



# WHITE HILL MIDDLE SCHOOL



STUDENT/PARENT  
HANDBOOK & PLANNER  
2010-2011

**Welcome to White Hill Middle School. We hope this student Handbook & Planner will help answer any questions you may have about our school. For further assistance, please call the school office at 454-8390 x 0. We will be happy to assist you in any way possible. You can also contact Principal David Finnane at x103 or Assistant Principal Jason Richardson at x 102.**

<http://rossvalleyschools.org/whitehill>

THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE \_\_\_\_\_

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## **WHITE HILL MIDDLE SCHOOL PHILOSOPHY**

White Hill Middle School strives to provide all students, grades six through eight, with a developmentally appropriate program that is specifically designed to guide adolescents through the transition from elementary school to high school. We work to teach skills for life-long learning and promote responsibility, independence, self-confidence and respect for self and others.

White Hill Middle School strives to provide:

A developmentally appropriate curriculum within a supportive and structured setting.

Instruction that engages adolescents actively in the learning process.

Content that is relevant to middle school students.

Instruction that focuses on the development of skills in the following areas: study habits, communication, research, technology, problem solving, critical thinking, and social interaction.

Activities that encourage students to think critically and independently, act responsibly, develop self-confidence, and enjoy learning.

A warm and supportive environment in which students and adults treat each other with dignity and respect at all times.

Developmental guidance programs with social, emotional, and academic support.

The foundation for an active working relationship between parents and school staff to help all our students reach their potential. Curricular and co-curricular activities that

promote group unity, social interaction and physical and mental health (i.e., sporting events, field trips, social events, interdisciplinary units of study).

## **STAFF VOICE MAIL DIRECTORY**

### **Administration**

David Finnane, Principal, ext. 103      Jason Richardson, Assistant Principal, ext. 102

| <b>Teachers</b>    | <b>VOICE MAIL</b> |
|--------------------|-------------------|
| Beauchamp, Emma    | 118               |
| Bodle, Liz         | 209               |
| Bortnick, Joey     | 112               |
| Brockbank, Brennan | 203               |
| Crow, Martha       | 211               |
| Desmond, Kirk      | 367               |
| Dines, Joe         | 302               |
| Eubank, Burton     | 123               |
| Filipof, Meike     | 208               |
| Frank, Katie       | 304               |
| Hardin, Cade       | 205               |
| Hirsch, Caley      | 220               |
| Ibanez, Annabel    | 216               |
| Jacks, Jeremiah    | 397               |
| Johnson, Renee     | 223               |
| Klein, Ellian      | 310               |
| Krause, Jeff       | 303               |
| Krick, Natasha     | 206               |
| Lentini, Tim       | 207               |
| Macarah, Caroline  | 214               |
| Marrero, Julia     | 311               |
| McLaughlin, Dan    | 213               |
| Nolan, Yvonne      | 212               |
| Noyer, Mo          | 217               |
| Paradiso, John     | 218               |
| Perani, Kristi     | 204               |
| Perdue, Megan      | 320               |
| Pierce, Jnana      | 301               |
| Ruzzier, Doretta   | 210               |
| Strempek, Chris    | 306               |
| Sugden, Michelle   | 201               |
| Tesitor, Karen     | 219               |
| Wheaton, Annmarie  | 208               |
| Wilson, Margie     | 219               |

| <b>Staff Person</b>  | <b>Position</b>                   | <b>Voice Mail</b> |
|----------------------|-----------------------------------|-------------------|
| Bascara, Cynthia     | Speech Therapist                  | 110               |
| Bell, Linda          | Activities Director / Library Sp. | 108               |
| Black, JoAnn         | SDC Aide                          | 112               |
| Breault, Claudia     | Campus Sup.,ELL Aide              | 116               |
| Cornejo, Ramiro      | Building Manager                  | 318               |
| Library              |                                   | 105               |
| Moulton, Maureen     | Office/Administrative Assistant   | 101               |
| Pelton, Michele      | Counselor                         | 117               |
| Perdices, Tina       | Psychologist                      | 451-2163 (113)    |
| Rankin, Mary         | Registrar/Campus Supervisor       | 115               |
| Smith, Molly         | RSP Aide                          | 214               |
| Rodriguez R., Manuel | Custodian                         | 318               |
| Yrun, Laurel         | School Nurse                      | 451-4078          |
| Stolberg, Tina       | Library Specialist                | 105               |
| White, Kathi         | Attendance/Campus Supervisor      | 106               |
| Vannucci, Diane      | Speech Therapist                  | 110               |

**IMPORTANT DATES  
HOLIDAYS, VACATION & PROFESSIONAL  
DEVELOPMENT DAYS (NO SCHOOL)**

|              |                             |
|--------------|-----------------------------|
| Sept. 6      | Labor Day                   |
| Oct. 18      | Staff Development Day       |
| Nov. 11      | Veteran's Day               |
| Nov. 25-26   | Thanksgiving Recess         |
| Dec.20-31    | Winter Recess               |
| Jan. 3       | Staff Development Day       |
| Jan. 17      | Martin Luther King, Jr. Day |
| Feb. 21 - 25 | Mid-Winter Break            |
| March 21     | Teacher Work Day            |
| Apr. 11 - 15 | Spring Recess               |
| May 30       | Memorial Day                |

**ATTENDANCE**

Regular attendance plays an important role in student achievement and is essential for student success. It is our responsibility under the law to ensure that students attend school regularly. Parents and guardians of children aged 6-18 are obligated by law to send their children to school. White Hill abides by state attendance laws and works with families to ensure prompt and regular attendance. Good attendance is especially important because White Hill uses a partial block schedule and missing one class meeting on a block day is comparable to missing two classes in a traditional schedule.

