



Student Handbook

2023-2024

HILLSDALE MIDDLE SCHOOL

MISSION STATEMENT

In collaboration with family and community, Hillsdale Middle School's mission is to develop learners, leaders, and artists using challenging, innovative instruction.

Hillsdale Middle Boundary Lines

2023 - 2024

BRABHAM STREET

PARKING

Fitness Ctr

MPR

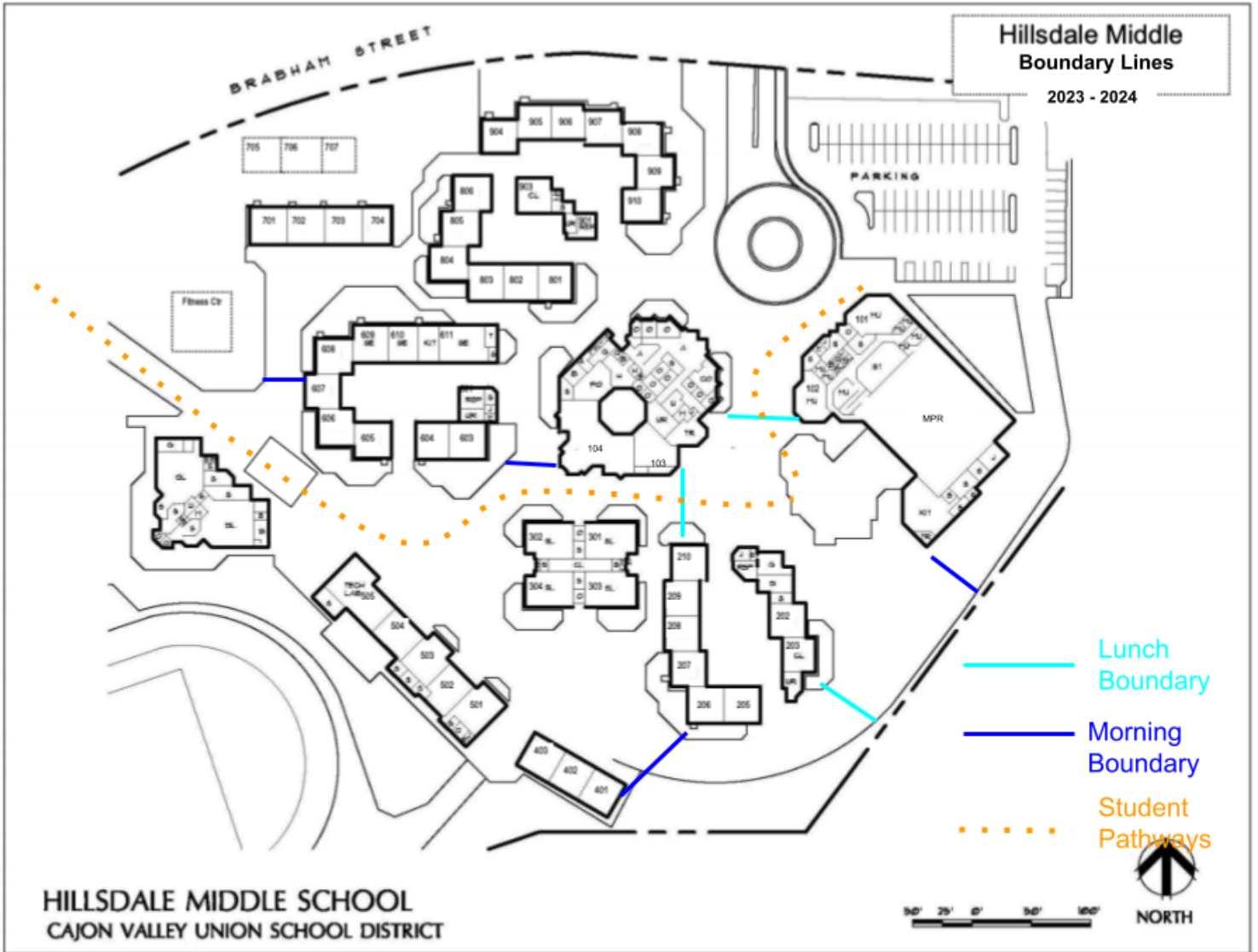
Lunch
Boundary

Morning
Boundary

Student
Pathways

HILLSDALE MIDDLE SCHOOL
CAJON VALLEY UNION SCHOOL DISTRICT

30' 25' 0' 30' 150'



Michael Wallace, Principal
Chris Garcia, Assistant Principal (6th Gr)
Kirsten Williams, Assistant Principal (7th Gr)
Adrian Jankowski, Assistant Principal (8th Gr)
Amanda Updegraff - Bell, Counselor (A-C)
Daniel Shea, Counselor (D-J)
Haley Bareno, Counselor (K-P)
Kara Smith, Counselor (Q-Z)

