

# WESTSIDE UNION SCHOOL DISTRICT

41914 50<sup>th</sup> St. West  
Quartz Hill, Ca. 93536  
661-722-0716

May 2017

Dear Parents:

At the Board Meeting of May 2017, the Board of Trustees approved the 2018-2019 calendar. Please review the dates below to familiarize yourself with the calendar. If you have any questions, please contact your child's principal or school secretary.

## **JUNE - 2018**

### **7-30 VACATION – NO SCHOOL**

8-30 Extended Year School

## **JULY - 2018**

### **1-31 VACATION – NO SCHOOL**

2-13 Extended Year School

## **AUGUST - 2018**

### **1-7 VACATION - NO SCHOOL**

**8 Classes Begin – Minimum Day**

8 First Quarter/First Semester Begins

8/9 Minimum Day

27 Minimum Day

## **SEPTEMBER - 2018**

3 Labor Day Holiday - **No School**

## **OCTOBER – 2018**

8/9 Parent Teacher Conference-**No School**

12 First Quarter Ends

15 Second Quarter Begins

## **NOVEMBER – 2018**

12 Veteran's Day Holiday - **No School**

19 Lincoln's Day Holiday-**No School\***

20-23 Thanksgiving Holiday - **No School**

30 Minimum Day

## **DECEMBER – 2018**

3 Minimum Day

14 Second Quarter/First Semester Ends

## **DECEMBER – 2018 Continued**

14 Minimum Day

### **17-31 WINTER VACATION – NO SCHOOL**

## **JANUARY - 2019**

### **1-4 WINTER VACATION – NO SCHOOL**

**7 Classes Resume**

7 Third Quarter/Second Semester Begins

14 Minimum Day

21 M. L. King Holiday - **No School**

## **FEBRUARY – 2019**

18 Presidents' Day Holiday - **No School**

## **MARCH - 2019**

15 Third Quarter Ends

15 Minimum Day

### **18-29 SPRING VACATION – NO SCHOOL**

## **APRIL – 2019**

1 *Classes Resume*

1 Fourth Quarter begins

## **MAY - 2019**

27 Memorial Day Holiday - **No School**

## **JUNE - 2019**

5 Minimum Day

6 Fourth Quarter/Second Semester Ends

**6 Last Day of School – Minimum Day**

We hope that this calendar will be useful in planning family events. If you have questions, please contact the personnel at your child's school. This calendar is subject to change based on future negotiations with employee associations.

Sincerely,  
Regina L. Rossall  
District Superintendent



# Hillview Middle School

40525 Peonza Lane  
Palmdale, CA 93551  
Ph: 661-722-9993  
Fax: 661-722-9483



## ADMINISTRATION

|                    |                         |
|--------------------|-------------------------|
| Principal          | Rodney Lots             |
| Principal          | Jennifer Slater-Sanchez |
| Counselor          | Jennifer Schmid         |
| Office Coordinator | Lisa Sanchez            |
| Attendance Clerk   | Betty Dyer              |
| Records            | Margaret Eskenazi       |

## FOREWORD

We are the Hillview Hawks and our colors are blue and green. We are proud of our school and work hard to make it one of the best! Knowing the information in these pages will help you get a good start and make your years here enjoyable and productive. **Keep this Student Planner in your backpack every day.**

## Mission Statement

The mission of Hillview Middle School is to ensure that all students will be prepared to reach high levels of academic achievement as determined by district, state, and national standards. All students will have access to a college preparatory pathway and be encouraged to participate in school activities. Hillview Middle School will help students become educated, responsible citizens.

## RIGHTS AND RESPONSIBILITIES

### **RIGHTS OF STUDENTS:**

1. To attend school and classes unless removed under due process as specified in the Education Code and district rules.
2. To be informed about school and district rules and regulations pertaining to students.
3. To receive appropriate educational programs designed to meet his/her individual needs and challenge his/her abilities and talents.
4. To attend school in an academic and social climate that is free from fear and violence and inappropriate disruptions.
5. To receive fair and reasonable treatment from those who are responsible for enforcing standards of student conduct.

### **RESPONSIBILITIES OF STUDENTS**

1. To comply with the regulations, pursue the required course of study, and submit to the authority of the staff of the school.
2. To know and obey school rules and regulations.
3. To punctually and regularly attend assigned school classes.