Absences in excess of 15% (27 days) of the school year may result in a student's retention in his or her current grade. Decisions on promotion and retention will be made by the Principal and the Integrated Services Team (IST) on a case-by-case basis.

Chronic excused and unexcused tardiness and/or absences as well as chronic disciplinary infractions may result in a referral to the Student Attendance Review Board (SARB) and/or other disciplinary consequences.

### **Absences**

There are three kinds of absences:

1. An **excused absence** is for illness, dental appointment, medical appointment or the death of an immediate family member. Students may be excused to attend non-school-related events and activities once the student has attended school for that day for the minimum number of minutes required by law (Education Code 46010). After completing a minimum day, students who have written permission from their parents or guardians may be excused from school to attend religious services at a place away from school. Such absences are limited to four times per month (Education Code 46014). Absences are excused for students who successfully complete an Independent Study Contract.
2. A **justified absence** is recorded for court appearances, attendance at funerals, observation of religious holidays, attendance at religious retreats or because of acts of nature (power outage, flooding, etc.). Students who have long-term, justified absences (five days or more) must request an Independent Study Contract from the school office.
3. All other absences are considered **unexcused**.

### **Education Code Section 46010.1**

This law allows the school to provide consent for a student to leave campus to visit a physician or clinic during school hours without the consent of a parent or guardian.

### **Absences Relating to Activities**

Students who are absent for any part of a school day on which a school activity such as a concert, play, dance or sporting event is scheduled may not participate in that activity. Exceptions may be made in advance with the Principal's or Assistant Principal's permission.

### **Notification of Office Regarding Absences / Late Arrivals**

Please report absences to the school Attendance Office by 9:30 a.m. (454-8390 x1) on the first day of the student's absence. We have a 24-hour voicemail system for your convenience.

### **Tardy Policy**

Students are considered tardy if they are not in the classroom and ready to work when the bell rings. **A student who arrives late to school must be checked in at the Attendance window before going to class.** Students who arrive late to school impede their own academic progress and interrupt the learning process for others.

Tardy students may be excused only for the following reasons:

1. Illness
2. Medical, dental, or court appointment
3. Death in the student's immediate family
4. Act of Nature

Students who are tardy to school five or more times in a marking period will be referred to the Assistant Principal for possible disciplinary action. Additionally, students who are excessively tardy to classes throughout the day will be referred to the Assistant Principal for possible disciplinary action.

### **Tuancy**

A child is considered truant as defined by California Law (Education Code sections 48260). *Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the Superintendent of the school district.*

A student who leaves campus without authorization during school hours or who has an unexcused absence or unexcused tardy of more than 30 minutes is considered truant. Ed Code sections 48200 and 48293 and Compulsory Education Law mandate school district and parent/guardian responsibilities regarding trancies. A student who is truant (Ed Code section 49262) shall be referred to the School Attendance Review Board (SARB).

### **Student Attendance Review Board (SARB)**

The School Attendance Review Board is made up of school administrators, county special program personnel, probation department officers and law enforcement personnel. The board recommends interventions, legal avenues, and has the authority to change school placement for students with poor attendance and/or behavior problems.

### **Independent Study Contract**

If a student must be absent from school for five or more consecutive days for a family or religious obligation, it is possible to arrange for an Independent Study Contract.

*Study Contract procedures:*

1. The parent/guardian must notify the Attendance Clerk in writing at least one week prior to the first day of absence. The note must include the date of departure, how many days the student will be absent, and where the student will be while absent.
2. The student must pick up an assignment sheet from the Attendance Clerk to take to each teacher, and the contract must be signed by a parent or guardian.
3. Completed assignments are to be submitted to the teachers and the completed contract to the Attendance Clerk within five school days of the student's return to school.
4. NOTE: Failure to complete any of these steps will result in the absences being unexcused. The student's grades and academic progress may also be affected.

## **GENERAL INFORMATION**

### **Closed Campus and Visitation**

White Hill is a closed campus. Students must remain on campus from the time they arrive until the time they are dismissed to go home. In the morning, students may not get off the bus before arrival at White Hill and walk to school. Parents or guardians and visitors who come to school are asked to obtain a visitor's pass from the office.

**Delivery of Miscellaneous Items**

Parents who must drop off items or messages for their children during the school day should do so in the school office, not in the classrooms. If the delivery is planned in advance, please advise your child to go by the office at break or lunchtime for pick-up.

**Phone Messages**

The school office gladly accepts emergency phone messages. Please do not leave phone messages regarding after-school activities, appointments, or other non-emergency concerns with office staff as it is difficult to manage scheduling calls for a school population of close to 600 students.

**Emergency Card**

Please complete the front and back of the emergency card. Any change of information, such as address, telephone number, employment, emergency numbers, should be reported to the school office immediately. Please be sure that friends or relatives who are listed on the emergency card are in the immediate area and are aware they might be called upon to transport or give assistance to your child if you are unavailable.

**Financial Aid**

Assistance is available upon request for all school projects, activities, trips, shirts, PE uniforms, lunches, milk, etc. Students and parents or guardians should contact the school office for additional information. 454-8390

**Health**

If a student becomes ill while at school, the parent or guardian will be contacted to make arrangements for sending the student home. If the parent or guardian is unavailable, persons listed on the emergency card will be contacted.

**Authorization to Administer Medication at School**

According to California Education Code, Sec. 49423 and the American Disabilities Act, Sec. 504, all medications, *including prescription and over the counter medication* administered to students by school personnel or by students themselves, shall require a signed "Authorization to Administer Medication" form. The authorization form is available in the school office and must be signed by the legal parent/guardian and treating physician and shall include: 1) Student's name, medication name, medication frequency for administration and duration of treatment. 2) Consent authorizing designated school personnel to contact physician should a question arise.

