

BE SAFE

BE RESPECTFUL

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Hook Junior High School

Home of the Wranglers
15000 Hook Boulevard
Victorville, CA 92394
(760) 955-3360 Fax: (760) 245-5839

Carlos Cerna, Principal
Margaret Andrews, Dean
Kristina Madrigal, Counselor - Kristina Kamiyama, Counselor

2018-2019 STUDENT HANDBOOK

Greetings Hook Junior High School Students!!

Welcome to **Hook Junior High**-- *Home to Wrangler Nation!* My name is Carlos Cerna, and I am extremely humbled and honored to have this opportunity to serve as your Principal. As we prepare for a very promising 2018-2019 school year, I am happy to report that our entire staff is very excited and has been working very hard to prepare for your arrival to our campus. We look forward to seeing all of our returning students and meeting our new arrivals.

Our staff is committed to serving all students in a variety of ways that is guided by our Mission Statement: *"To prepare all students for high school and beyond both academically and socially in a safe and fun environment where students want to learn and grow. Providing long lasting memories to enhance their future life and that of others by becoming productive members of our society."* Our staff continues to plan and organize a variety of academic courses, activities, and programs that will enhance the educational learning environment for all Hook Junior High students. In addition to teaching Common Core Standards, it is our desire to foster what is best in all of our students to become college and career ready upon graduation from high school, and we are happy to know that students have the capacity to accept the challenge.

As we prepare our 'students for high school and beyond', it is important that students also continue to take the necessary steps to help themselves become successful. Students that make positive choices, remain respectful, responsible, engage and participate in their learning, study well, do their homework, and attend school regularly not only continue to honor their family but will also greatly increase their chances in becoming a college-bound student upon graduating from high school. Each student is at that point where you can begin to build a solid educational foundation to prepare them. It will take commitment, dedication, and hard-work, but **YOU CAN DO IT!!!**

Lastly, as you continue to work hard, make positive choices, and prepare for your future, we also encourage each Hook Junior High School student to get involved as we hope that your experience is filled many positive memories, experiences, and great friends.

If you have questions please contact the main office, and we will direct your call to the right person. Here's to an excellent 2018-2019 school year! Go Wranglers!!

In your service,

Carlos Cerna
Principal

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ACADEMICS

The most important things that occur at Hook Junior High are in the classroom. The teachers work hard to provide the best possible education for your student to be prepared for high school, college, and career.

- **Grading Policy:** Teachers shall evaluate a student's work in relation to standards that apply to all students at his/her grade level. Per BP 5121(a), (b), and AR 5121 (a), (b), grades for achievement shall be based on mastery of standards and shall be reported each marking period as follows:

A = Outstanding Achievement	4.0 grade points
B = Above Average Achievement	3.0 grade points
C = Grade Level Standard's Mastery	2.0 grade points
D = Not Proficient	1.0 grade points
F = Failing	0 grade points

- o With ABI Web Access you can monitor your child's progress online. Teachers are expected to update their ABI Gradebook weekly.
- o Access information is provided for new students at Back to School night. If you previously had access to Parent ABI your login information remains the same. Students who enroll after Back to School night will receive access information upon enrollment.
- **Responsible Use of Technology:** The Victor Valley Union High School District (VVUHSD) utilizes transformative technology that promotes best teaching practices in accordance with the VVUHSD Instructional Framework and Common Core State Standards. Use of VVUHSD technology is intended to support our students' academic success.
 - o Students are provided with access to educational technology devices, the Internet, and internal email only to collaborate with students and teachers. Through the Internet, students may have access to applications, databases, web sites, and email within a secure environment. Students are expected to use the technology and the Internet responsibly for school related purposes.
 - o VVUHSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, VVUHSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation, E-rate, and CIPA, VVUHSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. VVUHSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.
 - o **Disclaimer:** VVUHSD makes no guarantees about the quality of services to be provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of technology. Any additional charges a user accrues due to the use of VVUHSD technology shall be paid by the user.