Main office - (619) 441-6156
FAX (619) 441-6185
www.cajonvalley.net/hillsdale

Teresa Estrada-Asuncion, School Admin Assistant - (619) 590-6885
Rosa Serna, Attendance - (619) 588-3017
Wasan Rafou Assistant Principal Secretary - (619) 401-5959
Barbara Jack, Counseling Secretary - (619) 441-6186
Patricia Browne, Counseling Tech (619) 441-6156 x2222

Hello Husky Families,

We are excited to welcome everyone to Hillsdale Middle School for an amazing 2023/24 school year. During these formative years, we are committed to providing a safe, inclusive, and stimulating environment that empowers students to grow academically and personally.

Our dedicated teachers and staff are here to guide and support each student's unique journey, fostering a love for learning and an eagerness to explore new horizons. We encourage every student to engage wholeheartedly in their studies, embrace challenges, and actively participate in the range of extracurricular activities offered at Hillsdale.

This handbook serves as a valuable resource, outlining our school's mission, values, policies, and procedures. Whether you are a returning member of our school community or joining us for the first time, this handbook will provide you with essential information to ensure a successful and enriching experience throughout the school year.

Thank you for entrusting us with the privilege of educating and shaping the future leaders of tomorrow. Here's to a remarkable year ahead.

Michael Wallace
Principal

Bell Schedule

DAILY BELL SCHEDULE

First Lunch

Period 0	9:00-9:30
Period 1	9:34-10:25
Period 2	10:29-11:20
Period 3	11:24-12:15
1st Lunch	12:15-12:45
Period 4A	12:49-1:40
Period 5	1:44-2:35
Period 6	2:39-3:30

Second Lunch

Period 0	9:00-9:30
Period 1	9:34-10:25
Period 2	10:29-11:20
Period 3	11:24-12:15
Period 4B	12:19-1:10
2nd Lunch	1:10-1:40
Period 5	1:44-2:35
Period 6	2:39-3:30

MINIMUM DAY SCHEDULE

First Lunch

Period 0	9:00-9:06
Period 1	9:10-9:55
Period 2	9:59-10:44
Period 3A	10:48-11:33
1st Lunch	11:33-12:03
Period 4A	12:07-12:52
Period 5	12:56-1:41
Period 6	1:45-2:30

Second Lunch

Period 0	9:00-9:06
Period 1	9:10-9:55
Period 2	9:59-10:44
Period 3B	10:48-11:33
Period 4B	11:37-12:22
2nd Lunch	12:22-12:52
Period 5	12:56-1:41

Period 6

1:45-2:30

Attendance

One of the most important things your child can do to reach the goal of success is also one of the most basic: attend school every day on time! Daily attendance at school is important, any missed day is a missed opportunity to learn.

By attending class regularly, your child is more likely to keep up with daily lessons and assignments and take quizzes and tests on time. Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success.

If you are absent, you must

- ◆ Clear your absence by parent phone call or note within 24 hours.
- ◆ Make up all missing work
- ◆ See your teachers for help

Our Direct Line for ATTENDANCE is: 619-590-6899

Attendance is monitored by the school and the State of California. Please refer to the [CVUSD School Year Calendar](#) for 23/24

Truancy

Students who are absent more than 30 minutes from the school day without their parents' knowledge or consent are truant. If a student is truant for more than 3 days a meeting will be scheduled with the student, parent, counselor, and administrator.

Tardies

Tardy to Advisory

- Arrives between 9:00am-9:10am
 - Go directly to advisory
 - Teacher marks tardy
 - 1st tardy - warning
 - 2nd tardy - teacher conference with student
 - 3rd tardy - parent contact
 - 4th tardy - teacher consequence
 - 5th tardy - referral to AP
- Arrives after 9:10am

- Check in at attendance office
 - APs receive weekly reports of tardy students call home

Tardy to periods 1-6

- 1st tardy - warning
- 2nd tardy - teacher conference with student
- 3rd tardy - parent contact
- 4th tardy - teacher consequence
- 5th tardy - referral to AP

According to California Education Code, the only excused tardies are for *illness, medical emergency or appointment, or the funeral of an immediate family member.*

Independent Study Contracts (*ISC)

Students who must miss more than 5 days of school must be on an ISC.

- ◆ Parents must contact the front office at least 5 school days in advance to ensure that the contract can be prepared ahead of time.
- ◆ Students must meet certain academic and attendance criteria in order to qualify for an ISC
- ◆ All work must be completed and turned in every 2 weeks
- ◆ All work must be completed and turned in the day the student returns to campus

Make-up Policy

All students are responsible for making up any missed work. Students are expected to see their teachers within 24hrs for makeup work. Late work and absent work policies are determined by each teacher and sent home in course information the first week of school.