All medication containers shall be clearly labeled with student's name, medication name, dosage, frequency and if applicable, expiration date of order. For any questions, contact the school nurse Laurel Yruin @ 451-4078.

**Insurance**

Each student is encouraged to take advantage of the inexpensive student accident and health insurance that is offered at the beginning of the school year.

**Lockers**

Lockers are provided as an optional convenience for 7<sup>th</sup> and 8<sup>th</sup> graders. Students are not allowed to share lockers. To use a locker, students are required to buy a lock from the school and may not use any other lock. Students are also required to only use the locker that has been registered to them when they purchase the lock. Please remember that lockers are school property and should be treated with respect. Appropriate temporary decorations may be put inside the locker but should not damage or deface the locker in any way. The school administration reserves the right to inspect the inside of lockers for health and safety reasons or if reasonable suspicion exists that a locker contains an illegal or prohibited item. Please remember that locker use is considered a privilege that may be revoked if it is abused.

**Lost and Found**

Lost articles are kept in the lost and found box located outside the office. Small and or valuable items will be locked in the office. Unclaimed items are donated to a charitable organization at the end of each marking period.

**Money**

If students bring money to school, they should keep money on their person (not in jackets or backpacks). Students are not to bring large sums of money to school. White Hill Middle school is not responsible for lost or stolen money. If for some reason a student has more than \$10.00 at school, he or she should leave it in the school office for the day.

**Records**

Parents/guardians of pupils have the right to access the pupil records maintained by the school district related to their children. The editing and withholding of any such records is prohibited. Please contact the school office if you would like to schedule a review of your child's records.

**Replacement Policy**

Students are required to replace or pay for textbooks, materials, Handbook/Planner, and personal or school property that are lost or damaged. Report cards, yearbooks and privileges may be withheld until replacement or payment is received.

**Transfers**

If a student leaves the Ross Valley School District to attend school elsewhere, his or her parent or guardian is asked to notify the school office promptly, and provide the name and address of the school where the child will attend.

**Inter-district Transfers**

Parents with children living outside of the Ross Valley School District may request an inter-district transfer. If the request is approved, an agreement is signed by the student and parent. Students must remain in good standing or their transfer agreement may be revoked (see Ross Valley Schools Inter-district Attendance Board Policy).

## CURRICULUM AND INSTRUCTION

### Course Offerings

| 6 <sup>th</sup> grade  | 7 <sup>th</sup> grade  | 8 <sup>th</sup> grade   |
|------------------------|------------------------|-------------------------|
| Mathematics            | Mathematics            | Mathematics             |
| Science                | Science                | Science                 |
| Core: English/ History | Core: English/ History | Core: English/ History  |
| Physical Education     | Physical Education     | Physical Education      |
| Interactives           | Teens & The Law*       | Drama*                  |
| Art-Mixed Media*       | Art*                   | Art*                    |
| Music*                 | Music*                 | Music*                  |
| Lifeskills*            | Lifeskills*            | Lifeskills/Family Life* |
| Art-Multicultural*     |                        |                         |

\* Part of enrichment cycle; subject to change

Additional electives: Concert Band, Symphonic Band, Jazz Band, Orchestra, Chorus, Spanish and French.

### Class Placement

Assigning students to classes is a lengthy process that involves a team effort by teachers and administrators. In order to provide the best possible learning environment for each student, placement decisions include gender and ethnic balance, levels of academic achievement, balance of students with special needs and student interest, motivation and behavior. There is a procedure by which parents may provide input about their child in relation to class placement. Board Policy 6152 outlines that process and includes a form by which parents can communicate their child's academic needs and learning style. Requests for specific teachers are discouraged. However, listing the individual needs of your child enhances the ability of the school staff to make the best possible placement. We will do our best to work with parents toward that goal and consider all input. The Principal does reserve the right to make the final decision on student placement. Finally, please note that any requests of schedule changes during the first three weeks of school will not be accepted.

### Homework

White Hill Middle School recognizes the importance of appropriate homework. It not only reinforces material that is presented in class but helps student develop life-long study habits. Students' academic success and grades are based partly on homework, so it is important for families to allow sufficient time and study space for their children to complete assignments. Board Policy establishes the following guidelines regarding the daily time allotments for homework in middle school (Monday-Thursday): "Twenty minutes per academic subject is the maximum at the middle school level. The time allotment includes work toward long-term projects." (BP 6154, AR 6154) Teachers work together in teams to make sure that assignments are coordinated and that students are not working on several major projects at the same time. If you have concerns about your child's homework, do not hesitate to contact your child's teacher/s for assistance.

### **Make-Up Work**

If your child has been absent or is going to be absent from school for three or more days, please contact the office and request make-up work as soon as possible. Homework assignments are normally available after 3:30 PM on the day following the request. For shorter absences (one to two days) the student can check for assignments on the class website or pick them up when he or she returns to school. Students will be given appropriate time to complete the make-up work. Students are also encouraged to have a “study buddy” to call to obtain missed assignments and information. Long term projects are always due on the designated day unless prior arrangements have been made between the student and the teacher.

### **Field Trip and Assembly Homework Policy**

If a student misses class in order to attend a school activity such as a field trip, concert, or assembly, it is his or her responsibility to inform the teacher and to make arrangements to finish the work that was missed. If an assignment is due on the day that the student is absent, he or she must turn in the work on the following day at the latest.

