

White Hill Middle School Distance Learning Guide/Student Handbook



Dear Parents and Students,

Welcome to the 2020-2021 School year. We have important Distance Learning and Covid-19 information at the top of this document for your convenience. The COVID-19 pandemic creates a fluid situation and the information in this Distance Learning portion of this handbook is subject to change.

Included both in this introductory Distance Learning Guide and the official [White Hill Parent/Student Handbook](#) that starts on [page 8](#) is information that will help you navigate Distance Learning at the start of the year. You will find information on our daily schedule, expectations for attendance, behavior and grades, tech tips and tricks, community support, and health/safety guidelines.

White Hill Virtual Learning Schedule 2020-2021

Monday	Tuesday	Wednesday	Thursday	Friday
Early Release	0° (8:00-8:50)	0° (8:00-8:50)	0° (8:00-8:50)	0° (8:00-8:50)
No Zero Period/ No Advisory	Advisory/Office Hours (9:00-9:20)	Advisory/Counselors (9:00-9:20)	Advisory/Office Hours (9:00-9:20)	Advisory/Community Building (9:00-9:20)
1° (9:00-9:40)	1° (9:30-10:50)	2° (9:30-10:50)	1° (9:30-10:50)	2° (9:30-10:50)
2° (9:50-10:30)				
3° (10:40-11:20)	3° (11:00-12:20)	4° (11:00-12:20)	3° (11:00-12:20)	4° (11:00-12:20)
4° (11:30-12:10)				
Lunch/Clubs (12:10-12:40)	Lunch/Clubs (12:20-1:05)	Lunch/Clubs (12:20-1:05)	Lunch/Clubs (12:20-1:05)	Lunch/Clubs (12:20-1:05)
5° (12:45-1:25)	5° (1:15-2:35)	Office Hours (1:05-1:40)	5° (1:15-2:35)	Office Hours (1:05-1:40)
7° (1:35-2:15)				
Teacher Meetings (2:15-4:45)	Teacher Collaboration (2:40-3:10)	7° (1:50-3:10)	Teacher Collaboration (2:40-3:10)	7° (1:50-3:10)

Attendance

During Distance Learning, the teachers will take attendance in online synchronous lessons each period using the Aeries school information system. The Attendance Coordinator regularly reviews all attendance records in the Aeries system, and supports students out of the truancy process (per the procedures described in the [Attendance](#) section of the White Hill Student/Parent Handbook).

Students need to show up on time to online lessons. They will be admitted to the call and attendance will be recorded. If they are late, they may sit in the waiting room until the teacher is able to admit them. Depending on the structure of the class that day, the wait time may be significant. A student should look at the lesson on Google Classroom while they are in the waiting room. Our [late policy](#) will be very similar to our in school policy.

*The following are consequences for students who are **late** to classes in Distance Learning:*

4 tardies/lates= student warned; parents contacted by teacher

5 tardies/lates= parents contacted by administrator

6 or more tardies/lates = Online meeting with parents, counselor, child, teacher, and administrator. Possible detention when school reopens.

In light of the trying times, and the uniqueness of Distance Learning, our counselors and administrators will approach a student's absences with trauma informed practices to prioritize the student's social/emotional well-being.

Grading & Homework

Student progress is monitored by each teacher in each individual class using the A, B, C, D, F scale. To maintain high grades during Distance Learning, students must attend the synchronous lessons, as well as stay on track with the curriculum. The grading scale is as follows:

A=94-100	B = 84-86	C= 74-76	D= 64-66
A-= 90-93	B- = 80-83	C- = 70-73	D- = 60-63
B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 59 or below

More information on grading and report cards is on [page 23](#) of the handbook. Teachers will assign work in synchronous lessons and students will turn in assignments in a variety of ways, including uploading work on Google Classroom. Assignments will not be graded until they are correctly submitted; they will be treated as late work and subject to the [late work policy](#) that is explained in the Handbook.

Your grades will be recorded in our Student information System, Aeries. Please visit our [Virtual Learning Website](#) for videos on how to set up your Aeries account and where and how to look at your grades on Aeries.

Google Classroom

The main platform used in all classes during Distance Learning will be Google Classroom. At the beginning of the year, all students will participate in a “Tech Boot Camp” orientation course to best ensure student success. The orientation will include training students and parents to navigate Google Classroom. Please visit our [Virtual Learning Site](#) for the videos that will be covered during the Boot Camp. It will cover:

- How to use your Google Calendar
- How to upload your work on Google Classroom
- How to email your teachers
- Attend Zoom live lessons
- Help videos for the necessary apps that will be used during Virtual Academy
- Procedures for submitting non-Google form work (pictures of completed assignments).
- How students should work with teachers to overcome technical issues.