4. To be prepared to work in class with needed materials and assignments. Late work is not accepted unless approved by the teacher.
5. To deliver correspondence between school and parents such as progress reports, report cards, and notices.
6. To contribute to a positive learning environment through maintaining appropriate behavior.
7. To respect the rights and property of others, including the right to learn.
8. To conserve, enhance, and maintain the appearance of school buildings and grounds, school equipment and instructional materials.
9. To maintain personal standards of dressing and grooming appropriate to class and school activities as stated in the Westside Union School District Dress Code Policy.
10. To comply with regulations requiring students to stay off any other campus while that school is in session or having an approved school function.
11. To practice self-control at all times.
12. To ask for help with problems when needed.

### **HOMEWORK! Parents can help**

1. Check your student's Planner daily.
2. Homework can be requested for absences of 5 days or more by leaving a message on the attendance line at extension 72507 when you call to clear your students' absence for pickup the following day. The other option is to inquire about Independent Study for 5 day or more. Please inquire a week in advance so we can collect the work and your student can meet with the teacher.
3. For absences less than 5 days, students should pick up work directly from their teachers upon returning.

### **STUDENT EXPECTATIONS FOR ALL CLASSROOMS**

1. Arrive on time to class with all necessary materials.
2. Listen to and follow directions of the teachers.
3. Get involved in class activities and do your best.
4. Show respect to others in the room and their property.
5. Treat school property with respect.
6. Complete assignments on time.
7. Do not disrupt the teacher's teaching or other students' learning.
8. Stay in control of your behavior. Know that you are responsible for your behavior.
9. No eating or gum chewing.

### **EMERGENCY CARDS**

They provide information needed in personal emergencies and in the event of a major disaster. Each student is required to have an emergency card on file in the school office. These cards must be completed and turned in

during the first week of school or when registering during the year. **NEW ADDRESS? EMAIL? NEW PHONE?** Please notify the records office ASAP if you have a new phone number, home or cell, new address, new email, or transfer to another school.

### **SAFETY**

In order to maintain child safety, we ask that you pick your student up no more than 10 minutes after sporting events, dances, etc. If student is not picked up within the 10 minute time frame more than twice, they will no longer be eligible to attend. Also, parents we ask that if you are picking up your student across the street that students use the crosswalk at the end of the block, to avoid being hit by a passing vehicle.

### **ACCIDENT INSURANCE**

Low cost accident insurance is available to students. Contact office for more information.

### **HALLWAY PASSES**

Students are not allowed out of the classroom during class times without a pass. Students also need a pass to be inside the main building. This does not include students on medications or who have received an injury on campus.

### **MEDICATION**

The school form "Request for Medication to be Taken During School Hours" must be completed by parents and the physician and be on file before the school can permit medications to be used at school for both over the counter and prescribed medication. Any student who is required to take medication during the school day may be assisted by school personnel when the school receives the completed form. All medications are to be kept in the school office, this includes all inhalers and non-prescription medications\*, as well as doctor prescribed medicines. \*Pain pills (Tylenol, Advil), allergy medications, etc. The form is on the district website under "Departments-Health Services."

### **ATTENDANCE**

Satisfactory progress is dependent upon regular attendance. Absences are either excused or unexcused and **all absences MUST be verified**. The only legally recognized excuses for absences are illness, medical or dental appointments, religious observances, court appearances or death of an immediate family member. All other **absences** are legally unexcused and have effect on the district's income from the state, and more importantly, on your child's education.

Please have your parent/guardian call the school attendance office at 661-974-8548, if you are going to be absent or **when returning to school after an absence**.

Students can also bring a note from their parent with:

1. Students name (first and last), the reason for your absence, the date(s) of the absence, and parent signature.
2. Turn the note in to the **attendance office**.
3. All absences must be verified by the 4<sup>th</sup> day following the absence. Those absences not verified by the 4<sup>th</sup> day will be considered unexcused.

**If you need to leave school during the day, you should:**

Have your parent, guardian, or designated person sign you out at the front office. Students **will not** be called out of class until they are signed out.

Students will only be released to persons identified on their emergency card otherwise a note must be presented authorizing pickup. A current, valid picture ID is required to sign out a student.