### **Grading and Report Cards**

Grades are given at the end of each quarter on report cards. Grades on report cards are considered the final mark. Parents will be notified in the middle of each quarter if their student is earning a C- or below. Whenever grades for achievement are given, they will be reported as follows:

|             |                           |                  |
|-------------|---------------------------|------------------|
| A (94-100%) | Outstanding Achievement   | 4.0 grade points |
| A- (90-93%) |                           | 3.7 grade points |
| B+(87-89%)  |                           | 3.3 grade points |
| B (83-86%)  | Above Average Achievement | 3.0 grade points |
| B- (80-82%) |                           | 2.7 grade points |
| C+(77-79%)  |                           | 2.3 grade points |
| C (73-76%)  | Average Achievement       | 2.0 grade points |
| C- (70-72%) |                           | 1.7 grade points |
| D+(67-69%)  |                           | 1.3 grade points |
| D (63-66%)  | Below Average Achievement | 1.0 grade points |
| D- (60-62%) |                           | 0.7 grade points |
| F (0-59%)   | Little or No Achievement  | 0.0 grade points |
| I           | Incomplete                | 0.0 grade points |

Incomplete grades on report cards must be made up within two weeks of the end of the quarter. Incomplete grades that are not made up within the allotted time may become F's. It is the student's responsibility to contact the teacher to find out what must be done to change an incomplete grade.

### **Wildcat Academic Honor Roll**

White Hill students who achieve high academic grades will be honored at Honor Roll Assemblies throughout the year. The criteria for the Wildcat Academic Honor Roll will be based on the student's grade point average (GPA) for each marking period.

The Wildcat Academic Honor Roll will be divided into two levels:

GPA of 4.0 (all A's)

GPA of 3.5 – 3.99 (essentially a B+ / A- average)

All parents of students who qualify for the honor roll will be invited to attend the Honor Roll assemblies.

### **Citizenship and Work Habit Marks**

Quarterly report cards will also report citizenship and work habits. The following criteria will be used to determine marks in citizenship and work habits:

#### **Citizenship:**

**O** (Outstanding): A student who is more than well behaved; who brings a positive force to the class on a consistent basis; consistently behaves in a way that improves the climate of the classroom; consistently follows directions; consistently is on task; consistently participates; received very few, if any, warnings or redirections during the grading period

**S** (Satisfactory): A student who is well behaved on a regular basis; who regularly follows directions; most of the time is positive in class; rarely requires reminders to stay on task; may have received a small number of warnings, redirections or low-level consequences during the grading period

**I** (Inconsistent): A student who has as many good days as bad days; who requires frequent reminders to follow directions; requires frequent reminders to stay on task; received many warnings, redirections, or low-level consequences during the grading period; may have been referred to the administration during the grading period

**N** (Needs Improvement): A student whose behavior is frequently unruly; who consistently requires reminders to follow directions; consistently requires reminders to stay on task; sometimes brings a negative force to the classroom; received a significantly large number of warnings, redirections, and/or low-level consequences; may have been referred to the administration during the grading period

**U** (Unsatisfactory): A student whose behavior is consistently unruly, who is disrespectful and/or defiant; consistently acts in ways that negatively affect the climate of the classroom; warnings and redirections have had little effect, received a significant number of consequences and was referred to the administration during the grading period.

#### **Work Habits:**

**O** (Outstanding): A student who consistently gives full effort; who consistently shows dedication to learning and perseverance; consistently strives to learn as much as possible; rarely, if ever, misses an assignment, consistently completes work on time; consistently willing to take on challenging work

**S** (Satisfactory): A student who generally gives adequate effort; who often shows dedication to learning and perseverance; frequently strives to learn as much as possible; may have missed or turned in late a small number of assignments, generally willing to take on challenging work

**I** (Inconsistent): A student who has as many good days as bad days; who sometimes gives adequate effort, sometimes doesn't; sometimes shows dedication to learning; may have missed or turned in late a significant number of assignments; may turn in incomplete assignments; inconsistent willingness to take on challenging work

**N** (Needs Improvement): A student who rarely gives adequate effort; who rarely shows dedication to learning; often indifferent to assignments; has missed or turned in late a significant number of assignments; rarely, if ever, willing to take on challenging work; work that is produced is often below ability level, unorganized, underdeveloped, and incomplete

**U** (Unsatisfactory): A student who rarely gives any effort at all; who rarely shows any interest in learning; consistently shows indifference to assignments; rarely turns in complete work on time; working significantly below ability level

## **PROMOTION AND RETENTION**

As early as possible in the school year, the school administration shall identify students who are at risk of being retained and notify the parents or guardians of those students in accordance with law and with district policy. A student will be considered at risk of retention based on grades, attendance, and performance on standardized tests.

When a student is recommended for retention or is identified as being at risk for retention, the school administration shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, mentorship programs, and before/in/after-school programs.

Promotion and retention decisions for Special Education students will be made by the IEP team and for English Language Learner (ELL) students through a student study team.

Sixth and seventh grade students may be required to attend summer school, if offered, to be promoted to the following grade. Eighth grade students who do not achieve passing grades in their classes during the final quarter are at risk of not participating in the graduation ceremony. In addition, any 8<sup>th</sup> grader on Loss of Privilege may not be allowed to participate in the promotion ceremony, as well as other end of year activities.

The administration will make the final decision regarding individual students.

## **SUPPORT SERVICES**

### **Special Needs**

White Hill provides services for the needs of students who qualify for Special Education, including Speech and Language, Occupational Therapy, Resource Specialist Program, and Special Day Class. White Hill provides academic and behavioral accommodations and modifications for students who are eligible under Section 504 of the Rehabilitation Act.