Arrival

Students may not be on campus before 8:45 am, unless they participate in a supervised activity:

- ◆ ELOP Sunrise Program

When the gate opens at 8:45 am, students are expected to wait at the blue lined borders located throughout our campus until the bell rings. Students are not permitted to wait at classroom doors or in pods.

Leaving Campus During the School Day

While we prefer that students don't leave early, we understand that unexpected situations occur. If you must leave early:

- ◆ Students may not leave without being signed out by an authorized adult.

- ♦ For the safety of all students and staff, adults must be on the permanent record card and show proper ID before students will be released from school.
- ♦ The adult must be on campus prior to us calling the student out of class.
- ♦ If your child is at PE or at lunch, there may be a lengthy wait to retrieve your student from class

Transportation

- ♦ Bikes, Skateboards, and Scooters must be locked up in the bike rack. Skateboards are not to be carried by the student throughout the school day.
- ♦ The school is not responsible for lost or stolen bikes, skateboards, or scooters.
- ♦ Helmets are required by LAW.
- ♦ All bikes, skateboards, scooters must be walked while on campus.

Bus Passes/Tickets

Bus passes and bus tickets can be purchased in the office before school or at lunch. Tickets/Passes will not be sold after school. Applications for free or reduced tickets are also available in the office.

Students transported in school buses must comply with rules of orderly conduct. Inappropriate behavior will result in a bus incident referral and consequences. Consequences may include a warning, or loss of bus riding privileges for up to ten days. Continued inappropriate behavior may result in permanent loss of bus riding privileges.

Any concerns about a transportation issue may be directed to the Cajon Valley Transportation Dept. at (619) 588-3177.

Student Deliveries

Our office staff is unable to accept items to be delivered to students. Please make sure your student has their homework, Chromebook, lunch, PE clothes and any other items before they leave for school each day.

Dropping off/Picking Up Students

When entering the parking lot...

- ♦ Be aware of pedestrians
- ♦ Through traffic stays in the LEFT lane
- ♦ Students are picked up in the RIGHT lane only
- ♦ Do not block traffic, Please be considerate

- ♦ The circular driveway is for loading and unloading of ill, injured, or disabled persons
- ♦ Drive slowly and cautiously.

Leaving School

All students **MUST** leave campus immediately after the last bell rings at 3:30 on regular days and 2:30 on modified days. Students involved in school-sponsored, after school activities are the only exception. In addition, proper etiquette and behavior is expected on the way home from school. Please help us reinforce our focus on respect and proper behavior when students are on their way to school, at school, and on their way home from school.

Visitor Policy

- ♦ All visitors must check in at the front office via the online Raptor system.
 - Photo ID required to access campus. If photo ID is unavailable, administrators reserve the right to grant or restrict access as best protects the safety of the campus.
- ♦ Parent/guardian shadowing of students or observations of teachers and activities **require a minimum of 24 hour notice to teachers.**
- ♦ Only Parents/Guardians may shadow/visit classrooms during instructional time. Special circumstances will be considered by the administration.
- ♦ Parents/guardians wishing to visit their student during lunch may do so without advance notice
- ♦ At any time, the administrator may impose reasonable limits on visits and observations to ensure safety and protection of the learning environment

Legal Reference: BP 1250 (a) AR 5020 (a) CA Ed. Code 51101

Health office

- ♦ Students are **prohibited from** carrying **any type of medication** including both prescription and over the counter medication (Advil, cough drops, etc.) at any time.
- ♦ Students that require inhalers or Epi-pens, must have doctor's orders and district required paperwork completed prior to carrying them.
- ♦ Any medication requirements during school are handled in the health office. Please contact our health aide with any concerns or questions regarding medications.
- ♦ Students with a fever over 100 degrees must stay home from school and be fever free for 24 hours before returning.
- ♦ Picking up an ill student: Adults must be on the permanent record card and show proper ID before students will be released from school (No exceptions – this is for the safety of all students)
- ♦ Students should not be using their phones to contact parents

Security Cameras

Hillsdale Middle School is monitored by a 24 hour closed-circuit camera system. Please be advised that when you are on campus, you are being monitored and recorded. Camera footage is used for security and safety purposes.

Behavior Expectations

Student Conduct

The best education is achieved in an environment that is safe. Therefore, the school environment must be orderly, and a high standard of conduct must be maintained at all times. Any behavior that disrupts the educational process will not be tolerated. All students are responsible to behave in a manner that neither prevents teachers from teaching nor students from learning. In addition, the rights and property of others must be respected. Here are our Husky PACK Promises and Expectations: [Husky PACK Promises and Behavior Expectations](#)

Challenge of Authority

All school staff members are in a position of authority on campus or at any school-related activity. Students must follow the directions of all staff members. Direct challenges or verbal abuse toward a staff member will result in disciplinary action. If the challenge or verbal abuse is considered to be a threat, or results in bodily harm to a staff member, or their property, disciplinary action will include contact with local law enforcement.