### **TARDIES**

The policy at Hillview allows for three tardies each semester at the beginning of the school day for which no consequence is assigned.

- After the third tardy a lunch detention will be assigned for every unexcused tardy.

Tardies are excused for the following reasons only:

Personal Illness, Student Medical/Dental appointments, court appearance, death in family, or religious observations.

All excused tardies must be verified with the Attendance Office with a note at the time of the tardy or the parent must accompany the student into the office to sign them in. All tardies which occur during class-to-class transitions will result in a lunch detention.

### **TRUANCIES**

Excessive absences may lead to a referral to SART (School Attendance Review Team) followed by SARB (School Attendance Review Board). If there is no improvement in attendance, a referral to the DA's office may result.

The following absences are classified as truancies:

1. Absences from school without the knowledge and consent of your parent or guardian.
2. Leaving the campus during the school day without permission.
3. Staying out of class without permission.
4. Unverified and unexcused absences, in addition to unexcused tardies in excess of thirty (30) minutes.

### **PHYSICAL EDUCATION PROGRAM**

\*Wearing appropriate clothing designated for P.E. class accounts for 40% of a student's daily grade. Hillview P.E. uniforms are available at a cost of \$25 (cash only) from the front office. It is not allowed to alter/deface the uniforms with cuts, tears, writing or designs.

\*Students shall change into P.E. clothes for class, and change out of them after class. Only shoes/socks, underwear, and outerwear may also be worn with (but not in place of) P.E. uniform.

\*During colder weather, sweats or jackets may be worn with (but not in place of) normal P.E. uniform.

\*Combination locks are checked out to students in the locker rooms. Replacement cost for lost or destroyed locks is \$7.00 (cash only.) For emergency purposes, personal locks are not allowed.

\*Wheeled/oversize backpacks will not fit in lockers, and should not be brought to P.E.

\*For health and safety reasons, aerosols, glass, and food/drink are prohibited in locker rooms.

\*Written examinations are a regular part of Hillview's physical education program.

\*Hillview P.E. has reserved the running track at Gregg Anderson Academy for running mile tests. It will be “walking field trips” to and from GAA. Students with asthma inhalers should follow the protocol for their individual medical situation

\*Students may be excused from some physical education activities up to 3 consecutive days, not class periods, with a written note from their parent. **For longer periods, a doctor’s note is required. Students will be expected to participate to the greatest extent possible and the instructor will accommodate the injury/illness specified in the note.**

### **CLOSED CAMPUS**

Hillview is a closed campus school. Once on campus, students are required to stay at school until dismissal time. Students may leave early only with a written request from a parent. Students leaving early for any reason must be signed out in the front office.

### **VISITORS ON CAMPUS**

**School-age visitors are prohibited on campus during school hours. All visitors are required sign in and obtain a visitor’s pass in the office both during, and outside of the school day. Parents wishing to visit a classroom should make arrangements with the teacher at least 24 hours in advance. Visits are limited to 40 minutes. On the day of the visitation, you will be escorted to & from the room. Non-staff members are not allowed on the playground or in cafeteria during the day.**

### **TEXTBOOKS & TECHNOLOGY**

Proper care and use of textbooks and technology is each student’s responsibility. Fines will be assessed for loss or damage to textbooks, technology and library books. You are responsible for all of your textbooks at school and at home.

### **LIBRARY USE**

Language Arts classes will have the opportunity to visit the library every two weeks to check out or renew books. Students may check out up to two books at a time. Students should examine books and report any damage to the librarian before leaving the library so they won’t be liable for charges.

#### **Overdue books:**

Notices will be sent to students when a book is two weeks overdue. When a book is three weeks overdue, parents will receive a notice in the mail. Books 30 days overdue will be considered lost. Students are responsible for the cost of lost, damaged, or stolen books.

### **BICYCLES**

Bicycles are allowed only as a means of transportation to and from school and must be locked in the bicycle area. The school is not responsible for their damage or loss at school. You must wear a helmet when you ride your bicycle to school or on the way home. Bikes are not allowed to be ridden on school grounds or the sidewalks on Peonza Lane. Skateboards, skates, “roller shoes” and scooters of any kind may not be used for transportation to and from school. Students not following rules may face consequences.

### **LOST & FOUND**

Lost articles are kept in a “lost and found.” If you have lost clothing or personal possessions, inquire at the office before or after school. Lost and found is donated to charity several times throughout the year, so check often.