An Integrated Services Team (IST), made up of teachers, administrators and other support staff, reviews the special needs of referred students and recommends the appropriate school and community services necessary for the student's success. Students may be referred by staff, parents, and community members or by students themselves.

## **Counseling**

White Hill has a fulltime counselor who provides group and individual counseling, makes referrals and provides advice for students and families. For more information, contact the school counselor, Michele Pelton at 454-8390 x 117.

## **CRISIS RESPONSE PLAN**

To provide effective response in the event of an emergency during school hours, the school Principal and the Superintendent will make decisions and determine actions within a framework of student and employee safety. In an emergency, all students are to remain on campus unless and until campus evacuation is carried out. Based on the nature of the emergency, students will be instructed to: drop and cover; evacuate buildings and assemble with supervising staff in prearranged areas; listen for instructions; and stay with a supervising adult. As stated on the school emergency card, in case of a disaster, students will only be released to those persons listed on the emergency card as alternative contacts.

## **STUDENT CONDUCT AND DISCIPLINE**

### **Students' Rights and Responsibilities for Middle School**

All White Hill Middle School students have the right to an education that encourages them to reach their potential and is based on a meaningful curriculum. All students have the right to a safe school environment and the opportunity to learn without unnecessary distractions. In turn, each student has the responsibility to obey the laws and rules that govern our society and our school and to treat other members of the community with respect.

1. Students will be encouraged to develop to their full potential.
2. Personal safety and personal property will be reasonably protected.
3. Students shall have access to consultation with school personnel within a reasonable period of time after a request has been made.
4. Students have the right to security of their possessions, papers and effects. School personnel will respect students' privacy rights and follow the law in regard to those rights.
5. All rights given to students by local, state and federal law will be protected.

### **Academic Rights and Responsibilities**

1. All students shall have the opportunity to take any classes offered, subject to scheduling, academic requirements and enrollment limitations.
2. Students have the right to receive grades based on their achievement and participation.
3. Students must take responsibility for their learning and academic achievement and are expected to behave in a manner that promotes a healthy learning environment for their peers.

### **Student Files**

A student's permanent record file shall include information on his/her academic and behavioral records, achievements, and awards. Such a file shall not be disclosed to any person or agency outside the school, except to the student's parent/guardian, without

permission. All other records shall be available only to the student, his/her parent/guardian, and the school staff. All records shall be governed by strict safeguards for confidentiality.

## **General Conduct Expectations**

### **Assemblies**

1. Sit with your class and teacher.
2. Enter and exit the assembly in an orderly manner. If wearing a hat, remove it as you enter the gym.
3. Show respect for and courtesy to the people putting on the assembly.
4. Remain seated until dismissed by the person in charge.

### **Field Trips**

1. Students must have a permission slip signed by a parent/guardian to attend a field trip.
2. Students may not switch to another car or leave a field trip location without permission from the field trip coordinator and/or teacher in charge.
3. Parent/Guardian drivers must complete and have on record at the school the Field Trip Driver form.
4. Parent/Guardian drivers and chaperones may not leave the field trip location without permission from the field trip coordinator and/or teacher in charge.
5. Parent/Guardian drivers and chaperones must be of at least 25 years of age.
6. Students who are on Suspension or Loss of Privilege may not attend field trips.
7. Administration and staff reserves the right to not take a student on a field trip and staff may request that the student's parent/guardian serve as a chaperone in order for the student to be allowed to attend.
8. All school rules, Board Policies, and State Education Code are in effect. Students who violate behavioral rules will be disciplined accordingly and may not be allowed to attend the next field trip/s.

### **Lunchtime**

1. Students are asked to eat in designated areas only.
2. Students are asked to place all bags, paper and uneaten lunches in the garbage cans and use the recycling containers.
3. Students are not allowed to go onto the lower blacktop or field until the bell signals the end of the 12 minute eating period, and a yard supervisor is present and visible.

### **Dances**

1. Dances are held up to 3 times per year for White Hill students.
2. The 8<sup>th</sup> grade graduation dance is open to all 8<sup>th</sup> grade students.
3. Students must be dropped off at the dance by an adult and be picked up promptly by an adult.
4. Students must stay at the dance after arriving, and will not be allowed to leave early unless an adult picks them up.
5. Students who have been absent on the day of the dance will not be admitted to the dance.

6. Students who are on Suspension or Loss of Privilege (LOP) may not attend school dances.
7. All school rules, Board Policies, and State Education Code are in effect. Students who violate behavioral rules will be disciplined accordingly and may not be allowed to attend the next dance/s.
8. Students must follow the school dress code while attending all dances.

#### **Appropriate Possessions**

1. Students are to have possessions necessary for educational objectives, e.g. binders, paper, books, writing utensils, shoes, etc. It may help students to think of appropriate possessions this way: If it's not needed for a class or school activity, then it's not necessary to have at school.
2. Weapons, dangerous objects and look-alike weapons are not allowed on school grounds.
3. Electronic communication and listening devices such as cell phones, pagers, CD and MP3 players, iPods, etc. may not be used at school. If a student brings electronic equipment to school, school personnel may confiscate it. A parent will be asked to come to school in order to retrieve confiscated equipment.
4. Students may not sell or offer for sale personal items.
5. Students may not make bets or play games that involve betting or the exchange of money or property.
6. Students should not have laser pointers, correction fluid, Crazy Glue, permanent markers, rubber cement, cologne or cologne deodorant sprays (such as AXE) with them while at school.

#### **Food and Drinks**

1. Food and drinks are not allowed in the halls or classrooms except under special circumstances.
2. Gum, sunflower seeds and other shelled seeds or nuts pose a litter and maintenance problem and are not to be brought to school.

