanity or sexually-explicit language is inappropriate.
- Drug-talk and weapon-talk will not be tolerated. Students who do so will be redirected. Failure to follow redirection may result in disciplinary action.
- Discussions of personal life or other off-topic comments unrelated to the subject matter will be addressed by staff.

- Malicious verbalizations toward faculty, staff, or peers are not acceptable.
- Negative comments about race, ethnicity, gender, sexual orientation, appearance, or intelligence is unacceptable.

TRUANCY POLICY

- Students are expected to remain on-campus at all times unless permission to leave has been granted by a staff member.
- Students are considered in attendance once they arrive to school, even if this is before the first bell sounds.
- Students are to remain on campus while waiting for transportation home.
- Unauthorized departure from THG's NHP school grounds constitutes truancy, which may result in disciplinary action.

HARASSMENT

All students must be allowed to work and study in an environment that is physically and psychologically safe.

Students sign that they have read and understand the THG's North Hills Prep and district harassment policies upon enrollment and at the beginning of each year.

Harassment is defined as repeated unwelcome contact toward another person after a request to cease has been made. Any form of harassment, whether verbal, physical, visual, or sexual, is strictly prohibited.

Sexual harassment refers to behavior which is not welcome, personally offensive, or undermines or weakens morale. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. Sexual harassment may include such conduct as (1) demands for sexual favors accompanied by implied or overt promises or preferential treatment or threats concerning student status, (2) pressure for sexual activity, (3) offensive, unwanted physical contact such as hugging, patting, pinching, or constant brushing against another's body, or (4) offensive unwanted sex-oriented verbal "kidding," jokes, or abuse.

THG's NHP blocks websites that encourage instant messaging and communication via the web. Cyber bullying or harassment is not a school-related issue. Students who have problems with internet harassment need to inform their parents and should notify the police immediately.

If a student becomes aware of any harassment of any kind, whether it be personal or not, or feels that he or she is a victim of harassment, this information should be communicated immediately to the Behavior Department, Administration, or the individual therapist. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. The Behavior Department is required to report such complaints to the school Administrator. The school will investigate the complaint. Upon

conclusion of the investigation, the school will take action to remedy the situation. The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of harassment. However, anyone who makes a false claim of sexual harassment will be subject to consequences from the school as well as outside agencies.

GAMBLING AND THE EXCHANGE OF CURRENCY

- Gambling on school grounds is prohibited. Mock gambling (playing cards with chips) is also unacceptable.
- Exchange of currency on campus is strongly discouraged.
- The selling of any items for any reason is not permitted unless consent from staff has been granted.

DRUG AND ALCOHOL ABUSE

- All students deserve to attend school in an environment that is drug and alcohol free.
- Reasonable suspicion of alcohol or drug use will result in investigation by staff, including reasonable searches of person.
- Possession of illegal drugs will immediately be reported to law enforcement.
- Lighters, cigarette papers, and paraphernalia will be confiscated and not returned.

OTHER ITEMS

The following items are not allowed on school grounds:

- Possession or use of any gun, toy or real; fireworks or other explosives; knives, brass knuckles, Tasers, or weapons of any sort.
- Cigarettes, including “electronic” cigarettes, “vapes,” and lighters.
- Water pistols.
- Skateboards. (Some students use skateboards as transportation. These must be turned over to school personnel until the end of the school day)
- Bluetooth Speakers. Allowed only with staff permission.

VANDALISM

- Students are strongly encouraged to demonstrate respect toward school property.
- Tagging is unacceptable.
- Students will be held responsible for the damage to text books, desks, or the personal belongings of others.

VIOLATIONS OF LAW

While efforts are made by the Intervention staff to solve minor infractions on-campus, vandalism, assault (including verbal threats), theft, drug and alcohol related offenses are violations of the law and may be reported to local police.

SUSPENSION

THG North Hills Prep views suspension as a last resort when disciplining students. Generally speaking, suspension is used only when safety is an issue.

Education Codes 48900 and 48915 outline the reasons and conditions under which the administration may suspend a student. Specific information on these conditions may be obtained from the in-take packet received upon enrollment in THG's North Hills Prep.

Incident Reports document these significant events and include eyewitness reports and administrative response. These are sent to the student's district office within 24 hours of the incident.

INTERNET USAGE (Based on LAUSD Bulletin K-19)

The following uses of the Account provided by the School District are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Selling or purchasing any illegal substance;
 2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials that encourage others to violate the law, or
 3. Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority.
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Deleting, copying, or modifying of gorging other users e-mails, files, or data;
 2. Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 3. Damaging computer equipment, files, data, or the network;
 4. Using profane, abusive, or impolite language;
 5. Disguising one's identity, impersonating other users, or sending anonymous mail messages;
 6. Threatening, harassing, or making defamatory or false statements about others;
 7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

8. Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
 9. Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes”
 10. Using any district computer to pursue “hacking” internal or external to the district, or attempting to access information that is protected by privacy laws.
- Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Using other users’ Account passwords or identifiers;
 2. Disclosing one’s Account password to other users or allowing other users to use one’s Accounts;
 3. Getting unauthorized access into other users’ Accounts or other computer networks; or
 4. Interfering with other users’ ability to access their Accounts.
 - Commercial uses are unacceptable. Unacceptable uses include, but not limited to the following:
 1. Selling or buying anything over the Internet for personal financial gain; or
 2. Using the Internet for advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

Internet Safety

- In compliance with the children’s Internet Protection Act (“CIPA”), the School District will implement filtering and/or blocking software to restrict access to Internet sited containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors’ on-line activities, including website browsing, email use, chat room participation, and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this policy, the

appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter as well as help enforce this policy, on the Internet, as determined by the school board; local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access review, copy; store, or delete any electronic communications or files and disclose them to others as it deems necessary.

- If a student under the age of eighteen accesses his/her LAUSD.net Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and are completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about the software.
- Students' information shall not be posted unless it is necessary to receive information for instructional purposes and only if the students' teacher and parent or guardian has granted permission.