### **PROMOTION REQUIREMENTS**

The Board of Trustees for the Westside Union School District requires students to maintain a 2.0 GPA with no F’s each semester. Students who do not maintain a 2.0 GPA/No F’s will be at risk of being retained and will be required to attend the school sponsored intervention program. Students that fail to meet this requirement on any formal report period will lose eligibility for extra curricular activities. In addition, eighth grade students will not be allowed to participate in the promotion ceremony, the promotion dance/activities, or the Magic Mountain trip. Students are also to maintain 80 merits in order to participate.

Top scholars are recognized each semester by being listed on honor roll (3.50-3.74) or Principal’s List (3.75-4.00). All of these students are invited to a special recognition assembly. Many opportunities exist for students who wish to be involved in more challenging scholastic programs. All activities are announced during advisory each day and are posted on our website.

### **CONFERENCES**

Conferences with parents and school staff are encouraged during conference days, or by request, to discuss prior academic achievement or concerns related to behavior. Parents are encouraged to schedule conferences as questions or concerns arise. Communication is essential to student success. If you have concerns regarding your students’ performance in a class, please email your child’s teacher or call the school to leave them a message. Requests to schedule time to meet with either principal, or the counselor may be made by students, parents, or school staff. They can advise students about such things as school-related issues and problems, disciplinary problems, class schedules, personal concerns, testing, or general school adjustment.

### **LUNCH TIME**

Our school cafeteria prepares and serves a hot lunch each day. Meals may be paid online or in person on a daily basis or prepaid. In addition to hot meals, a la carte items are sold during the lunch period each day. **Sodas and energy drinks are not allowed on campus.** Free and reduced priced meals are available for qualified students. Applications for free/reduced meals must be completed annually, no later than September of each year. Eligibility for free/reduced meals carries over for only **one month** into the new year. After that, if a new application is not approved, the child will be charged.

### **STUDENT GOVERNMENT (ASB)**

Hillview student activities are governed and planned by a Student Council consisting of a student body advisor, elected officers, and classroom representatives. All decisions of the Student Council are subject to final approval of an administrator.

## **STUDENT ACTIVITIES**

Annual fundraisers are conducted to raise funds for student projects, activities, clubs, dances, sports programs, etc. A school yearbook is published by the yearbook class.

School pictures are taken by a professional photographer each year and sold to students. These pictures are used for the school year book and Student ID cards. Student ID cards (on a school lanyard) are required to be worn each day for identification and are also required for admission to dances and other school events. Students receive their first ID card and a lanyard free of charge. If a student loses their card, a \$7.00 replacement fee will be charged. Sold alone is \$5.00 for the card and \$2.00 for the lanyard.

Attendance and Activities: Students must attend school on the day of an activity (dances, sports, etc) in order to participate in the activity. Example: If a student is absent on the day of a dance, the student will not be allowed to attend the dance. **Dances and other extracurricular activities must be paid for in cash. Checks will not be accepted.**

## **INVOLVED PARENTS**

Plan to attend parent information nights and parent conferences. The Hillview PTSA is a key element in the life of our school. Memberships are available to all parents and provide a modest operating fund. Parent members also provide valuable support to school fund raising efforts. One primary activity of this organization is to provide recognition to those students who achieve distinction in their studies, service to the school, exemplary behavior, or in other noteworthy ways. Parents also represent our school in district functions, provide supervision at dances, and provide other valuable services that make a difference to students and staff.

Parent volunteers are welcome. Before serving as a volunteer, you must have a current Mantoux TB test on file in the school office and you must also have fingerprints on file with the Human Resources Department at the District Office. Contact the school office for more information.

## **SCHOOL COUNSELORS**

Elementary and middle school counselors support student growth in the areas of academics, career, and personal/social development. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc. It is important to establish respect and trust with students, therefore student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement. Counseling services can be delivered in a variety of formats such as one-on-one, small group, classroom sessions, and/or large settings. School counseling services are provided on an as needed basis throughout the school year, however, these services are not intended as clinical therapy.

School counselors can assist parents with understanding the developmental changes of childhood, facilitating

collaboration between parents and teachers, and providing community resources. Please contact the school if you would like to refer your student for counseling services.

