



**Hillview
Middle School 2018-2019
Parent/Student Handbook**



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WELCOME!

Welcome to the 2018-2019 school year!

We are proud of Hillview students and we extend a warm welcome to our newest “Huskies”. You will find Hillview a safe, friendly and cooperative place to be. Our goal is to provide a well-rounded program for all students. Hillview Middle School is committed to nurturing the partnership between staff, students, their families, and the community to cultivate innovative, competent, and socially conscious students. The staff of Hillview Middle School is committed to creating a school that gives every student the opportunity to be academically proficient in reading, writing, math and technology.

STUDENT PLANNER

EACH STUDENT WILL BE PROVIDED A STUDENT PLANNER. The planner provides a place for your child to record homework assignments. Teachers will list daily assignments. It is the student’s responsibility to copy any information into their planner in order to know what is expected each day. Students are expected to have the planner with them each day. **A parent signature is required at the end of the week.** Teachers may assign consequences if a student chooses not to bring his/her planner consistently.

REWARDS

1. **Husky of the Month**-Students are recognized each month and treated to a special lunch with the principal.
2. **Leader of the PACK Awards**- Students who show leadership in the Hillview PACK characteristics will be awarded a Leader of the PACK Award. They receive a shout-out from the principal during morning announcements and are entered into a raffle to receive a special prize.
3. **Husky Bucks**-This Hillview currency may be earned for random acts of kindness and helpfulness and can be redeemed at our mobile Husky store.
4. **Special Assemblies**- Students will be recognized for good attendance and semester grades.

AWARDS

Special recognition for achievement, effort and improvement is given to students throughout the school-year. The following awards are given after the first semester:

Honor Roll

Students must have received a 3.5 -3.79 Grade Point Average (GPA) and no Ns or Us for citizenship grades on their first semester report card.

Principal’s List

Students must have received a 3.8 -4.0 Grade Point Average (GPA) and no Ns or Us for citizenship grades on their first semester report card.

The following awards are given at the end of the year award ceremony:

Most Outstanding

Two students per teacher per discipline are recognized. Teachers select students who have demonstrated above average mastery in each discipline.

Top 20

Each grade level selects the top 20 students for that grade level. These students stand out as having exemplary study habits, outstanding citizenship, and notable leadership skills.

Student of the Year

Each grade level selects two students to recognize. These students demonstrate above average mastery in all discipline areas and demonstrate outstanding behavior and citizenship throughout the year. These students go above and beyond across multiple areas.

California Junior Scholarship Federation

CJSF Membership is based on scholarship and is gained after qualifying grades are earned each semester. In order to become a member, the student must submit an application each semester the student is eligible. Applications can be submitted to Dr. Garcia, Teacher in Room 25.

- A point system specified in the CJSF State By-Laws establishes the membership requirements. A student establishes membership by earning academic points. The number of points earned must be twice the number of academic subjects in which the student is enrolled, i.e., 10 points must be earned by a student enrolled in 5 eligible subjects, 12 points for a student with 6 subjects, etc. A minimum of 4 academic subjects is required.

CJSF semester points are calculated based on grades as follows:

A = 3 CJSF points

B = 1 CJSF point

1 extra point for an A or a B in an AP, IB, or Honors-designated course, not to exceed two such points per semester

C or Pass = 0 CJSF points

D or " in any subject shall disqualify the student from membership for the semester.

- No CJSF points shall be given for Physical Education, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis.
- Grades earned in summer school courses, repeated or remedial subjects shall not count for CJSF points, but grades in these subjects must be a C or better.
- CJSF students may become Honor Award Members. Those who qualify have the Honor Award seal placed on their certificate of promotion and are eligible to wear the CJSF gold pin.
- CJSF students may be disqualified from membership based on poor citizenship. It is the adviser and principal's prerogative to determine disbarment.

President's Award for Educational Excellence

This award recognizes academic success in the classroom. To be eligible, students must meet the following requirements:

- **Grade Point Average:** Students are to earn a grade point average of 3.5 or higher.
- **Outstanding Citizenship:** Students must demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment.
- **Academic Proficiency:** Students must Exceed Expectations in both language arts and math scores on the state exams (SBAC).

ATTENDANCE

All students enrolled at Hillview Middle School are expected to attend their classes on a regular basis. Daily attendance is one of the keys to a student's educational success. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion and participation.