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- o For more information regarding student technology use or opting your student out of utilizing technology, please contact your child's school principal.
- **Parents/Guardians In Classroom:** Parents/guardians are invited to attend their student's classes. As a courtesy, we request at least a 24-hour notice. We also request that the class itself not be disturbed and that you comply with the Visitor Policy. All visitors must check in with the school office prior to going on campus. Classroom visits should be for **observation only (there should not be any kind of interaction with other students)**.
- **Promotion Ceremony:** Hook Junior High is proud to have established a Promotion Ceremony to celebrate the accomplishments of students who meet the following criteria:
 - o No excessive absences (15 or more during the school year)
 - o Enrolled at Hook prior to the 4th quarter of school year
 - o Not attending Hook Junior High School on a "stay of expulsion" or pending expulsion.
 - o Attending full-time
 - o Be on track for promotion per the enclosed VVUHSD Promotion Policy
 - o Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
 - o No "F"s" on 1st Semester Report Card AND 3rd Quarter Report Card (Must remain eligible after 3rd Quarter Report Card)
 - o Satisfactory Behavior/ No suspensions
- **Recognition:** Honor Roll and student recognition programs recognize outstanding student achievement, behavior, and contributions to the betterment of the school throughout the school year. Student achievements and honor roll are celebrated in a variety of ways throughout the school year.

ATTENDANCE

Attendance is a key component and a leading indicator for success in school and beyond. Vital curriculum and information is missed if your child is absent from school. It is the parent/guardian's responsibility to assure his/her student is in class, on time, each day school is in session.

The following reasons constitute a legal absence from school: illness, dental appointment, medical exam and/or care, optical service, quarantine, death in the family, or reasons specifically approved by school authorities. Any absence that does not have prior knowledge of the parents/guardians, or is not approved by school authorities is regarded by law as truancy. Any student who is truant will receive appropriate severe discipline.

- **Absence from School:** When a student is absent from school, you **must either call** the 24- hour attendance hotline at 955-3360 x 43116 **or send a note** with your student upon returning to school. The student must turn the note in at the attendance office before school. **DO NOT TURN NOTES IN TO THE TEACHER.** ALL ABSENCES MUST BE CLEARED WITHIN 3 DAYS. AFTER 3 DAYS THE ABSENCE WILL BE PERMANENTLY UNEXCUSED AND CONSIDERED A TRUANCY. Disciplinary action may result from unexcused absences.
- **Excessive Absences or Tardies:** Any student that has been deemed to have excessive absences or tardies will need to provide written documentation from the doctor, dentist, or other appointment that has caused the absence or tardy. 10 or more absences, excused or unexcused may require a doctor's note. After three (3) days of cumulative unexcused absences, the student will be referred to the School Attendance Review Board. EC48292; BP 5113(a), (b), & (c).

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- **Illness at School:** If you are ill or injured, get a pass from your teacher to come to the office. Unfortunately, we do not have a school nurse. Office personnel will see to it that each student who is ill or injured is made as comfortable as possible until we can reach a parent or guardian. It is imperative that Hook Jr. High School has current contact information in the event a phone call must be placed to reach a parent or guardian.
- **Student Attendance Review Board (SARB):** California compulsory education law requires students between the ages of 6 and 18 years of age to attend school. The Student Attendance Review Board exists to promote regular daily attendance. This school is required by law to report habitual truants/absences to SARB. Parent will receive letters informing them of their student's tardies/absences. Parents may be brought before the SARB to rectify the absences. Continued attendance problems may be referred to the District Attorney's office for court action. EC 48292
- **Tardy Consequences:** All classes begin promptly. Tardy bells will be used to begin school, between classes and for lunch time. Students who arrive late to school are to report directly to the attendance office for clearance of attendance records and to be issued an admit slip. Excused tardy admit slips will only be issued for medical or dental appointments, court appointments or illness. Habitual tardiness due to illness or dental appointments will require a doctor's note. Unexcused admit slips will be issued for getting up late, inoperable transportation, or missing the bus, even with parent verification. When the tardy bell rings, students are expected to be in class with all necessary materials. Several times throughout the school year our administrative team will conduct **random** Tardy Sweeps. Students who are caught up in any Tardy Sweep will receive immediate discipline consequences. Tardies are cumulative throughout the year.

ACTIVITIES

To honor the good behavior and work done at Hook Junior High School, students are eligible to participate in reward activities throughout the year, to be determined by the site administrator. This may include, but is not limited to, Eighth Grade Dance and the Eighth Grade End of the Year Activity.

- **Extracurricular Activities:** Extracurricular activity is defined as: "Any activity in which a student performs or represents the school outside school hours or off campus, and that activity is not part of a regularly scheduled class." To be eligible for participation in extracurricular activities for a grading period the student must:
 - o Maintain a 2.0 overall grade point average in all classes, and display satisfactory or better citizenship.
 - o A student may not have 2-F's on a report card, even if they still have a 2.0 grade point average.