## **MERIT & ASSERTIVE DISCIPLINE SYSTEM**

In an effort to help your student have a meaningful and successful year at Hillview, we use a merit & assertive discipline system. Students begin with 100 merits each semester. Merits are lost as consequences for violations of school rules, no shows to detention, office referrals, and other inappropriate behaviors referred to the office.

Parents are an important asset to the merit & assertive discipline system. Praise and encourage your son or daughter when they maintain good citizenship. We encourage you to call for a conference whenever you receive notification when your child is seen by an administrator and/or loses merits. Also, please be aware of the strong stance on harassment and smoking and that drug or alcohol related incidents will result in immediate suspension and possible referral for expulsion. Students maintaining 100 merits will be offered the opportunity to attend a special reward activities at the end of each semester. Students who drop below 80 merits will lose their privileges to extra curricular activities. **An F in citizenship means the same as an F on your 1<sup>st</sup> Semester report card. This will exclude you from all activities for the 2<sup>nd</sup> Semester.**

The Hillview Middle School citizenship grade guidelines are as follows:

|                 |     |
|-----------------|-----|
| 95 - 100 merits | = A |
| 85 - 94 merits  | = B |
| 75 - 84 merits  | = C |
| 65 - 74 merits  | = D |
| 0 - 64 merits   | = F |

## **LUNCH DETENTION**

Students will be assigned lunch detention for minor offenses including: poor behavior, being tardy, gum/candy, missing Planner, not following the dress code, not wearing ID/lanyard around the neck, eating out of bounds, missing parent signatures, minor classroom disruptions, and/or overdue items. Offenses will be recorded and on the 5<sup>th</sup> offense, the student will lose 5 merits. Thereafter, every 5<sup>th</sup> offense will be an additional loss of 5 merits.

## **STANDARDS OF STUDENT CONDUCT**

Students attending Hillview Middle School may rightly expect that the faculty and administrators will maintain an environment in which there is freedom to learn. To maintain the appropriate conditions and opportunities in the classroom, on campus, on the bus, and on the way home, students should practice good citizenship and exert an effort to benefit from the academic program.

Student conduct is expected to conform to district and school rules and regulations. Violations of such rules and regulations will result in disciplinary action, including, but not limited to the following:

1. Lunch Detention

2. Loss of merits
3. Parent contact (letter, email or phone)
4. Schedule modification
5. Behavior, attendance, or other Contract
6. Campus clean-up; i.e.: table washing, paper pickup, etc.
7. Parent conference
8. Loss of bike or bus privileges
9. Counseling
10. Loss of extra-curricular activities
11. Restricted lunch (time and place)
12. Suspension (home)
13. Modified day
14. After School Detention
15. Campus Change
16. Expulsion

Students are expected to attend all detentions assigned. Failure to attend detention will result in a loss of merits and after school detention. Excessive detentions and no-shows may result in further loss of merits and after school detention.

### **SPECIFIC SCHOOL-WIDE RULES**

1. Dress appropriately. Student dress must be safe for the student and those around the student. It must not be offensive, disruptive of school operations or the educational process, and it must not be contrary to law.
2. Only leave class on legitimate business and with an approved pass.
3. Do not bring any objects to school that are of no reasonable educational use, that tend to create a nuisance, or may be considered as weapons. Items include balloons, blankets, flowers, stuffed animals, etc.
4. Use or possession of any form of tobacco, alcohol, drugs, vape or vape juice or related paraphernalia on campus is prohibited.
5. No chewing gum or eating candy on campus.
6. No use of profane or vulgar language.
7. No selling, trading, or buying any goods or items with/from another student.
8. Eat only in the cafeteria or patio areas. No food is permitted on the playground and water is the only drink permitted outside of the lunch area.
9. No inappropriate demonstrations of affections, including holding hands, kissing, and hugging.
10. Fighting will not be tolerated and offenders will be suspended and/or expelled.
11. Let an adult know immediately if you are being threatened or harassed by another student or students.