Excused Absence- These include illness, bereavement, legal court dates, and participation in authorized school activities. All other absences are unexcused. **Parents, please call the school on the day of the absence or send a note with the student explaining the absence upon his/her return to school.**

Make-up Work- Students are expected to make up work for any absence. They need to make arrangements with the teacher to do so within a reasonable length of time.

Excused Early for Appointments- To be dismissed from school for a medical or dental appointment or any other legal reason, the student will bring a note from home signed by the parent stating the time and reason for the early dismissal. The note must be turned in to the office on the day of the requested early dismissal. **Parent/guardian must sign student out or in at the main office. ONLY Authorized adults on emergency cards can pick up with ID.**

Excused Early Due to Emergency- In case of illness or injury, which necessitates that a student be sent home before the end of the school day, the school nurse or office will contact the parent or emergency contact to pick up the student. In all cases, the student must check out with the office before leaving the school. **Students are not allowed to use personal cell phones to contact their parents/guardians when feeling ill.**

Late Arrival- When a student arrives after the tardy bell has rung, the student must report to the attendance clerk. Beginning with the 4th tardy and each subsequent tardy thereafter, students who are tardy to school without a valid, legal excuse will be subject to being excluded from extra-curricular activities. Chronic tardiness (8+) to school may result in a parent conference and exclusion of end of the year activities. Parents will be notified through Teleparent each time a student is tardy to school.

Tardies- Students are expected to arrive to every class on time. Students who are tardy to class will be subject to consequences assigned by the classroom teacher. School administration will conduct random tardy sweeps and students that are not in class on time will receive a lunch detention.

Truancy-Tardies of 30 minutes or more are considered truanancies. Other Means of Correction will be implemented for the first violation. Any additional violations may result in a suspension and referral to SARB for repetitive truanancies. This policy applies to both out of school truanancies and truanancies that occur on campus within the school day.

STUDENT EXPECTATIONS

Students are expected to follow PACK:

Prepared: Ready to Learn

Attitude: Choose a Good One

Capable: You Can Do It!

Kindness: Show It! Be It!

Teachers' expectations may differ slightly from class to class, but the following rules are standard district-wide:

1. Be respectful.
2. Make good decisions.
3. Don't disrupt the learning of others.
4. Keep hands and feet to yourself. This includes hand-holding, hugging and/or kissing.
5. Be prepared for class (charged computer, up-to-date planner, assignments, paper, pen/pencil, books and any other materials requested by the teacher).
6. BE ACADEMICALLY HONEST. (NO sharing work, copying, plagiarism, forging of initials or signature.)
7. No gum on campus.
8. Cellphones off and out of sight at all times.

Willful disobedience, abusive language, defiance, obscene gestures and disrespect toward any adult on campus will not be tolerated. It is unlawful for students and/or their parents to menace or threaten school employees and/or the property of school employees. Violators may be subject to criminal prosecution in addition to suspension from school.

In a classroom or on the grounds, students are to comply with the requests/instructions of all adult staff members. This includes office personnel, custodial/maintenance staff, crossing guards, campus aides as well as teachers, guest teachers and administrators. Complaints may be taken to the teacher, principal, assistant principal or parents after you comply, not before.

SEXUAL HARASSMENT

The Governing School Board considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or suspension or expulsion of students. Any student who

feels that he or she has been the victim of sexual harassment shall immediately report the incident to the school administration.

DRESS AND APPEARANCE

The East Whittier City School District Board of Education believes that students should be provided with a quality education in a safe wholesome environment free from the threats of harmful influence of any groups or gangs which advocate drug use or disruptive behavior. Furthermore, the Board believes that the presence of certain types of clothing and attire can cause a substantial disruption of, or interference with, instruction and school activities. Therefore, **the School Board prohibits the wearing or display of clothing, jewelry or materials that evidence membership in or affiliation with any group or gang (i.e. hair nets, bandannas, initial belt buckles, baggy pants, spikes, studs and chains), which are obscene, sexually explicit or suggestive; or which promote the use/abuse of drugs and/or alcohol.**

SCHOOL ADMINISTRATORS WILL MAKE THE FINAL JUDGMENT AS TO THE APPROPRIATENESS OF ATTIRE.