It is critical for all families to understand how to navigate Google Classroom. Do not not hesitate to reach out for help from our Distance Learning Tech coaches at techcoaches@rossvalleyschools.org

Conduct/Behavior

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. This includes while learning remotely.

Teachers, administrators, and other school staff will try a variety of methods to help a student choose responsible, appropriate behavior. While Distance learning presents unique circumstances in terms of behavior, we will still hold our students up to our expectations of responsible behavior in order to maximize student learning. In the event of distance learning, inappropriate behavior during synchronous lessons (ex: a class Zoom call) will be treated as a [technology violation](#). Additional **expectations during distance learning** include, but are not exclusive to:

- A student must have camera enabled when possible and his/her microphone muted.
- There should only be one student per camera. If you need a computer, one can be provided to you by the district. See the district website for pick up information.
- A student must not send inappropriate chat messages or post inappropriate images
- A student must not join a class to which he/she is not invited.
- A student must not intentionally distract teacher or classmates (dancing, off task, wearing distracting garments **such as hats or hoodies**, accessories...there may be exceptions such as on Spirit days)

Behaviors to avoid:

- Not engaging fully in virtual lesson

An example of consequences would be a conference with the teacher, followed by an email or phone call home. If behavior continues, the student and/or parents may have a conference with the counselors or administration. Depending on the severity of the infraction, a student may be removed from their lesson and kept out for a predetermined period of time. We have a comprehensive section of [disciplinary actions and behavior interventions](#) in our Student/Parent Handbook.

Although the student is at home during Distance Learning, he/she will be held up to all expectations in our [Code of Conduct](#) especially when it comes to online [bullying](#) and [sexual harassment](#), which are extensively covered in the handbook.

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

Counseling

Counseling

The mission of the counseling department is to facilitate meeting and enhancing students' social, emotional and academic development. Our counseling department consists of [Michele Pelton](#), school counselor and [Autumn Arbree](#), school social worker who can be reached by individual email or by emailing whcounseling@rossvalleyschools.org. The services provided by the counseling department include, but are not limited to:

- Short term, individual counseling
- Clubs and small groups
- Identifying and removing barriers to academic success
- Collaboration with school personnel to identify and implement interventions
- Student Advocacy and Community Outreach
- Attendance Support
- Peer mediation

Students can sign up for counseling or be referred by parents or staff members.

When counseling is held virtually, confidentiality can be impacted, this information will be reviewed with the student prior to their first session. In order to provide the student with the most confidential setting possible, it is asked that parents provide their child with headphones and an area in the house where they can be alone and to respect the privacy of the student while they are speaking with a counselor. The counseling staff is available to speak with parents by appointment but please note that information shared with a counselor is held in strict confidentiality unless released by a student or mandated by law.

Social/Emotional Learning & School Community

One of the most important aspects of our students' White Hill experience is our commitment to their social emotional well-being. We will have weekly community building exercises embedded into our synchronous schedule through the students'

Advisory class. Students will also have the opportunity to participate in a variety of clubs each day if they choose.

Wildcat Way

As part of our commitment to the social emotional well-being of our students, we will be introducing "[The Wildcat Way](#)." The Wildcat Way consists of 7 characteristics (Curiosity, Optimism, Gratitude, Empathy, Self Control, Zest, Grit) that we hope to help our students develop and/or deepen during their time at White Hill. Various activities, conversations and celebrations will take place throughout the year centered around The Wildcat Way.

Spirit Days/Clubs

During Distance Learning, it has become an even bigger priority to maintain a sense of community. We plan to continue Spirit Days and Lunchtime Clubs. Information on activities will be in the daily bulletin, in classroom announcements, and on our website.

Communication

It is especially important to read through all District wide and School communication (mostly via email) in the times of Distance Learning. We will maintain a [Virtual Academy Site](#) where you will find information on navigating Distance Learning. We also plan to continue our weekly online newsletter, the Wildcat Wrap.

Events

In the event that we return to school, we will have health and safety protocols for any public/parent events at school. Some of the anticipated health guidelines are listed in the next section, but we will also outline the guidelines upon our reopening.

Health & Safety

In the event we reopen the schools, or if for some reason you have to visit campus, please follow the guidelines that are described in the [campus visitation](#) section of our handbook to help us maintain a safe and healthy learning environment. We also have a handbook for Health and Safety Guidelines on our district website.

WHITE HILL MIDDLE SCHOOL



STUDENT/PARENT HANDBOOK 2020-2021

Welcome to White Hill Middle School. We hope this Student/Parent Handbook & will help answer any questions you may have about our school. For further assistance, please call the school office at 454-8390. We will be happy to assist you in any way possible.