### **WESTSIDE SCHOOL DISTRICT HILLVIEW DRESS CODE**

1. All students shall wear shoes at all times. Sandals may be considered shoes provided they have a strap over the top of the foot and around the heel. Flip flops, slides, slippers, etc., are not allowed.
2. No shirts that are low cut, revealing or show skin around the waist.
3. No back-less tops / dresses.
4. No tank tops, shirts with extra-large armholes or off the shoulder tops.
5. No pajamas, onesies or blankets.
6. No inappropriate symbols, pictures, slogans on clothing.
7. Sheer or "see through" shirt/dresses must have shirts under them that meet dress code.
8. No short-shorts. They may not be rolled up at the hemline, or rolled down at the waist.
9. No sagging, baggy clothing (pants should stay up without a belt AND without holding onto the pants)
10. Pants waistband should be no lower than the hip area.
11. Belts can be no longer than 5" beyond the buckle. No chains hanging from the waist or wallet. Electronic belt buckles are prohibited.
12. No student may wear articles of clothing, jewelry, earrings, spacers, paraphernalia, hair styles, or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities. (This includes studs with points, spikes or gauges.)
13. Clothing, jewelry, paraphernalia or material, which is obscene, sexually explicit, satanic, or which depicts or suggest sexually related or obscene gestures, pictures or wording which promotes violence, the use/abuse of drugs, tobacco or alcohol, or which downgrades a positive educational climate may not be worn or carried on campus or at school activities.
14. Clothing or articles of clothing (including but not limited to gloves, torn clothing, bandanas, shoestrings, wristbands, jewelry) which are disruptive to the educational process, may not be worn on campus or at any school activity. Pants with holes cannot be higher than mid-thigh and holes no larger than your ID card.
15. All hats must be worn with the bill facing forward. Hoods, hats, and beanies should be removed upon entering the building. Scarves, bandanas, and hair rollers are not permitted on campus.
16. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing hairstyles or attire may be worn or carried on campus or at school activities.
17. Items identified as gang-related clothing apparel, attire, jewelry, insignias, colors, paraphernalia and materials may vary from school to school, may change from year to year and be different from grade level to grade level.
18. School staff will assist the principal or his/her designee in the enforcement of the student dress policy.
19. Sunglasses are prohibited indoors and should be placed inside of backpacks.
20. Accessories such as heavy chains, and jewelry with dangerous points or spikes are prohibited. Earring piercings are permissible provided that student wear studs only. Long dangling or hoop earrings are prohibited. Facial piercing (nose, eyebrow, tongue, etc.) is not allowed.
21. Hairstyles or coloring cannot distract the learning environment. No unnatural hair colors such as green, pink, purple, blue, fluorescent, bright reds, etc., are allowed. Colors listed also apply to weaves and extensions.

**In Summary: Student dress and grooming must be safe, clean, modest, and conducive to educational pursuits. Dress Code violations will**

**result in lunch detention, loaner clothing, and confiscation of inappropriate items.**

## **CAMPUS WIDE CLASS RULES AND EXPECTATIONS**

### **Class Rules**

- Respect other people and their property.
- Be prepared to participate in all activities.
- Raise your hand when you need to share information or ideas.
- Be in your assigned area.
- Follow directions the first time they are given.

### **General Consequences**

- Verbal warnings
- Parents/Guardian communication in the form of: Detention, call / email / note home, note in planners, or office referral (and loss of merits).
- Repeat offenders: Office Referral and loss of merits. Possible suspension.
- Severe offenders: Office Referral and loss of merits. Possible suspension and/or expulsion.

### **Homework/Classwork**

- Late work receives no credit (per teacher discretion.)
- Long term projects: Teacher discretion
- To receive any extra credit, all required assignments must be turned in.
- Extra Credit: Extra credit is at teachers' discretion.

### **Absences**

- Work due one week from the day student returns
- Students are responsible for picking up homework on their first day back at school.

## **Cell Phones, Digital Cameras, and all Electronic Devices**

The Board of Education at Westside Union School District has the obligation to insure a safe, secure, and orderly campus that provides the opportunity for all students to learn. At each school, students have the right to learn and teachers have the right to teach. To insure that these obligations are met, WUSD Board Policy states:

- Cell phones, including those with any image capturing capabilities, are to be, **off and put away**, while on school grounds. These devices may only be used with the permission and in the presence of an administrator or designee.
- If the device is not "**off and put away**", the school employee shall confiscate it and turn it over to an administrator or designee who will release the device to a parent or guardian only.
- Possession of cell phones at after school activities or extra curricular activities will follow the same policy of "**off and put away**" and will only be allowed with permission and in the presence of an administrator or designee or parent/guardian present at the activity, as long as it is not a disruption to the activity.
- A student who violates this policy may be prohibited from possessing a cell phone at school or school-related events and will be subject to site disciplinary action.
- All other electronic devices, such as: **iPods, iPads, other digital music devices, and cameras are prohibited at all times** except with specific permission from an administrator or designee. If any student is found in possession of any such device, except with specific permission from an administrator or designee, it shall be confiscated and the student will be subject to the school disciplinary policy.