#### **Academic Integrity**

White Hill is committed to encouraging students to assume responsibility for their own ethical behavior and to support academic honesty among others. In pursuit of this ideal, students are expected to do their own work at all times, and understand that cheating will adversely affect their grades and how they are perceived by others.

Cheating is defined as "obtaining or providing information or material for the purpose of claiming credit or grades dishonestly, or to help another person claim credit or grades dishonestly." Examples of cheating include but are not limited to:

- Any talking or exchanging of information during a quiz or exam
- Having any item that might be used inappropriately on a quiz or exam
- Looking in the direction of another student's quiz or exam
- Providing test questions or answers to students who have not taken a particular test
- Allowing another student to copy from homework, tests or quizzes.
- Presenting any material for credit not authored by the student
- Claiming credit for group work to which the student did not contribute

Consequences for academic dishonesty (cheating):

1. First offense – no credit on the assignment or test, referral to the office, parent contact, and lunch duty
2. Second offense - no credit on the assignment or test, referral to the office, parent conference, lunch duty, detention and possible counseling referral
3. Third offense – referral to the office, parent contact, counseling required, possible suspension and possible removal from the course with a failing grade

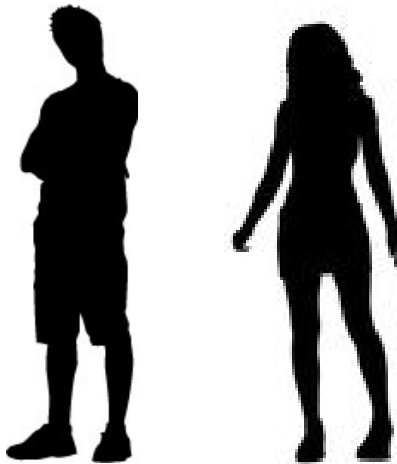
**Dress Code Standards**

The White Hill staff believes that appropriate school attire contributes to a positive learning environment. After consultation with parents and students, standards of dress have been developed to create an atmosphere in which all students can perform well, feel reasonably comfortable and not distract or threaten the health and well being of others. The staff appreciates the support from each family in helping to maintain appropriate standards of appearance at our school. All students will be held accountable for adhering to the dress code when at school or at a school activity. **Students will not be allowed on campus if dressed inappropriately. If they are found to be dressed inappropriately during the day, they will be required to change and/or be sent home. Chronic dress code violations will lead to disciplinary consequences.** Students must adhere to California Education Code and the following White Hill guidelines:

Clothing free of inappropriate logos, slogans, phrases, and pictures

Opaque clothing materials for tops and bottoms

All undergarments hidden from view



Tank tops are acceptable if they cover undergarments

All cleavage concealed

Midriff area and back covered—no halter tops or tube tops

Bottom garments should of sufficient length so as not to cause distractions

**No list of dress and appearance guidelines for pupils can be written that will indicate all potential dress and grooming extremes.** All school staff shall be responsible for monitoring student dress and grooming, and for reporting potential violations of the dress code. **In the case of questionable dress or grooming that is not enumerated above, the administration will make the final decision on whether or not a student's appearance meets acceptable standards.** Inappropriately dressed

students will be excused from the classroom or schoolyard to change into appropriate clothing, and their parents may be contacted.

### **Technology Use**

The computers and technology here at White Hill are valuable resources for students and teachers. Technology is not only a tool used for learning, but it also improves the ability of students to meet the challenges of the future. It is important that the equipment, including computers, printers, DVD players, TV monitors, video cameras, and calculators be available and in good working order.

Violation of appropriate use of school computers, the Internet or other technological equipment or software will result in disciplinary action. Such violations include, but are not limited to: breach of privacy or security; transmission of copyrighted materials; threatening, harassing, obscene text or material; altering or removing computer files not belonging to the user; transmission of material promoting illegal activities; disconnecting equipment; or vandalism of any kind.

### **Inappropriate Public Displays of Affection**

Middle school students are in various stages of maturation and development and need a socially and emotionally safe learning environment. Engaging in behaviors that are excessively intimate in nature such as kissing, or other inappropriate intimate physical contact are not allowed at school, during school activities, or on the busses.

### **Bicycles**

- Bicycles must be placed in bike stands and locked. Bicycles should not be leaned up against the fence. Students should use a high-quality lock and should check to make sure that the lock is secure.
- Riding double is not allowed.
- Riders are to dismount once they arrive on campus.
- State Law requires that students wear properly fitting bicycle helmets.
- Although the school takes reasonable steps to ensure the security of students' bicycles, students bring their bikes to school at their own risk.
- Do not ride through the parking lot or enter or exit through the entrance driveway.

### **Skateboards, etc.**

Skateboards, roller blades, scooters, etc. may not be ridden on campus. These items must be stored in lockers, homerooms, or the school office at the beginning of the school day and remain in one location until afternoon dismissal. Failure to comply with this policy may result in the item being confiscated. The school is not responsible for lost or damaged items.

### **Buses**

Bus service is provided as a convenience and a privilege. Our main concern is the safety and welfare of students. Bus service for any student may be revoked at the discretion of the school and/or Golden Gate Transit. No refund shall be given for a pass that is suspended or revoked. Students must comply with school rules and laws when waiting for, boarding, riding on, or exiting the bus.