<http://rossvalleyschools.org/whitehill>

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School Phone Numbers

MAIN OFFICE: (415) 454-8390
ATTENDANCE: (415) 454-8390 ext. 15003
REGISTRAR: (415) 454-8390 ext. 15002
FAX: (415) 454-3980
RVSD WEBSITE: www.rossvalleyschools.org

PRINCIPAL: Matt Catanzarite
(415) 454-8390

ASSISTANT PRINCIPAL: Maria Lubamersky
(415) 454-8390

Our administrative team is available to respond to any questions or concerns regarding White Hill, its policies, programs, and resources.

TEACHERS: Parents may contact teachers individually by calling 454-8390 and following the prompts. Teachers are glad to return your phone calls within 24 hours. Teachers may be emailed – you can find a list of teacher email addresses on our website. They are also available, by appointment, either before or after school for conferences about individual student achievement and/or behavior. Teachers will make time to assist students at break, lunch or before school when additional help is requested.

Our **ADMINISTRATIVE ASSISTANT, Cary Adriatico**, can inform you about the school calendar, upcoming events, facility use issues, etc., or can refer you to the appropriate person. cadriatico@rossvalleyschools.org

Our **ATTENDANCE CLERK** should be notified of a student's absence by 9:00 a.m. on each day of the absence, or of any appointments you may have scheduled for your student during the school day. whattendance@rossvalleyschools.org

Our **REGISTRAR** can assist you with registering and/or provide copies of student records.

WHITE HILL MIDDLE SCHOOL PHILOSOPHY

White Hill Middle School is a community of learners that promotes excellence, respectful behavior, perseverance, and social emotional growth. Students and staff work together to maintain high standards of responsibility, independence, and self-advocacy.

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).

White Hill School Culture

A positive school culture at White Hill Middle School involves the entire school community. It is comprised of several elements, including Social-Emotional Learning, curriculum, Restorative Practices, and a Progressive Discipline system. Our overarching goal is for every student and school community member to feel safe, honored, valued, and respected at White Hill, as well as empowering students to promote positive interactions and choices. We are committed to creating and maintaining positive, caring relationships and repairing them when needed.

As a school community, we are committed to equity. To support this work our academic theme for the year is “turning the counter narrative into the narrative,” and we are looking for all subject areas to provide every student with multiple perspectives through their content. It is extremely important for our students to go beyond the most common narrative and learn about stories and experiences from every perspective.

Our Restorative Discipline system helps students resolve most problems before they get to the point of meriting more significant discipline measures. However, behavior that

hurts others, destroys property, creates an unsafe situation, or disrupts the learning environment for others or is an Education Code violation (violence, weapons, destruction of property, theft, etc.) may necessitate progressive disciplinary action. These progressive steps may vary depending on the severity of the behavior and prior incidents of discipline for the student. The goal of the system is to ensure the safety of all students. We are focused on determining the cause(s) of misbehavior and discussing rather than issuing punitive consequences.

In addition, White Hill offers the WEB (Where Everyone Belongs) student leadership program. WEB is a 6th grade orientation and transition program that is designed to welcome and support 6th graders by assigning them an 8th grade WEB leader as a mentor during their first year. This WEB Leader is a responsible older student who has met the qualifications of being a good role model and positive leader and received WEB mentor training.

IMPORTANT DATES

HOLIDAYS, VACATION & PROFESSIONAL DEVELOPMENT DAYS (NO SCHOOL)

Aug. 14	Staff Development Days
Aug 15-18	Teacher Work Days
Sept. 7	Labor Day
Oct. 12	Staff Development Day
Nov. 11	Veteran's Day
Nov. 23-27	Thanksgiving Recess
Dec. 21 - Jan 1	Winter Recess
Jan. 4	Staff Development Day
Jan. 18	Martin Luther King, Jr. Day
Feb. 15-19	Mid-Winter Break
Mar. 8	Teacher Work Day
Apr. 5-9	Spring Recess
May 31	Memorial Day
Jun. 10	Last Day of School

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. Parents or guardians and visitors who come to school are asked to obtain a visitor's pass from the office.

In the event of a virus or an infectious disease outbreak

In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals,

including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Visitation/Arrivals during Distance Learning

- *All students must wash or sanitize hands as they enter campus and classrooms.*
- *We will provide supervised, sufficient points of access to avoid larger gatherings*
- *Parents are not allowed on campus except for a designated drop off and pick up locations.*
- *Parents must wear a mask at all times.*
- *When driving through the traffic circle, parents must wear a mask and stay in the car at all times.*
- *If parents need to pick up their child for an appt or if she or she is ill, the parent will stay in the car and a staff member will walk the child out to the car. The parent will need to call the main office when he or she arrives.*
- *No visitors on campus. This includes outside experts and in class “field trips”.*
- *No parent volunteers in the classroom.*
- *Substitute teachers will check in the office, have their temperature taken, and be required to wear face masks at all times.*

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.