In keeping with this policy the Hillview Administration will be issuing the following consequences for student violations at school, on school grounds and within the gates:

**Cell Phones and other electronic devices that are confiscated and given to the office will only be released to a parent and the student will receive a 5 merit loss for the first offense. A second offense will result in a loss of 5 merits and after school detention. A third offense will result in additional consequences and the student will no longer be allowed to bring the item to school.**

**ALL CELL PHONES NEED TO BE OFF AND AWAY. DO NOT USE CELL PHONES UNTIL YOU ARE OUTSIDE OF THE SCHOOL GATES.**

## **HOTLINES AND HELPLINES**

### **Emergency 911**

#### **General Crisis**

|   |                            |
|---|----------------------------|
| Child Abuse Hotline   | 800-540-4000               |
| Domestic Violence Hotline                                       | 800-978-3600               |
| Safe Helpline (Military)  | 877-995-5247               |
| Military One Source   | 800-342-9647               |
| LA County Suicide Prevention Center                             | 877-7-CRISIS (727-4747)    |
| National Parent Helpline  | 855-4A PARENT              |
| Family University Foundation, Inc. & Yes2Kids Parenting Classes | 661-538-1846               |
| Families in Action Cooperative                                  |                            |
| Parenting 661-361-5222  | Hoffman Hospice Non-Profit |
| Families United: New Beginnings                                 | 661-538-1099               |
| Grace Resource Center   | 661-945-7524               |
| Homeless Solutions Access Center                                | 661-942-2758               |
| Trevor Line LGBTQ Support                                       | 866-488-7386               |
| <b>Alcohol/Substance Abuse</b>                                  |                            |
| Tarzana Treatment Center  | 661-726-2630               |
| West Coast Drug and Alcohol Education Program                   | 661-951-8200               |
| Substance Abuse Alanon /Alateen                                 | 661-274-9353               |

### **Mental Health**

|   |                              |
|---|------------------------------|
| Mental Health Crisis Hotline                      | 800-854-7771                 |
| Children's Bureau, Lancaster Palmdale             | 661-949-0131<br>661-272-9996 |
| Children's Center                                 | 661-949-1206                 |
| Child and Family Guidance                         | 661-265-8627                 |
| Penny Lane  | 661-266-4783                 |
| <b>Teen Issues</b>                                |                              |
| California Youth Crisis Hotline                   | 800-843-5200                 |
| Angels Flight Running Away Shelters               | 310-855-4673                 |
| Teen Line   | 310-855-4673                 |
| Text Teen to 839863- Teens helping teens          | 6:00pm-9:00pm daily          |
| Los Angeles Sheriff's VIDA                        | 661-949-6585                 |
| (Vital Intervention and Directional Alternatives) |                              |
| Anger Management – A Change of Faces              | 661-948-5312                 |
| Youth Support Association (Teen Talk)             | 661-949-6615                 |
| Nat'l Eating Disorders Association                |                              |
| Helpline  | 800-931-2237                 |
| (Self-Abuse Finally Ends)                         | 800-DON'T-CUT                |

## **HILLVIEW MIDDLE SCHOOL**

### **HOME OF THE HAWKS**

#### **EXPECTATIONS**

- Be Safe
  - At HMS we will follow classroom safety guidelines
  - We will practice safe habits when traveling to/from school
  - We will communicate with staff when safety issues arise
- Be Prepared
  - At HMS we will come to school prepared to learn
  - We will bring materials needed for class
  - We will keep our binders up to date
- Be Respectful
  - At HMS we will respect one another
  - We will keep unkind comments to ourselves
  - We will respect the boundaries and property of others
- Be Responsible
  - At HMS we will be responsible for our actions and our academics
  - We will give our best effort on our work
  - We will take responsibility when we make mistakes and help to find solutions