Lost and Found

"Lost and Found" cart is located in the hallway near the lunch room doors. Smaller valuables such as watches, jewelry, and keys are held in the front office. Unclaimed items are donated to various charities at the end of each trimester.

Selling Items on Campus

Student groups may sell school items related to school events such as dances, etc, only with the explicit permission of the school administration.. ***No other selling is permitted.*** Students selling other items will have the items confiscated and may have to return any payments they accepted. Parents will be notified and required to pick up any confiscated items.

Progressive Discipline Plan

School Climate:

Hillsdale utilizes a Positive Behavior Interventions and Supports (PBIS) system, along with a restorative model where we:

1. Explicitly **TEACH** what is expected
2. Actively **ACKNOWLEDGE** students when they are following the expectations
3. Instructionally **CORRECT** students when they are not following the expectations

We work to acknowledge positive behaviors and we use data to make decisions that develop and promote school values and implement school-wide policies that are proactive, preventative, and restorative.

Restorative Practices:

Restorative practices is a range of community building, peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline. Restorative inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

Equity:

Processes are developed to support the reduction of exclusionary discipline to provide our students with equitable access to education. Our work is focused on increasing classroom engagement for every learning style and our capacity for being culturally competent in our instructional practices and inclusive of our diverse learning styles.

Core Beliefs:

When working with students in a disciplinary situation, we believe:

- Every attempt should be made to maintain the dignity of both the adult and the student
- Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Students should have the opportunity to tell their side of the story (due process hearing) when consequences appear unfair.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

- There should be a logical connection between misbehavior and resulting consequences.

Although many of our students consistently make positive choices for themselves, sometimes there might be unwise or unsafe choices made where we need to implement additional consequences/interventions that may include parent/teacher conferences, alternatives to lunch, campus beautification, in or out of school suspensions, or loss of privileges.

Out-of-School Suspension

Suspension is a very serious disciplinary action. A student can be suspended out of school by a site administrator for as few as one (1) day and for as many as five (5) consecutive school days. All work assigned during the suspension must be picked up by a parent or designee and is due upon the student's return to school. Any student who is suspended must adhere to these restrictions:

1. The student is not permitted in the school building or on any Cajon Valley Union School District grounds without specific permission from the principal.
2. The student is not permitted to participate in any school function or extra-curricular activity while under suspension.
3. The student is not permitted to participate in any school function or extra-curricular activity until they attend a full day of classes after returning to school.

Suspension & Expulsion

(CA EdCode: 48900 et al.)

The following conduct is forbidden by law and beyond regular disciplinary procedures. These offenses apply to the student "to and from" school and during all on or off campus activities. These acts may result in suspension and/or expulsion.

- ◆ Physical Injury to another person
- ◆ Weapons (firearms, knife, explosive, or other dangerous object)
- ◆ Possessed, sold or delivered or furnished, under the influence of Alcohol, an intoxicant or a controlled substance
- ◆ Substance represented to be alcohol, intoxicant, or a controlled substance.
- ◆ Committed or attempted to commit robbery or extortion.
- ◆ Damage to school or private property
- ◆ Tobacco or nicotine products on school premises.
- ◆ Obscenity (obscene act, habitual profanity/vulgarity, vulgarity)
- ◆ Drug Paraphernalia
- ◆ Knowingly received stolen property
- ◆ Imitation firearm
- ◆ Sexual assault or battery
- ◆ Harassed, threatened, or intimidated a witness
- ◆ Selling of any prescription drug
- ◆ Hazing

- ♦ Engaged in an act of bullying
- ♦ Aiding and abetting physical injury
- ♦ Sexual harassment (verbal/visual, physical)
- ♦ Engaged in hate violence
- ♦ Engaged in intimidation (harassment/threats)
- ♦ Terrorist threats against school officials or school property

Bullying

Definition of Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the school may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to any staff member. Students will be asked to complete an incident report in the counseling office or office of assistant principal. Any school employee receiving such a report shall promptly transmit the report to the assistant principal.

[Hillsdale Incident Statement](#)

Public displays of affection

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include, but are not limited to: hugging, hand-holding, intimate embraces, touching, kissing, and arms around the waist.

Items Not to be Brought to School

The following items are not to be brought to school:

- ♦ Aerosol cans or spray perfume/cologne/deodorant
- ♦ Lighters
- ♦ Glass containers
- ♦ Energy Drinks
- ♦ Laser lights
- ♦ Drugs, tobacco, or alcohol
- ♦ Weapons
- ♦ Any item that could distract from learning opportunities

No Valuables at School

Keep money and items of value at home to ensure a distraction and stress free learning environment. Personal property that is not used in the instructional program, including gaming devices and collectibles, should not be brought to school to prevent loss/theft for which the school is not responsible.