In the event of a virus outbreak, parents should stay in their car and call the office. We will send the child to the car or pick up the item from the car.

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 approximately 700 students.

Emergency Card - (A new “card” must be completed each year)

Please complete the emergency card through School Mint located on the district’s website. 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. This includes any year that we may be learning remotely.

Financial Aid

Assistance is available upon request for all school supplies, projects, activities, trips, PE uniforms, lunches, etc. Students and parents or guardians should contact White Hill's Administrative Assistant, Cary Adriatico, 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.

Health during Covid-19 or in the event of another epidemic

*If a student has a fever, they will be placed in an isolation room with a mask, and a staff member will supervise them. Their parents must be available for timely pick-up. There may be a requirement for a negative Covid 19 test before returning to school. More information will be in the **Ross Valley School Health Handbook**.*

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 physicians 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 at (415) 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.

Lost and Found

Lost articles are kept on the lost and found rack 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 month.

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. Bringing money to school is at the student's own risk, 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, computers, materials, Handbook/Planner, ID cards, 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.

Interdistrict Transfers

Parents with children living outside of the Ross Valley School District may request an interdistrict 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).

Extra-Curricular and Co-Curricular Activities

White Hill Middle School offers a wide variety of extracurricular and co-curricular activities. All activities have behavior and academic standards for participation. The academic criterion is a 2.0 grade point average with no grades of F. 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: Students will have opportunities to participate in competitive basketball, track and field, wrestling, cross country, golf and volleyball.
- Through support from the Yes Foundation, White Hill provides 6th-8th grade students opportunities to participate in a variety of classes and activities during non-school hours.
- 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.

Attendance / Absences

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. Students with issues related to non attendance and/or persistent tardiness are of serious concern and will be referred to administration and receive school-based support and/or consequences, such as counseling, school services, loss of privileges or SARB (Student Attendance Review Board) action.

Attendance Procedures

Attendance Hotline (to call your student in absent) : (415) 454-8390 ext 15003

- All absences must be cleared within 48 hours of the absence. Parents are encouraged to call in the morning of each day that a student is absent so this information can be recorded both accurately and in a timely manner.
- Students who become ill at school must be signed out by parent, guardian or adult listed on the emergency card in the office prior to leaving campus.
- Students arriving late to school must sign in at the Attendance Window.
- Excused absences include:
 1. Illness
 2. Medical or dentist appointment (Parents are encouraged to schedule these appointments outside of the school day to avoid students missing class time).
 3. **Quarantine under the direction of a county or city health officer.***
 - a. **In the case of a virus outbreak, a student who tests positive may be required to provide a doctor's note before returning from a quarantine.**
 4. Justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion

NOTE: The school may request medical verification when the student has three sick days in a row. The school is required to document verification of the reason of an absence.

- All other reasons for school absence must be considered unexcused. Please be aware that going "out of town" with your child while school is in session in an unexcused absence. If you are planning a family trip that cannot be scheduled during regular school vacations, and your student will be absent from school 5 or more school days, please ask your principal about Independent Study. This will allow your student to keep up on his/her school work and prevent the absence from being considered unexcused.

****Absences/Attendance under Distance Learning and/or extended Quarantine***
Students are expected to attend and participate in online lessons in the event the school goes to Distance Learning. During the online synchronous lessons, the students will be

admitted to the call and attendance will be recorded. If they are late, they may sit in the waiting room until the teacher has a convenient opportunity to admit them.

During DL the teachers will take attendance in online synchronous lessons. The Attendance Coordinator regularly reviews all attendance records in the Aeries system, and supports students out of the truancy process (per the procedures set forth with the escalation system outlined below).

What happens if my student has unexcused absences?

Once a student misses 30 minutes of instruction without an excuse three times during the school year, California Education Code 48260 requires that the student be classified as a “truant” and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the absences, and that the notification must include specific information related to the student’s unexcused absences.

What happens if my student has unexcused absences after the first notification?

Once a student has been absent from school three or more times without a valid excuse and has been notified of the absences, any additional absence from school requires that the student be reported as a “chronic truant” and the parent be notified again. At this time, the school administrator needs to make a conscientious effort to hold a conference with the parent or guardian and the student to explain the compulsory attendance law and the importance of being in school for school success.