A student who has been eligible but who does not maintain a 2.0 overall grade point average, and satisfactory or better citizenship for a grading period, will immediately become ineligible. A student new to the District shall be exempt from the 2.0 average until his/her first grading period in the District.

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- **Athletics:** Students participating in a sport are expected to model respectable behavior and sportsmanship, because they are representing Hook Jr. High School.
 - **Sportsmanship:** In the event an athlete receives a discipline referral for violence, fighting, drugs, or carrying a weapon, this will result in being taken off the team immediately, **NO EXCEPTIONS**. All other discipline referrals will lead to a one game benching of the next scheduled event.
- **Dances:** School dances are held in the cafeteria for current Hook students only. All students must dress neatly and conduct themselves in a dignified manner to keep the privilege of attending dances. All dancing must be appropriate for a school setting. No "break dancing", "grinding", or "dirty dancing" allowed. School administration will determine what is considered appropriate dancing. Students who fail to follow Administrator / designee directives will be removed from the dance and will NOT be allowed to participate in future dances for the remainder of the school year.
- **End of the Year Activities/Promotion Ceremony:** Requirements for attendance at these events include:
 - No excessive absences (15 or more during the school year)
 - Enrolled at Hook prior to the 4th quarter of school year
 - Not attending Hook Junior High School on a "stay of expulsion" or pending expulsion.
 - Attending full-time
 - Be on track for promotion per the enclosed VVUHSD Promotion Policy
 - Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
 - No "F's" on 1st Semester Report Card AND 3rd Quarter Report Card (Must remain eligible after 3rd Quarter Report Card)
 - Satisfactory Behavior/ No suspensions
 - **Outstanding Debts:** Students with outstanding debts will not be allowed to participate in any end-of-the-year activity. To purchase any activity ticket, debts must be cleared prior to the beginning of any ticket sales, and the student must remain debt free from the time the ticket is purchased to the day of the activity. These debts WILL FOLLOW THE STUDENT INTO THE NEXT SCHOOL YEAR wherever they attend school.

DISCIPLINE

- **Assault on School Employee:** An "assault" is an unlawful attempt with the ability to commit a violent injury on another person. (P.C. 240) A "battery" is any willful and unlawful use of force or violence upon another person. (P.C. 242) Whenever any employee of a school district is attacked, assaulted or physically threatened by a pupil it will promptly be reported to law enforcement authorities. (Ed Code 44014)
- **Harassment/Discrimination/Hate Motivated Behavior:** No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of Penal Code in any program or activity conducted by an educational institution that receives, or benefits from state financial assistance or enrolls pupils who receive state student financial aid. (Ed. Code Section 220) State law prohibits any act that is likely to injure, degrade or disgrace any student. (Ed. Code 32051)

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- **On Campus Intervention (OCI):** Students in the OCI Program are provided academic support, life skills instruction, and individual and group counseling. Students assigned to OCI receive their academic course work from their regular teachers and are expected to complete work while in the program. Counseling is designed to help the students identify underlying issues that require academic and behavior improvement. Life skills classes address topics such as communications, goal-setting, personal life choices, sexuality and dating, gender identity, bullying and other relevant topics. OCI is provided in lieu of an off-campus suspension and may not exceed five (5) consecutive days. Students serving suspension pending expulsions do not qualify for placement in OCI. A period suspension to OCI initiated by a classroom teacher must be in accordance with California education code 48910.
- **PDA - Public Display of Affection:** Students are not allowed to display affection on campus. Examples of inappropriate displays of affection include but are not limited to the following: hugging, holding hands, arms around one another, kissing or any other type of display deemed inappropriate by site administration.

MEDICATIONS/HEALTH SERVICES

- **Emergency Card:** Students and/or parents should keep the office informed of any special health matters. All students must have an up-to-date Emergency Card on file in the office.
- Students are not to bring medication to school. If medication must be administered at school it must be kept in the office and be dispensed by trained school personnel. The medication must be in the original pharmacy container with the prescription printed on the label. It must be accompanied by a VICTOR VALLEY UNION HIGH SCHOOL DISTRICT medication form. This policy includes prescription and over-the-counter medications.
- Asthma and epi-pen exceptions. Students requiring asthma and/or anaphylaxis medications may carry emergency inhalers/epi-pens on their person. However, specific release forms signed by the doctor and parent are required to be on file in the office. All medication forms are available from the school office.
- During 7th and/or 8th grade, the state of California mandates certain health screenings. These include Scoliosis screening for 7th grade girls and 8th grade boys, vision and hearing screening for all 8th graders. These tests are performed by registered nurses during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations done for their student.