Any items brought from home are the responsibility of the student. The school is not held responsible for lost items.

Sexual Harassment

Any action, comment or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action.

Unwelcome sexual advances, request for sexual favors and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- ♦ Vulgar remarks
- ♦ Sexual derogatory comments
- ♦ Physical touching, pinching, patting, or blocking free movement
- ♦ Sexual propositions or advances
- ♦ Physical assault

Harassing Behavior Includes

- ♦ Vulgar Writings, notes, posters, symbols
- ♦ Inappropriate actions such as verbal comments, gestures, touches that are deliberate and unwelcome
- ♦ Any forced action such as pulling clothes down or blocking or cornering someone in a sexual way
- ♦ Negative comments or behavior based on gender

Dress Code

Student Dress and Appearance – Dress For Success!

- ♦ Clothing must be worn appropriately.
- ♦ Pants must be worn at the hips or above; boxers/underwear/undergarments cannot be exposed.
- ♦ Tops/shirts must completely cover the torso and cleavage at all times. Midriffs cannot be exposed. All shirts must have at least one inch straps that go over the shoulder. If a shirt has not met this requirement an over shirt or sweater must be worn over.
- ♦ Skirts and shorts must be worn at an appropriate length. Must reach fingertips with arms relaxed by your sides.
- ♦ Pants/shorts with holes above the fingertips are not allowed.
- ♦ See through clothing is not allowed
- ♦ Shoes must be worn at all times.
 - Shoes are defined by Hillsdale as consisting of a closed toe box, strong sole, and heel cap.
- ♦ Clothing or accessories may not advertise alcohol, tobacco, or drug products or have inappropriate or gang related or suggestive language and may not cause a distraction to the learning environment.

- ♦ Headwear may only be worn if it is a Hillsdale Husky hat or plain royal blue hat. Headwear must allow the face to be visible to staff. Students must comply with teacher/staff requests to remove headgear indoors
 - Exceptions are made for students with religious or medical reasons

Students not complying with this policy shall be subject to the following:

- ♦ Students will be asked to either replace or cover the inappropriate clothing.
- ♦ Chronic offenses may result in disciplinary actions.

This policy may not address all of the potential problems. Administration will review cases individually as needed and a final decision will be made. These decisions are made so that Hillsdale Middle School is able to keep a safe and non-disruptive learning environment.

Technology

Cell Phone/Smartwatch & Device Use Policy

- ♦ As digital natives, our students use technology to communicate regularly. We believe that it is imperative that we teach digital citizenship here at Hillsdale as a means to becoming a well-rounded global citizen.

Expectations for using cell phones/smartwatches/devices

- ♦ Power off your phone when on campus.
- ♦ Cell phones must be kept in your backpack during school hours, not your pocket. This helps reduce theft and distraction.
- ♦ Smartwatches may be worn but must only be used as a timepiece.
- ♦ Cell phones/smartwatches/devices may not be used for texting or phone calls during the school day.
- ♦ No social media posting, vlogging, audio recording, or livestreaming during school hours.

HMS Policy for students who fail to abide by the rules for cell phone/smartwatches/device usage:

1st offense: Turn over and pick up at AP Office at the end of the school day.

2nd offense: Turn over and pick up at the AP Office at the end of the school day. The AP secretary will call parents/guardians to inform them of the offense.

3rd offense: Turn over and pick up at the AP Office at the end of the school day. Parents/guardians will be required to pick up the device from the AP secretary.

Continued offenses: Student must check in phone daily with the AP office and may lead to additional loss of privileges and/or disciplinary consequences.

Headphones, AirPods, and Ear Buds

Headphones, AirPods, and ear buds may only be used with teacher's permission while in class. Students may not wear their headphones threaded through their shirt or wear earbuds or headphones outside of the classroom.

No photographs, videos, or audio recordings may be taken on campus. (*Admin. Regulation: 6163.4*) Exceptions are made for clubs such as Broadcast and yearbook and special teacher projects. No photographs of students may be shared without permission.

Chromebook Policies and Expectations

Students must:

- ♦ Bring their chromebook charged every day.
- ♦ Take care of their chromebook and return it in good condition.
- ♦ Use only authorized apps or extensions.
- ♦ Report inappropriate content or behavior immediately.
- ♦ Use Google classroom as directed by teachers.
- ♦ Not use gaming, social media, or shopping websites unless explicitly authorized by a teacher.
- ♦ Never release their Google password to anyone including friends or “trusted” individuals or organizations.
- ♦ Follow all rules outlined in the Cajon Valley Union School District Technology Use Agreement.