What happens if my student continues to be absent even after the conference with the school?

If your student continues to have unexcused absences after the conference with the school, the school must again notify you that your student has been absent and must be declared a “habitual truant.” The school must make every effort to have your student attend school and if your student continues to be absent from school without a valid excuse, a referral will be made to the Student Attendance Review Board (S.A.R.B.) which is operated by the Marin County Office of Education.

What happens if my student’s absences are due to an illness?

When a student is absent from school due to illness and those absences total more than 14 school days, the school must require a physician’s note to verify any further absences (Board Policy 5113). If this illness is long term (requiring your student to be absent from school 3 weeks or more) you should talk to your school principal. Your student may be eligible for home and hospital instruction.

Regular school attendance is important to ensuring that all students are reaching their potential in school.

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 on 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 9:00 a.m. (454-8390 ext. 15003) or email whattendance@rossvalleyschools.org on each 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 or classes 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

The following are consequences for students who are **tardy** to school **or late** to classes throughout the day:

4 tardies* = student warned

5 tardies* = lunch detention and parents contacted

6 or more tardies* = detention, meeting with parents and/or loss of activities

* Per quarter

Lates or Tardies during Distance Learning

Students are expected to attend and participate in online lessons in the event the school goes to Distance Learning. During DL the teachers will take attendance in online synchronous lessons and the Advisory teacher will take attendance in school. If they are late, they may sit in the waiting room until the teacher has a convenient opportunity to admit them. And then they will be marked late.

Independent Study Contract

If a student must be absent from school for an extended period of time for any reason, we strongly encourage you to arrange for an Independent Study Contract. The steps in this simple process include:

- At least 2 weeks in advance of the anticipated absence, contact the school Registrar to initiate the process.
- Complete the assignments that the teacher posts on Google Classroom. Submit and/or return assignment(s) that were completed during the absence.
- If this last step is not fully completed, no credit will be assigned and the student's grade will be affected. No late or partial assignments will be accepted.
- Independent study contracts will not be assigned after the first week of June.

Early Release of Student

We understand that students may need to leave school early from time to time. If and when this is necessary, please keep in mind the following:

- Students will not be released to a rideshare company
- Call the attendance clerk in advance to have your student ready
- Students must be signed out by a guardian or individual on the emergency car, the guardian or individual must 21 years or older
- *In the event of a Distance Learning schedule, if parents need to pick up their child for an appointment or if she or she is ill, the parent will stay in the car and a staff member will walk the child out to the car. The parent will need to call the main office when he or she arrives.*

Curriculum and Instruction

Academic Rights and Responsibilities

1. All students shall have the opportunity to take any classes offered, subject to scheduling availability, academic 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.

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. Board Policy 6152 outlines a process for parent input 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. 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 the 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.

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.

Distance Learning Homework

Students are expected to attend and participate in online lessons in the event the school goes to Distance Learning; this includes turning in homework. Students are responsible for knowing how to turn in their homework remotely. In the event that we must go to a Distance Learning schedule, students must go online to our [Virtual Learning Website](#). It is highly recommended that both parents and students watch the video on Google Classroom. Included in the video are instructions for turning in homework by appropriately, attaching it to Google Classroom and not sent via email, and how students should work with teachers to overcome technical issues.

Make-Up Work

Students will be given the same amount of days they are absent to make up absent work. Normally the student can check for assignments on the class website or pick them up when he or she returns to school. 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.

Late Work Policy

The White Hill Late Work Policy is intended to support students staying on top of their work and meeting expected deadlines for assignments. The goal is to help students

become responsible for their school work and successfully participate in the learning culture of their classroom. When students consistently turn their work in on time, they will learn more, feel better about their classroom experience and develop the confidence and executive functioning skills necessary to be successful in the future.

Generally:

1. All assignments (including long-term assignments) are due on the due date.
2. Late assignments turned in within a week will result in a reduction in grade (percentage reduction determined by departments and/or grade level teams.)
3. After one week, if the missing assignment is not turned in, the student will be able to earn no more than 50% total credit on the assignment (percentage reduction determined by departments and/or grade level teams.)

Absences:

In the case of student absence, work will be accepted for full credit up to the number of days the student was absent.

*Special circumstances may allow for this policy to be adjusted with teacher/administrative approval.

**Students with an IEP or 504 may also have this policy amended per teacher recommendation.

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 ahead of time 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 marking period 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 or has dropped a full grade from the previous marking period. 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 marking period. 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.

Citizenship and Work Habit Marks

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.

Any 8th grader on Loss of Privilege (LOP) may not be allowed to participate in end of year activities and/or the promotion ceremony.