Students must follow these basic rules:

- Only one student per seat
- No standing or leaving a seat while the bus is in motion
- No opening windows
- No tampering with or damaging the bus or its safety notices and devices
- No screaming, yelling or other loud noises
- No eating, drinking or littering on the bus
- No throwing objects or spraying cologne or spray-deodorant on or from the bus
- Obey the driver and bus line supervisor
- A bus pass may be used only by its owner

Consequences for bus suspension:

1. The student's name will be taken and administrators will determine whether the bus privileges will be suspended or reinstated.
2. The parent/guardian will be contacted.
3. The student will need to find alternate transportation for the length of the suspension. The student may not board another school-chartered bus. No refund shall be given.
4. The parent/guardian may incur repair costs if damage occurs to the bus as a result of the student's offense.

Length of Bus Suspension:

1. First offense = 1 week
2. Second offense = 1 month
3. Third offense = 1 quarter
4. Fourth offense = the remainder of the school year

If a bus pass is lost, students must obtain a temporary or replacement pass from the office and pay for the cost of the replacement card. Students who pay a one-way fare and students who have a parent note to ride a bus other than their assigned bus will board the bus once assigned riders have boarded. If there is no room, students will have to board a non-chartered bus off school grounds.

### **Safety Rules**

State law and safety needs prohibit tackle football; baseball (hard ball); pushing; shoving; grabbing; tripping; roughhousing; play fighting; throwing rocks, metal, or other objects; or engaging in other acts that are hazardous. Students that engage in these types of behaviors will be subject to disciplinary actions.

## **BEHAVIOR INTERVENTIONS AND CONSEQUENCES**

### **Behavior Interventions**

Teachers and other school staff will try a variety of methods to help a student choose responsible, appropriate behavior.

Some strategies may include:

- Verbal or nonverbal warnings
- Change of seating
- Conference with the student

- Conflict resolution
- Time-out
- Parent contact
- Lunch Duty
- Behavior plan
- Contract
- Detention
- Parent-teacher conference
- Lowering the citizenship mark on the report card
- Referral to Counselor
- Referral to the Assistant Principal or Principal
- Out-of-class suspension
- Loss of Privilege
- Suspension
- Expulsion

The administration also reserves the right to treat each case on an individual basis and administer consequences accordingly, depending on the nature and seriousness of the offense.

#### **Detention**

Students who violate school rules may be assigned to detention after school or at lunch. Parents will be notified of the detention. During detention, students will complete a campus beautification project as assigned by the detention supervisor. In general, detention lasts 40 minutes and students are to display exemplary behavior. Students who miss detention or behave inappropriately during detention will be subject to further consequences such as suspension as determined by the administration.

#### **Loss of Privilege (LOP)**

Loss of Privilege will be determined by the staff and administration on an individual student basis. Students will merit LOP status based on classroom citizenship marks (3 or more Needs Improvement, or 1 or more Unacceptable marks), suspensions and/or behavior referrals. LOP status will be re-evaluated each marking period. **A student who is suspended and/or put on LOP status during the final marking period may be excluded from end-of-the-year activities, including the graduation ceremony, based on administrator discretion.**

#### **Out-of-Class Suspension (OCS)**

According to Education Code section 48910, a student may be suspended from a class for any of the acts enumerated in sections 48900, 48900.2, 48900.3, 48900.4, and 48900.7 for the day of the misconduct and the day following. The student will be referred to the Assistant Principal or Principal and shall be placed under appropriate supervision and may end up on LOP.

### **Suspension and Expulsion**

The following is a list of the causes for suspensions and/or expulsion according to Education Code sections 48900, 48900.2, 48900.3, 48900.4, and 48900.7. In some cases the police will be notified.

1. Caused, attempted to cause, or threatened to cause, physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of a dangerous object, the student has obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal or the designee of the Principal.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully possessed, used, sold or otherwise furnished a controlled substance, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or any products containing tobacco or nicotine.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
12. Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or personal property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit a sexual assault or committed a sexual battery.
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against that pupil for being a witness.
17. Committed sexual harassment.
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
19. Intentionally engaged in harassment, threats, or intimidation, directed against a student or a group of students.
20. Made terrorist threats against school officials or school property, or both.

A pupil may be suspended or expelled for any of the acts enumerated above that are related to any school activity or to school attendance. Such acts may occur anytime and in any location, including, but not limited to: 1) while on school grounds; 2) while going to or returning home from school; 3) during the lunch period whether on or off the campus; or 4) while going to, attending, or coming from a school-sponsored activity. While on

suspension, the student may not be on any District-owned property, and will not participate in any school-related activities. In addition, a student who is suspended is placed on LOP for the remainder of the marking period. **A student who is suspended and/or placed on LOP during the final marking period may be excluded from end-of-the-year activities, including the graduation ceremony, based on administrator discretion.**

### **Suspension Due Process Rights**

The student has the right to an informal conference with the Principal or Assistant Principal or certificated designee prior to a suspension, at which time he/ she has these rights:

- To be informed of the charges against him/ her and the evidence used as a basis for the charges.
- To present his/ her side of the incident and any supporting evidence of testimony.

The parent or legal guardian has the right to:

- Oral notification at the time of suspension. (School personnel will make a reasonable effort.)
- Written notice following the suspension.
- Request a conference with school personnel.

Students may participate in a community service suspension program, if available, for the day(s) of suspension on a voluntary basis.

### **Make-up Work for Suspended Students**

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. It is the student's responsibility to request missed work upon his/her return to school. Teachers may specify a time in which the work is to be completed to receive credit. (Education Code 48913)

### **SEXUAL HARASSMENT (OF OR BY A STUDENT)**

California law and Board Policy #5145.7 prohibit sexual harassment. Students in grades 4-8 may be suspended or expelled from school for engaging in unlawful sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature, which negatively impacts a student's academic performance or creates an intimidating, hostile, or offensive environment in the school. Sexual harassment may also involve conduct, whether blatant or subtle, that discriminates against a person solely because of that person's gender.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversations.