Students and Families are responsible for any damages to chromebooks and lost or stolen devices. We highly recommend that insurance is purchased to cover damages to Chromebooks. The cost of insurance is \$20 for the school year. Payments must be made via the Parent Portal or in cash at the front office.

Estimated Repair Costs: costs may vary depending on the nature of the damage

Replacement Charger	\$30	Chromebook	Approximately \$300
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Internet Safety & Technology Use

At our school, students have access to district devices. It is expected that all students will use the technology for learning. **If a student uses a district issued device inappropriately, disciplinary action will result.**

Academics

Homework

Homework is an integral part of a child's learning experience. It promotes retention of information and teaches responsibility and independence. Students should expect to spend an average of 60-120 minutes per week per subject on homework (AR 6154)

Progress Reports and Report Cards

Parents and students may monitor academic progress via the Parent and Student Portals. We do not mail home paper copies of progress reports and report cards. Digital progress reports and report cards are available every six weeks.

Each parent has an account on the parent portal that can be accessed at: <https://parentportal.cajonvalley.net/>. If you need more information regarding your child's progress, please contact your child's teacher. If you need a copy of your login information, please contact the front desk.

Academic Honesty Policy

HMS agrees that the *academically honest student DOES* ...

- ♦ his/her own work
- ♦ acknowledge help from parents, older students and friends
- ♦ acknowledge the source of direct quotations
- ♦ acknowledge information taken from books, the Internet, and any other digital/analog resource.
- ♦ acknowledge reference materials in a bibliography
- ♦ understands what constitutes cheating and abides by all rules
- ♦ notify school staff if another student is attempting to cheat
- ♦ follow all exam rules

DOES NOT:

- ♦ use notes during a test unless allowed by a teacher
- ♦ copy from another student during a test

- ♦ copy from the homework of another student
- ♦ hand in work as his/her own that has been copied
- ♦ do homework for another student
- ♦ give another student his/her own work to copy
- ♦ text/email to send or receive answers for any work
- ♦ use any work that is not completed by me
- ♦ copy material from a book or website to use in any assignment without using quotations or citing my source (Plagiarism)
- ♦ give their Google username or password to anyone for any reason, including for the purpose of completing school work.

Furthermore, the staff agrees to:

- ♦ work with students to develop shared understandings about cheating, plagiarism, and other instances of academic dishonesty
- ♦ assist students in the proper use of the library and Internet
- ♦ award "zero" or "no credit" for an assignment attempted or completed through cheating

8th Grade Awards and Criteria

- ♦ All A's in academics, citizenship and effort for all three years of middle school
- ♦ All A's in academics for all three years of middle school
- ♦ All A's in academics for Trimesters 1 & 2 for 8th grade only
- ♦ Perfect Attendance: Students must not have any absences and tardies
- ♦ Top Dog/Husky of the Month Awards: Students are honored for demonstrating a particular character trait each month

Counseling Office

[Meet your Counselors](#)

The goal of the Hillsdale Counseling Center is to make all students and families feel safe and welcome.

In the Counseling Center, students are assisted with personal and academic issues. The Counseling Center team collaborates with teachers, administrators, and other staff members to create an encouraging environment where all students are supported so they can reach their full potential.

Middle school students can face academic, social, and personal challenges. The role of the school counselor is to help students navigate this process successfully. Students are met individually and in small student support groups. When necessary, referrals will be made to outside community resources.

Schedule Changes

Schedule changes are not made within the first two weeks of the school year and are discouraged. If a student desires a schedule change, a conference must be held with the student, parent, teacher of the class the student wants to drop, counselor, and administrator.

Library

The library at HMS contains many great resources for students to use. Students may check out 2 books at a time. Students are responsible for their books and charges for damaged books or materials must be paid to the library.

Students need to have a pass to enter the library before or after school and during lunch.

THE HUSKY



PRIDE
ACCOUNTABILITY
COMMUNICATION
KINDNESS



HILLSDALE MIDDLE SCHOOL

AS A HUSKY P.A.C.K. WE PROMISE TO:

- Be prepared and ready to learn.
- Respect school property and our school community.
- Keep hands and feet to ourselves.
- Use appropriate language.
- Keep phones off and in backpacks from the time we enter school grounds until the time we exit school grounds.
- Keep all earbuds, wireless or wired, in backpacks unless given explicit teacher instruction to use them in the classroom.
- Follow the dress code.
- Stay in designated areas (i.e. behind blue lines).

Visit this link for the student slides: bit.ly/PACKPromises

Athletics

Physical Education

Uniforms: All students are required to wear the official Hillsdale Middle School P.E. uniform. Uniforms will be sold in P.E. classes and should be purchased during the first three (3) days of school. The coaches will mark new uniforms with the students' names. Students are not allowed to mark their uniforms in any manner. Cotton sweats, solid in color and without any pockets, hoodies, lettering or logos of any kind, may be worn on cold days. Students that need to cover their arms or legs for religious reasons may wear solid colored leggings and a solid colored long sleeve shirt with no markings under their uniform.