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 Learning Center. White Hill provides academic and behavioral accommodations and modifications for students who are eligible under Section 504 of the Rehabilitation Act.

A Student Study Team, 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

The mission of the counseling department is to facilitate meeting and enhancing students' social, emotional and academic development. Our counseling department consists of [Michele Pelton](#), school counselor and [Autumn Arbree](#), school social worker who can be reached by individual email or by emailing whcounseling@rossvalleyschools.org. The services provided by the counseling department include, but are not limited to:

- Short term, individual counseling
- Clubs and small groups
- Identifying and removing barriers to academic success
- Collaboration with school personnel to identify and implement interventions
- Student Advocacy and Community Outreach
- Attendance Support
- Peer mediation

Students can sign up for counseling or be referred by parents or staff members.

In the case that we are Distance Learning, when counseling is held virtually, confidentiality can be impacted, this information will be reviewed with the student prior to their first session. In order to provide the student with the most confidential setting possible, it is asked that parents provide their child with headphones and an area in the house where they can be alone and to respect the privacy of the student while they are speaking with a counselor. The counseling staff is available to speak with parents by appointment but please note that information shared with a counselor is held in strict confidentiality unless released by a student or mandated by law.

Crisis Response Plan

To provide an 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.

Dress Policy Guidelines

White Hill Middle School believes that the responsibility for the dress and grooming of a student rests primarily with the student and his/her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment.

Therefore, WHMS expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

WHMS is responsible for seeing that student attire does not interfere with the health, safety, and learning of any student, and that student attire does not contribute to an uncomfortable, hostile, or intimidating atmosphere for any student.

With the understanding that:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement
- Reasons for conflict and inconsistent discipline should be minimized whenever possible

The goals of White Hill’s student dress code are to:

- Ensure that all students are treated equitably regardless of gender/ gender identification, sexual orientations, race, ethnicity, body type/size, religion, and personal style
- Allow students to wear clothing of their choice that is comfortable
- Allow students to wear clothing that expresses their self-identified gender
- Allow students to wear religious attire without fear of discipline or discrimination
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs
- Maintain a safe learning environment in classes where protective or supportive clothing is needed (such as lab sciences and/or PE)

Violation of Dress Code Policy will result in the student changing into school-provided clothing options unless and/or until dress code appropriate clothing can be retrieved. Student’s original clothing will remain in office until the school’s clothing is returned

cleaned. Repeat offenses will result in parent contact and/or additional disciplinary measures.

SUCCESSFUL STUDENT ATTIRE :

Students must wear clothes that cover private areas of a student's body.

This includes:

- **Shirt**
 - * extends beyond the waistline of bottoms when standing
 - * has opaque, or non-see through, fabric covering front, back and sides under the arms
 - * has sleeves or straps on both arms
- **Bottom:** pants / sweatpants / shorts / skirt / dress / leggings
 - * bottoms must provide full coverage of rear end when standing and sitting
- **Shoes:** activity-specific shoe requirements are permitted (for example PE)

Students cannot wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear. Visible bands or straps on undergarments worn under other clothing are not a violation
- Bathing suits
- Helmets or headgear that obscures the face (except as it relates to religious attire)
- Hats or hoods inside the classroom *or online during distance learning*

In the event of a pandemic or other health emergency, students will be required to wear a face covering or mask at all times. The mask or face covering must cover the nose and mouth. Noncompliance with the mask/face covering requirement will result in being sent home. In the event of distant learning, the student must be dressed appropriately while on camera.

Student Code of Conduct

Expectations for Student Behavior 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.

Infractions

Conduct which may be subject to disciplinary actions include, but are not limited to, the following

- Assault
- Bullying
- Cheating
- Drug/Tobacco possession
- Disruption/Defiance
 - Horseplay
 - Out of assigned seat without permission
 - Talking out of turn/interrupting
 - Throwing objects
 - Refusal to follow rules
- Fighting
- Harassment
- Inappropriate possessions (ie: laser pointers, weapons)
- PDA (public displays of affection)
- Safety Violation
 - Campus
 - Bus
 - Bicycles, skateboards
 - ***Non compliance of health and safety requirements***
- Technology Use Violation
- Theft
- Truancy/Excessive Tardiness
- Vandalism

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. Fireworks, weapons, dangerous objects and look-alike weapons are not allowed on school grounds or on the bus. Possession or use of dangerous objects on the way to or from school, on school grounds or on the bus is strictly prohibited and subjects the possessor to immediate disciplinary action including but not limited to; suspension, a possible recommendation for expulsion, and/or referral to law enforcement.
3. Electronic communication and listening devices such as laptops and tablets, cell phones, MP3 players, iPods, etc. may be used before and after school only. If it is being used during the school day, school personnel may confiscate it. Students will receive a warning for the first offense, and a parent must pick up the phone in the office for second or subsequent offenses.
4. No photos or video recordings may be taken on campus ever unless given permission by a teacher.
5. Students may not sell (or offer for sale) any personal item(s).
6. Students may not make bets or play games that involve betting or the exchange of money or property.
7. Students should not have laser pointers, correction fluid, Crazy Glue, silly putty, permanent markers, rubber cement, cologne or cologne deodorant sprays (such as AXE) with them while at school.