4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational or work environment.
11. An act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
12. Classroom activities and projects that would disparage one gender's abilities.

**Informal Sexual Harassment Complaint Procedures:**

Students or other individuals who feel aggrieved because of conduct that may constitute sexual harassment, are encouraged, but not required, to directly inform the person engaging in such conduct that such conduct is offensive and must stop. An aggrieved individual is not required to complain first to his or her instructor if that instructor is the individual who is harassing the student.

**Formal Sexual Harassment Complaint Procedures:**

As soon as a student feels that he or she has been subjected to sexual harassment, the student should make a written complaint to a teacher, counselor, school nurse, site administrator, Superintendent, or Superintendent's designee.

Any student, who makes an oral complaint of sexual harassment to any of the above personnel, will be provided a copy of this regulation and will be requested to make a written complaint.

If a complainant is unable or unwilling to put the complaint in writing, the complainant shall be directed to site administrator, Superintendent, or Superintendent's designee, who shall assist the complainant. (If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed).

Complainants shall not be retaliated against or otherwise subjected to unlawful discrimination as a result of filing a sexual harassment complaint. Any person, who has been the subject of retaliation or discrimination in violation of this section, may file a complaint which shall be separately investigated or consolidated with the investigation of a prior complaint, as determined to be appropriate by the Superintendent or designee. Information or assistance regarding the district's sexual harassment policy may be directed to Title IX Officer Marci Trahan at (415) 451-4064.

**SUBSTANCE ABUSE AND TOBACCO POLICY**

The use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. We desire to promote a positive and healthy lifestyle and promote a safe environment for learning. The district intends to keep the schools free of alcohol and other drugs.

The Principal or designee will take appropriate action to eliminate furnishing, possession, use, or sale of alcohol and other drugs, related paraphernalia, or substances purported to be such drugs on school grounds, at school events, or any situation in which the school is responsible for the conduct and well being of students. Students discovered to be in possession of or under the influence of alcohol, drugs, or other controlled substances will be subject to disciplinary procedures which will result in suspension or expulsion (this includes possession of fake or look-alike drugs or tobacco). The appropriate law enforcement agency will be notified as necessary.

In the best interests of students, employees, and the general public, effective February 18, 1993, the Board of Trustees prohibited the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or event. It applies to any meeting on any property owned, leased, or rented by or from the district. The Superintendent or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations. Violation of this policy by employees shall result in appropriate disciplinary measures.

The district shall maintain a list of clinics and community resources, which may assist employees and students who wish to stop using tobacco products. Information about these programs shall be made available upon request and whenever an employee violates the district's policy.

The district's complete Alcohol and Other Drugs Policy and Tobacco Policy, Regulations and Procedures, will be made available for every employee, parent, and student during the school year. For further information, please call 451-4065.

School rules and policies are refined periodically. Students will be informed of these changes through the daily bulletin. Parents will be informed of these changes.

### **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

White Hill Middle School offers a wide variety of extracurricular and co-curricular activities. All activities require minimum behavior and academic standards for participation. No students on LOP may participate in these activities for the duration of LOP. The academic criterion is a 2.0 grade point average. A strict contract with weekly academic benchmarks may be available for students to participate in after school sports, academic teams or performing arts if they do not qualify academically, at the criterion of the administration. Students participating in activities by contract must demonstrate good behavior and achieve and maintain qualifying grades or they will be dropped from the activity.

- After School Sports: The Physical Education teachers will tell students of opportunities in basketball, track and field, cross country, volleyball and other activities.
- The Yes Foundation provides 6<sup>th</sup>-8<sup>th</sup> grade students opportunities to participate in theatre, dance, and music during non-school hours.
- Student Council: Each semester the student body selects a president (8<sup>th</sup> grade), vice-president (7<sup>th</sup> or 8<sup>th</sup>), secretary, treasurer and one representative from each

homeroom class. Student Council members organize spirit days and activities that encourage a positive school climate. They also participate in fund raising, elections and in making decisions as to how student body funds are spent. (Participants must maintain good academic and behavioral standing, maintaining a GPA of 2.0 or higher with no D's, F's on report cards.)

- **Academic Programs and Competitions:** White Hill offers a variety of academic activities that give students a chance to demonstrate their academic skills. Students will be provided descriptions of the activities when they are announced. Some of the activities may include: Academic Pentathlon, Mathletes, Spelling Bee, Geography Bee and the Margie Burke Speech Contest. Some of these activities have requirements for participation.
- **Job Crews:** White Hill provides a variety of jobs that offer students a chance to be leaders in the area of school activities. We are always looking for additional ways to involve more students in the school, so if you have any ideas, see the Activities Director. There is an application process for these jobs. Students will be provided descriptions of the following jobs once the school year begins: Publicity Crew, Birthday Crew, Assembly Set-Up Crew, Student Store Clerks and Cashiers, Recycling Crew, Sales Crew, and others.

### **AWARDS AND CELEBRATIONS**

The staff believes positive reinforcement is a key to student success; therefore, we have many ways to acknowledge students.

- **White Hill Integrity Awards:** In monthly whole-school assemblies, students at each grade level are acknowledged for demonstrating integrity in their actions.
- **White Hill Academic Honor Roll:** Students who achieve at a high academic level are acknowledged at grade level assemblies after report cards are sent out.
- **Birthday Celebrations:** Birthdays are posted in the front hallway and acknowledged with a card and a treat.
- **White Hill Winners:** When students are caught in the act of being good, they are given White Hill Winner coupons that are redeemable, either individually or in bulk, at the student store.



# Go Wildcats!!