MODESTY

- Midriffs or shirts that expose the stomach; stomachs cannot be exposed at any time while sitting, standing or when hands are raised.
- Halter tops, tank tops with straps measuring less than 1.5”, see-through blouses, low necklines, spaghetti straps (unless a shirt is worn underneath), or open back tops.
- Exposed bra straps.
- Pants, shirts, shorts, leggings or skirts that expose undergarments or have holes in **any area beyond the short line.**
- Shorts, skirts, skorts, pants, or jeans worn below the waist exposing undergarments.
- Shorts, skirts, and dresses that are too short to reach fingertips when arms are extended (short line)
- Mesh shorts that expose skin or undergarments through the mesh.

GANG RELATED

- Bandannas, belt buckles with initials or the number 13.
- Patches, clothing, backpacks, jewelry, notebooks, folders or any accessory with symbols of violence or tagging.
- Long webbed belts that hang down in the front.
- Plain white ribbed tank tops, undershirts and plain white t-shirts (long or short sleeved).
- Oversized shirts of any color that extend below fingertips when arms are extended.
- Shorts worn below the knee with socks pulled up to the hemline.
- Oversized pants (unable to stay at waist without a belt).
- Pants or shorts that are worn below the waist and/or expose undergarments regardless of whether they are covered by a shirt.

- Pant bindings at the ankles using rubber bands, ties, shoelaces, etc.
- Athletic (NFL, MLB, NBA, etc.) jerseys with professional logos.

SAFETY

- Jewelry that could cause injury including, but not limited to, chains, rings, pins, oversized earrings, spiked accessories.
- Frayed hemlines on shirts, shorts, skirts, or pants. (Fringe that is uniform in length and created by the clothing manufacturer is allowed).
- Hooded sweatshirts must be worn with hood down.
- Bib-type attire (overalls) worn with straps down.
- Flip flops, soft-soled moccasins, sandals, backless or steel-toed shoes.
- Clothing with pins or staples.

CLOTHES WHICH ARE

DISRUPTIVE TO INSTRUCTION OR INAPPROPRIATE FOR SCHOOL

- Any clothing or school materials, including backpacks, that have pre-printed or handwritten inappropriate or offensive language, sayings, drawings, or advertising that reference alcohol, drugs, sexually explicit material, gang activity (including tagging), violence, or any other illegal activity.
 - With the exception of Hillview Spirit Wear - Hats are not permitted.
 - Excessive make-up.
 - Hair color, cut or style that is disruptive to instruction or learning. If there is a problem, the parent will be notified. Students may be sent home or allowed to make appropriate changes and return to class.
 - Fishnet stockings.
- **All students that violate dress code will be expected to change into Hillview loaner clothes or other appropriate clothing.**

BEHAVIOR CONSEQUENCES

1. **Other Means of Correction (OMC)**-to be determined by the administrator.
2. **Classroom Detentions**-assigned by the teacher.
3. **School wide Detentions**- (lunch detention) will be assigned for tardies, misbehavior for guest teachers, gum, and/or office referrals.
4. **Office Referral**-consequence to be determined by an administrator.
5. **In-School Suspension**-to be assigned by an administrator.
6. **Suspension Out of School**-Students may be suspended from school for fighting; aiding and abetting a fight; weapons (including look-alike guns, knives, etc.), explosives, dangerous

objects, drugs, alcohol, tobacco; theft; damaging school property; using foul language or gestures; sexual or verbal harassment; and defiance of authority.

7. **District Discipline Committee**-Students will be referred for serious infractions. Consequences will be determined by the Committee and could include expulsion from the District.

GENERAL STUDENT INFORMATION

CLOSED CAMPUS

Students are to remain on campus for the entire school day, including lunch, except with special permission from the office. Students leaving campus without permission will be considered truant. Students may not have visitors on campus at any time. **All visitors must check-in with the office when entering the campus for any reason.**

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are considered a privilege which may be denied if safety rules or school rules are ignored or broken. Students are reminded that the school is not responsible for theft or damage while bikes and skateboards are on campus. **All students must have their own locks and must wear a helmet.**

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students who participate in sports, and Associated Student Body are required to maintain a “C” grade average (2.0 GPA and above) and satisfactory citizenship. No F’s or U’s on report card in work habits and/or Citizenship. Periodic grade checks will determine students’ eligibility. Any inappropriate behavior that merits a school suspension may jeopardize your eligibility to participate in extracurricular activities.