Academic Integrity/Cheating

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 detention
2. Second offense - no credit on the assignment or test, referral to the office, parent conference, lunch 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

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, tablets, printers, DVD players, projection systems, video cameras, and calculators be available and in good working order.

Violation of appropriate use of school computers, the Internet, or any 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 damage/vandalism of any kind. *Disciplinary actions may include a restorative meeting, an office referral, parent contact, lunch detention, and suspension.*

In the event of distance learning, inappropriate behavior during synchronous lessons (ex: a class Zoom call) will be treated as a technology violation. Additional expectations during distance learning include, but are not exclusive to:

- *A student must have camera enabled when possible and his/her microphone muted.*
- *One student per camera, even if they are “podding” together.*
- *A student must not send inappropriate chat messages*
- *A student must not join a class to which he/she is not invited.*

We recommend that students conduct themselves in synchronous lessons according to the regular classroom rules (no hoods, food, distractions, etc). We have a discipline matrix on p. 30 with a comprehensive list of our consequences/interventions in the event that a student refuses to comply with the class rules.

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. *Disciplinary actions may include*

a restorative meeting, replacement of property, an office referral, parent contact, a letter of apology, lunch detention, and suspension.

In the event of a public health emergency, such as a pandemic, safety rules are extended to health safety requirements such as wearing a face covering or mask, social distancing, and staying home from school if a student is sick. Non compliance of safety rules may result in disciplinary action.

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 up or down Glen Drive, through the parking lot or enter or exit through the entrance driveway. Students are asked to use the bike path on Lefty Gomez Field with access on Sir Francis Drake Blvd.

Skateboards, Scooters, etc.

Skateboards, roller blades, scooters, etc. may not be ridden on campus. These items must be stored in the shed behind the 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. Repeated violations may require a parent pickup of the item and/or a parent conference. 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, Michael's Transportation and/or Marin 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. In the morning, students may not get off the bus before arrival at White Hill and walk to school.

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 = 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.

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 buses.

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, including via text or other form of written message
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions, including via text or other form of written message

3. Graphic verbal comments about an individual's body or overly personal conversations, including via text or other form of communication.
4. Sexual jokes, stories, drawings, pictures, or gestures
5. Spreading sexual rumors, in person or via text or other form of written communication
6. Sexual remarks or teasing other students about their sex or gender
7. Touching an individual's body or clothes in a sexual way
8. Purposefully limiting a student's access to educational tools based on their sex or gender
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's 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.

Bullying

White Hill prohibits harassment and bullying during the school and after-school programs, at school field trips, school sponsored events, and when students are traveling to and from school. Below we have described our school's procedures to prevent and stop bullying. This policy prohibits reprisal or retaliation against any person who reports bullying. This policy applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers.

Definitions

Bullying (CA Ed code 48900(r)) is different from conflict. It occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.
- **Cyber bullying** is when a student uses their cell-phone, text messages, emails, instant messaging, chats and websites (such as Group Texts, SnapChat or Instagram, YouTube, Zoom, Google Meet) to bully another student in any of the ways described above.

Bullying may at times amount to **harassment**. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment (48900.2)** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. This is dealt with further in our school's sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as “just teasing” or “just playing.” When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at White Hill have agreed to join together to treat others with respect both online and face-to-face so that we keep our campus bully-free.

All students agree to:

- ***Value student differences and treat others with respect both online and face-to-face.***
- ***Ask the bullying student to stop when anyone is the target of bullying***
- ***Walk away and seek help from any trusted adult on campus if they cannot safely stop the bullying***
- ***Never take revenge or ask someone to hurt a student that has reported bullying.***

Our school takes a problem-solving approach to bullying. We have staff members trained in Restorative Justice to bring together a team of students and ask them to end bullying situations. Most Restorative Circles successfully end bullying situations after one or two meetings without using punishment.

Staff, Teacher and Parent Response to Student Harassment and Bullying

Our school follows a four-level system for preventing and responding to bullying and harassment

Level 1 – Prevent & Interrupt

Level 2 – Check in with target of bullying and notify the principal, assistant principal or school counselor.