Lockers/Locks: All students will be assigned a gym locker at the beginning of the year. Locks are provided by the HMS P.E. Department for all students. Lost or broken locks must be replaced from the HMS P.E. department for \$5.00.

To ensure the safety of personal items, all belongings should be locked in the student's assigned locker at all times and combination numbers should never be shared with anyone. The school is not responsible for lost or stolen items.

PE Excuse Notes

- ♦ PE excuse notes written by a **parent** must be given to the teacher via email, written note, or phone call. A parent note can excuse a student for up to 3 days only.
- ♦ A doctor's note is required for excuses that are more than three days. Any submitted doctor's note must outline the extent of restrictions or limitations, with specifics regarding physical activities that are affected by such restrictions or limitations. The doctor's note must also clearly indicate beginning and ending dates of any physical activity restrictions or limitations. All doctor's notes pertaining to limitations or restrictions for physical activity must be submitted directly to the Health Aide.
- ♦ Students who are excused from regular activities must complete written assignments to maintain credit.

Parent Involvement

Advisory Groups

- ♦ Parent Teacher Association (PTA)
- ♦ School Site Council (SSC)
- ♦ English Language Advisory Committee (ELAC)

Parent Communication

At Hillsdale we believe communication is the key to student success. There are many ways parents can communicate with teachers and staff.

- ♦ School-Home Communication Platform - [ParentSquare](#)
- ♦ [Parent Portal](#)- Access students' grades, attendance, and test scores. Contact the counseling office for information to login.
- ♦ Check your student's Google Classroom
- ♦ Email
- ♦ Back to School Night
- ♦ PTA meetings
- ♦ ELAC meetings

Student ZANGLE/Q

ZANGLE/Q Pins and Passwords (Parent Portal)

A [Q/ZANGLE](#) Pin and Password allows parents to access their student's grades, attendance, individual teacher emails and class news. To obtain your Pin and Password each parent/guardian must bring ID into the Hillsdale counseling office and sign for the paperwork.

How To Access Student Information

1. Access our Hillsdale website at: <http://www.cajonvalley.net/hillsdale>
2. Go to Site Shortcuts at the bottom left of the screen
3. Click on "Zangle Parent Connect". This will take you to the Parent Portal Login

4. Enter assigned PIN and PASSWORD.

How To Access Teacher Website

1. Access our Hillsdale website at: <http://www.cajonvalley.net/hillsdale>
2. Go to the "teachers" tab at the top bar.
3. Locate the staff member link and click to see their website.

Events and Activities

Activities

We have activities throughout the year to promote a positive environment where students feel a sense of belonging and pride in our school community. The activities are for HMS students only. All school rules and dress code apply.

Examples of activities include

- ♦ Dances
- ♦ After school sports
- ♦ Clubs
- ♦ Reward parties/Assemblies

Behavior Expectations

Student safety is our number one priority. Sometimes, students will need to meet certain behavior requirements in order to participate in these activities. The following are examples of behavior which might prevent a student from participating in any or all activities without an additional behavior support plan:

- ♦ Suspension
- ♦ 2 or more referrals
- ♦ GPA lower than 1.5
- ♦ Citizenship below 2.0
- ♦ More than 25 absences in the school year

** For 8th grade promotion ceremony in particular, students MUST have 1.5 GPA or higher AND no more than 25 absences during the school year. (Board Policy 5123 and Administrative Regulation 5123.1a)*

Food and Drink

Lunchtime Behavior

Hillsdale Middle School expects all students to behave appropriately throughout the school day including lunchtime. Each student should find a table to sit at for the entire lunch period. Students may leave their table for four reasons during lunch; they may buy food, throw away trash, use the restroom, or go to the field after being released by a staff member. Failure to follow lunchtime rules may result in disciplinary consequences.

Lunchtime Expectations

During lunch, students are expected to:

- ♦ Have no more than 8 students at a square table and no more than 12 students at a long table
- ♦ Clean up after themselves, making sure to put all trash in the garbage cans
- ♦ Remain seated unless getting food, throwing away trash, using the restroom, or going to the field, court, special activity
- ♦ Go to the field/courts/library only to participate in the activities in that location
- ♦ Remain in designated lunch areas

Lunch Procedures

Students will be assigned to a specific lunch period. Hillsdale Middle School is a closed campus school and students are not allowed to leave the building unless they have checked out in the Attendance Office.

It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. All students at a table are expected to help with table clean-up. After eating, place all papers and scraps in containers. Students remain in the cafeteria for their entire lunch period unless other areas are designated.