HALL PASS PROCEDURE

There are very few reasons for a student to be out of class. Students should attend to their personal needs between classes, before or after school, at nutrition and lunch. **Students may not be out of the class without a hall pass.** Students are expected to sign the bathroom log each time they leave and return from a classroom.

HOMEWORK POLICY

Students are expected to read 30 minutes and spend approximately 1.5 hour per night on homework. Long-term assignments/projects may require more time. Parents should check the Parent Portal and planner daily and encourage prompt completion of all assignments.

P.E. UNIFORMS

Physical Education clothes and tennis shoes are required. Your child will receive a letter from the PE teachers during the first week of school explaining the PE dress policy. PE clothes are available for

purchase in the student store throughout the school year or parents may opt to purchase royal blue shorts and a plain grey t-shirt from any local department store. **Dressing for PE class is mandatory.**

SCHOOL LIBRARY

The library will be available once a week to students. All students in the school are allowed to use the library. Students are responsible for books they check out. Payment will be required for books lost or damaged.

TEXTBOOKS

Textbooks will be issued to students at the beginning of the school year. The teacher will record a very careful estimate of the book's condition. This will be the basis for any fines that might be levied at a later date. All students are to follow the guidelines listed below. Students are responsible for any damage or misuse of textbooks.

- Never lend any of your textbooks, as you are responsible for their care.
- Never write, draw or mark on your books.

BOOK FINES:

Gang writing/vulgarity/profanity\$Full Price
Torn pages (each page)\$5.00
Missing pages.....\$60-80
Ink which cannot be erased (per page) \$5.00
Book excessively damaged\$60-80
Loose binding.....\$5.00
Cover entirely off\$60-80

Students owing book fines will be excluded from end-of-the-year activities, including the end-of-year carnival, 8th grade dance and trip. Promotion certificates will be withheld from 8th graders until all fines are cleared.

THINGS NEVER TO BE BROUGHT TO CAMPUS

Gum, sunflower seeds, permanent markers, laser pointers, cameras, roller blades, toys, bats or balls of any kind, or any valuable item. These things should be left at home. If students choose to bring these items on campus, parents will have to pick them up at the office. **Students may not sell anything on school campus unless the Associated Student Body (ASB) approves it.**

CELLULAR PHONES/ELECTRONIC DEVICES

Unless requested and approved by a teacher for the purpose of classroom instruction, all cell phones/electronic devices must be off, kept in a backpack and not used on campus until the end of the day. The school is not responsible if it is lost or stolen. Students who choose to use their cell phones/electronic devices in a way that disrupts classroom instruction or violates the privacy of others will receive the following consequences:

1st Violation: Phone will be confiscated and a cell phone contract will be issued. The phone will be returned when the contract is submitted with a parent/guardian signature.

2nd Violation: Phone will be confiscated; a detention will be assigned and phone will be returned to parent/guardian upon receipt of the signed phone contract.

3rd Violation: Phone will be confiscated and student and parent/s will be required to speak with the principal.

4th Violation: Phone will be confiscated and parent will be required to pick up the phone at the district office.

TELEPHONE

Safety and communication is essential. The office phone is available for use: **562-789-2000**



East Whittier City School District

District Policy on Bullying

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation and bullying. The District's policy on bullying is available in the school office.

1. The District prohibits bullying, which includes, but is not limited to, discrimination, harassment, and intimidation based on a student's actual sex, gender, gender identity, gender expression, ethnic group identification, race, national origin, ancestry, religion, color, physical or mental disability, age or sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
2. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so.
3. Acts of bullying or discrimination should be brought to the attention of the principal. Call the school directly 562-789-2000.
4. Anonymous reports can be made by contacting the school principal, reporting on the *We Tip* website at www.wetip.com, or by calling the Student Services Department at the District Office. If there is sufficient corroborating information, the District will commence an investigation.
5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on bullying or discrimination may be subject to discipline, up to and including suspension and expulsion.
7. The District prohibits retaliation against individuals who make complaints of bullying or provide information related to complaints.
8. Students and parents may contact the Student Services Department at 562-907-5935 to make a complaint or for more information about bullying and discrimination policies.