Physical Education - Limitation By Physician: Medical notes concerning limiting the activity of a student in P.E. must specify what a student can do, as well as, specific limitations. Under California Law, no student may be totally exempt from P.E. activity. A parent/guardian may limit the activity of a student with a note for up to three days. Beyond three days, a doctor's note is required. The doctor's note must also include actual dates of limitation. If your child has any physical limitations, please complete the enclosed Modified Physical Education form and return to the school office.

MONEY AND VALUABLES

- **"If you cannot afford to lose it, don't bring it."** Sadly, students lose money and valuable objects every year. We do not want you to lose important objects or money, so please leave them at home. This may include: electronic devices, jewelry, cell phones, etc.

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SAFETY

- **Bicycles, Skateboards, Scooters, Roller Blades:** Bicycles, skateboards and scooters are ridden at the student's own risk and **MAY NOT BE RIDDEN ON CAMPUS OR SURROUNDING SCHOOL GROUNDS.** Bicycles, skateboards & scooters are to be **parked and locked** in the bike rack or skateboard lockers. Roller blades **are not allowed** at school and are subject to confiscation. Bicycles, skateboards and scooters must be walked to and from the bike rack. **The school is not responsible for theft or destruction of any of these items.** Locks left on lockers overnight are subject to being cut off. **Pursuant to Vehicle Code Section 21212 Youth Bicycle Helmets: Minors, students are required to wear helmets when riding bicycles, scooters and skateboards. Students not wearing a helmet may have their equipment confiscated.**
- **Change of Address / Phone Number:** For the safety of each student it is important that we have correct contact numbers to reach parent/guardian. Numerous contacts are made using the contact numbers; therefore, it is crucial we have a working contact number. To change the student emergency contact information, the parent/guardian must complete an updated emergency contact form. District authorities will be notified if there is no valid contact information on file at school.
- **Closed Campus:** Hook Junior High School operates under a closed campus policy in accordance with Board Policy. This means that **a student is not permitted to leave campus or go to the parking lot from the time they arrive until the school day is completed.** If a parent/guardian should need to take a student from school, the parent/guardian must request the student be released by coming to the office. Students will only be released to those on the emergency contact and who have a current State or Government-issued picture identification, **NO EXCEPTIONS.** Students are not allowed to wait in the office for parent arrival.
- **Confiscated Items:** The first time an item is confiscated from a student (i.e. cell phones, electronic devices, etc.); a **parent/guardian will be required to retrieve the item** from the discipline office. Any subsequent confiscations of like items will be subject to discipline consequences. Any item that is confiscated that is deemed to be a dangerous object **will not** be returned to student or guardian. **Confiscated items will only be released to the parent of the student it was confiscated from, unless proof of ownership is provided by another parent.** Confiscated items must be picked up no later than the Monday following the last day of school. Items not picked up by this day will be discarded or donated to charity.
- **Electronic Devices:** Cell phones are allowed on campus, however the following rules apply. The phone must be in the "**OFF**" position. They may not be used to play games, send or receive messages, place a call or receive a call, etc. The cell phone must be kept **out of sight and "off."** Other electronic devices such as iPods, portable gaming systems, etc. should not be brought to school. **Use of electronic devices or cell phones on campus will result in the device being confiscated.** Hook Jr. High School / VVUHSD are not responsible for any lost/stolen electronic devices. Students may fill out a lost/stolen item form, however, investigations will not take place regarding stolen/lost items reported. **If an item has value to a student, they should leave it at home.**
- **Loitering:** Students are not permitted to be on campus earlier than 8:30 A.M. Students must leave campus by 4:00 P.M., unless they are participating in a supervised activity. Students who

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loiter, deface, or damage any school property are subject to disciplinary measures, as well as monetary consideration for repairs. Students caught loitering will be subject to ticketing by police.