## **Schoolwide Learner Outcomes**

### **Honesty & Integrity**

- Respect the diversity of people, as well as differing viewpoints and reasoning processes
- Exhibit open-mindedness, ethical & personal responsibility
- Demonstrate skills in resolving conflicts through positive non-violent alternative actions

### **Application of Technology**

- Utilize appropriate technological tools to obtain, process, and present information
- Use technology as a tool to enhance communication and adapt to ever changing technology
- Demonstrate digital literacy



## **Work Ethic**

- Practice self-directed and goal-oriented learning
- Work both collaboratively and individually
- Listen attentively and critically, interpreting the message of others in an effective manner

## **Knowledge**

- Approach the world with intellectual curiosity and attempt to solve complex problems creatively and independently
- Demonstrate independent learning and the ability to make objective and informed decisions
- Exhibit the ability to use reasoning skills to solve complex problems within content-area standards
- Make connections between curriculum and real world applications
- Learn beyond the classroom and maintain a lifelong interest in learning
- Thoughtfully convey information orally, visually, and in writing to individuals, groups, and diverse audiences
- Demonstrate skills of speaking, listening, reading, and writing for different purposes and in a variety of situations

## **Social Responsibility**

- Advocate for self and others and cooperate as team members
- Contribute to the improvement of the school and community
- Promote and demonstrate knowledge of social justice and civic responsibility
- Accept responsibility for actions and how they affect the community

### **Hillview Middle School - Parent Involvement Policy**

The staff of Hillview recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the principal or designee shall:

1. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students.
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom.
3. Provide information about parent involvement opportunities through school, and/or class newsletters, the district's web site, and other written or electronic communications.
4. Develop mechanisms to encourage parent/guardian input on school issues and programs.
5. *To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.*
6. Encourage greater parent/guardian participation by *offering a flexible number of meetings* and adjusting meeting schedules when practicable to accommodate parent/guardian needs.
7. Build the capacity of the school and parents/guardians for strong parent involvement by:

- a. assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- b. providing materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.
- c. educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools.
- d. informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students.

8. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as:

a. providing parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits.

b. encouraging parents/guardians to monitor their children's school attendance, homework completion, and television viewing.

c. build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504).

9. *Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.*

*This compact shall address:*

a. *The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards.*

b. *Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time.*

c. *The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:*

*(1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement.*

*(2) Frequent reports to parents/guardians on their children's progress.*

*(3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.*

10. *Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved.*

11. *Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement.*

12. *If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district.*

13. *The principal or designee, jointly with parents/guardians shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)*

## **BULLYING PREVENTION POLICY**

Hillview Middle School believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance.

Hillview Middle School will not tolerate behavior that infringes on the safety of any student.

Bullying and hazing are serious matters. **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm. A student shall not intimidate or harass another student through words or actions.

Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

There are different types of bullying and misconduct including, but not limited to:

**Physical Bullying:** hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*

**Cyberbullying:** using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as

Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*

**Social Bullying:** leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

**Verbal Bullying:** name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*

**Non-verbal Bullying:** posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.

**Indirect Bullying:** getting someone to do something mean or hurtful to someone else on your behalf.

**Sexual Harassment:** any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation.* (Even if I like the person I must be respectful at all times.)

**Discrimination:** targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

Hillview Middle School expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To help ensure bullying does not occur on our school campus, Hillview Middle School will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

### UNIFORM COMPLAINT PROCEDURES

The Westside Union School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3);
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil

School Safety Plans  
Special Education  
Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

*We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.*

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Marguerite Johnson, Assistant Superintendent  
Unit or office: Educational Services  
Address: 41914 50<sup>th</sup> Street West, Lancaster, CA 93636  
Phone: 661-722-0716 E-mail address: ma.johnson@westside.k12.ca.us

A pupil fees complaint is filed with the Superintendent or designee of the Westside Union School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

---

**\*\*PLEASE SIGN AND RETURN THIS PAGE TO YOUR STUDENT'S ADVISORY TEACHER\*\***

We have read and discussed the information in this binder, including the bullying prevention policy.

---

Student Name (PRINT)

---

Parent/Guardian Signature

---

Student's Advisory Teacher

---

Date