School provided food may not leave the designated lunch area. Food or drinks in the hallways will be confiscated from students. Please do not bring any food to school for sharing (store bought or homemade). Candy is permissible during a classroom event with teacher consent. Food may only be in class with teacher permission.

Organic Lunch Recycling

Students are expected to properly sort and recycle their leftover food and breakfast/lunch packaging including utensils. bit.ly/HMSLunchTime

Food/Drinks not Allowed per the Wellness Policy

In an effort to keep the HMS campus clean and beautiful, **gum is never allowed at school!** Energy and highly caffeinated drinks are not allowed; sodas and heavily sugared drinks are highly discouraged.

Emergency Procedures

During a crisis, Hillsdale Middle School staff will implement the Crisis Response Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

Hillsdale Middle School has a Crisis Response Plan to deal with emergencies, including earthquakes, fires, bomb threats, active shooter on campus, intruder on campus, or any disaster. Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

In Case of An Emergency

What do students do during an emergency?

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

How will I be reunited with my parents?

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. **Only your parents or others listed on the permanent/emergency record card may pick up a student. They must have identification.**

What happens when a student needs their medication that is kept in the office?

All student medications will be taken to the First Aid Center, so students needing their medication will have it available.

What happens if my parents are unable to pick me up?

During an emergency situation, students who are still at school at the end of the day (4:30 p.m.) would be released to the San Diego Sheriff's Department. The Sheriff's Department would reunite children with their parents. In the case of a severe disaster/emergency, Hillsdale Middle School will follow the directions of the Cajon Valley Union School District Emergency Operations Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency.

Emergency Drills

FIRE AND EMERGENCY DRILLS: In all drills, follow these procedures:

1. Students are to follow the instructions of their teacher.
2. Drills are to be carried out in a quiet, orderly manner.
3. Students are to leave the room in a single file line.
4. Students are to return to the classroom, when instructed by the teacher, after the all-clear from an administrator.
5. Should the fire alarm sound during lunch or between classes, students are to report to the location on the field where their zero period teacher assembles.
6. Drills may be and have been unannounced to students and families in order for authorities to observe authentic reactions of students and staff during lockdowns and evacuations.
7. Treat every drill as the real thing.

Initiating fire alarms without cause will result in severe disciplinary action, possibly involving law enforcement. Disruptive behavior during a drill will result in a referral, or other disciplinary action

HMS Parent/School Community Agreement

Hillsdale Middle School believes in high standards for its students and staff. We believe that a commitment by everyone involved will ensure the best possible climate for a high quality education for our children. *This agreement is a promise that students, school staff, and parents work together toward student success.*

As a STUDENT I will be responsible for:

- ♦ Following the Husky P.A.C.K.
- ♦ Showing courtesy and respect to others.
- ♦ Showing responsible behavior by following school rules, including the Technology Use Agreement.
- ♦ Attending school regularly and on time.
- ♦ Coming to school with all necessary materials (for example: chromebook, papers, notebook, homework)
- ♦ Turning off phones and smartwatches and placing these items in your backpack.
- ♦ Completing all class and homework assignments to the best of my ability.
- ♦ Sharing my classroom work with my parents.
- ♦ Reading daily at home.
- ♦ Asking my teacher and parents for help, when needed.

As a TEACHER I will be responsible for:

- ♦ Teaching grade level standards and concepts using effective teaching strategies.
- ♦ Addressing the individual needs of all students in my class and providing extra assistance.
- ♦ Communicating frequently with parents regarding student progress.
- ♦ Providing a safe, positive, and healthy learning environment for the students.
- ♦ Correcting and returning student work in a timely manner.
- ♦ Communicating to students and parents expectations for homework, class work, and behavior.
- ♦ Encouraging students to do their best and ask for help when needed.

As a PARENT/GUARDIAN I will be responsible for:

- ♦ Sending my child to school regularly and on time.
- ♦ Reading or listening to my child read daily.
- ♦ Providing necessary materials to support my child's learning.
- ♦ Providing a time and place for quiet study and encouraging good study habits.
- ♦ Monitoring homework.
- ♦ Monitoring my child's use of the internet and social media
- ♦ Attending conferences, parent events and workshops.
- ♦ Reinforcing school and classroom rules, including the Technology Use Agreement.
- ♦ Making education important in my home.

As a PRINCIPAL I will be responsible for:

- ♦ Creating a welcoming environment for students and parents.
- ♦ Communicating to students and parents the school's mission and goals.
- ♦ Ensuring a safe and orderly learning environment.
- ♦ Reinforcing the partnership between parent, student, and staff.
- ♦ Acting as the instructional leader by supporting teachers in their classrooms.
- ♦ Providing appropriate professional growth opportunities for teachers.
- ♦ Encouraging parent involvement and education.
- ♦ Providing translations if needed