- **Searches:** School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or rules of the district or the school. (BP 5145.12) Parents will be notified as soon as possible regarding any student search.
- **Video Camera Surveillance/Search And Seizure:** Campuses throughout the V.V.U.H.S.D. are routinely inspected by detection canines for prohibited items in to provide students, parents and staff with a safe learning environment. ED 49050-49051; BP 5145.12; and AR 5145.12. Video cameras may be used on school campuses to monitor student behavior and activities. Students found to be in violation of the district and schools' rules shall be subject to discipline in accordance with policy and regulation.
- **Visitors:** Hook Junior High School is dedicated to a pro-active stance with regards to safety. Hook Junior High School will continue to maintain a vigilant guard in order to keep the campus as safe as possible. Some of our procedures create a minor inconvenience for visitors. ***Please understand that security measures are not meant to prevent visitations or seem unfriendly. They are meant to keep our campus and students as safe as possible in an unpredictable world. We welcome all parents who wish to visit our school.***
 - In order to maintain the safety, order, and discipline of the campus for the benefit of all students, we require that **all visitors, including parents:**
 - Check in at the main office before proceeding onto campus.
 - Show current picture identification at the main office before being given a visitor's pass. The visitor's pass must be worn while on campus. Any visitor on campus without a visitor's pass will be approached by Campus Security. The visitor will either be escorted back to the main office or off campus as deemed necessary

RESTROOMS

Students may only use the restroom before school, during passing periods and lunch. If a student needs to use the restroom during class time, he/she must get a hall pass from his/her teacher.

STUDENT BODY CARDS (ASB)

An ASB Card is available in the student store for \$20.00. The student body card entitles you to free admission to all dances EXCEPT the 8th Grade Dance, free admission to all Movie Nights and price discounts on other student activities. All monies received for the sale of student body cards is used to support student body activities.

STUDENT IDENTIFICATION CARDS

Student Identification Cards are to be **carried at all times** while on campus or attending school functions. If an ID card is lost, the student must purchase a new one **immediately**. Replacement cards must be purchased at a cost of \$5.00. When a student withdraws from school their ID card must be returned to the school office. BP5157

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TELEPHONE

Students will not be called from class to the phone. The office phones are for office business only. Students will be allowed to use the office phone, **with permission**, for illness or emergencies only.

TRANSPORTATION

Bus Transportation: Riding the bus is a privilege. Students eligible for bus transportation are required to have a bus pass at all times. Bus pass applications are available in the school office. All school discipline policies apply while the student is on the bus, at the bus stop, and going to and from the bus stop. Bus transportation may be revoked at any time.

5 CCR & 4622 UNIFORM COMPLAINT PROCEDURES:

The Victor Valley Union High School District has primary responsibility for insuring that it complies with the state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational education, and Special Education programs will be investigated/mediated, and reviewed. The complainant will have the opportunity to provide relevant information. A written report will be given to the complainant within 60 days of receipt of the complaint. Complaints alleging discrimination must be filed within 6 months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies; such as mediation centers, public/private interest attorneys, injunctions and/or restraining orders.

The district follows uniform Complaint Procedures established in Board Policy 1312.3. Complaints should be made to the district compliance officer by contacting the Superintendent's Administrative Assistant at 760-955-3201, ext. 10202.

El Distrito Unificado de Victor Valley High School tiene la responsabilidad principal de asegurarse que cumple con las leyes y regulaciones federales y estatales sobre programas de educacion. Cualquier queja afirmando discriminacion ilegal o falta de cumplimiento con las leyes federales o estatales en la educacion de adultos, programas de ayuda categoricos consolidados, educacion migratoria, programas de desarrollo y cuidado de ninos, programas de nutricion infantil, educacion vocacional, y programas de educacion especial seran investigados/meditados y revisados. La persona demandante tendra la oportunidad de proveer informacion pertinente. Un reporte por escrito sera dado a la persona demandante durante los proximos 60 dias despues de haber hecho la demanda. Las demandas que aleguen discriminacion tendran que ser llenadas durante los proximos 6 meses despues de afirmar lo ocurrido o cuando primeramente se obtuvo conocimiento de la situacion. Demandas pueden tambien proseguir remedios civiles de la ley; como centros de intervencion, abogados publicos/privados; u ordenes o restringimientos.

El Distrito cumple con los Procedimientos Uniformes de Demanda establecidos en la Poliza 1312.3. Las demandas deberan ser hechas con el oficial de demandas del distrito al comunicarse con el Asistente Administrativo del Superintendente al 760-955-3201, ext. 10202.