Level 3 – Restorative Justice, Progressive Discipline and other responses

Level 4 – Implement an Empathy-Building Action Plan

Substance Abuse and Nicotine/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, nicotine/tobacco products and delivery devices* 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 nicotine/tobacco products). The appropriate law enforcement agency will be notified as necessary.

**"Nicotine/Tobacco products and delivery devices" include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless (chewing) tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices, or chemicals that are not Federal Drug Administration (FDA) approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco or smoking equipment, device, material or innovation and all hand-to-mouth smokeless delivery devices.*

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 also be informed of these changes.

Other Infractions:

Food and Drinks

1. Food and drinks are not allowed in the halls, classrooms, or field except under special circumstances.
2. Glass containers and soda of any kind are not permitted on the school campus.
3. Gum, sunflower seeds, and other shelled seeds or nuts pose a litter and maintenance problem and are not to be brought to school.

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 without permission from the field trip coordinator and/or teacher in charge.
3. Students are not allowed to leave a field trip early except in an emergency.
4. Parent/Guardian drivers must complete and have a Field Trip Driver form, a TB test, and a volunteer form on record at the school.
5. Parent/Guardian drivers and chaperones may not leave the field trip location without permission from the field trip coordinator and/or teacher in charge.
6. Parent/Guardian drivers and chaperones must be of at least 25 years of age.
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, compost bins and use the recycling containers.

Disciplinary Actions and Behavior Interventions

Teachers, administrators, and other school staff will try a variety of methods to help a student choose responsible, appropriate behavior. Below is a matrix of strategies and interventions (either mandatory 'M' or optional 'O') that are used to help support the students. The administration reserves the right to treat each case on an individual basis and administer consequences accordingly, depending on the nature and seriousness of the offense

Code # Name	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
01 Cheating	O			M		O	O			M				O	O
02 Bus Behavior Infraction			O			O				O		O		O	O
04 Detention, did not show up				O		O				O				O	
08 Electronic Device Infraction	O	O		O		O								O	O
11 Dress Code Violation				O	O									O	
12 Violation of School Rules	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
14 Disruptive - distracting other students	O			O		O	O			O				O	
18 Late to class: excessive lates	M			M		M							M	O	M
20 Noncompliant - not following directions	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
21 Noncompliant - violating safety rules	O		O	O		O	O	O	O	O		O		O	O
22 Noncompliant - out of the area	O			O		O	O							O	O
23 Cutting School	O			O		M	O							O	O
24 Cutting Class	O			O		M	O							O	O
26 Defiance - talking back	O			O		O	O			O		O		O	O
27 Defiance - refusal to work	O			O		O	O			O				O	O
31 Disrespect to Authority - sleeping in class	O			O			O								O
32 Disrespect to Authority - rude gestures/comments under breath	O			O		O	O			O		O		O	O
35 Physical Aggression - Horseplay/pushing	M			O		M	O	O	O	O		O		O	O
36 Physical Aggression - grabbing student, hitting	M		O			M	O	O	O	O		O		O	O
37 Physical Aggression - throwing small things	O		O	O		O	O			O		O		O	O
38 Physical Aggression - using equipment inappropriately	O	O	O	O		O	O			O				O	O
40 Harrassment -put-downs(ex: dummy,	M		O											O	

WHMS Discipline Matrix

- a. Verbal reprimand
- b. Confiscation
- c. Bus suspension
- d. Documentation/Dialogue w/ administration
- e. Change of clothes
- f. Lunchtime detention
- g. In office "time out"
- h. In school suspension
- i. Out of school suspension
- j. Restorative Justice
 - i. Restorative conversation/meeting
 - ii. Peer mediation
 - iii. Harm circles
 - iv. Counseling
 - v. Reflection sheet
 - vi. Re-entry circle (with suspension)
- k. Restitution
- l. Recommended for expulsion/bus expulsion
- m. SART
- n. Loss of Privilege
- o. Parent notification

stupid)				O		M	O	O		O		O					O	
44 Dishonesty - cheating	O			O	O	M	O	O		O							O	O
47 Dishonesty - minor theft (such as candy, etc)	M	M		O	O	O				O	O						O	O
50 Aggression - inappropriate gestures	M			O	O	O	O	O	O	O		O					O	O
51 Aggression - inappropriate language	M			O	O	O	O	O	O	O		O					O	O
52 Aggression - interpersonal conflict	O			O	O		O			O		O						O
55 Technology Violation - using smartphone in school	M	M		O		O				O								O
56 Technology Violation - off task (wrong website)	M			O		O	O	O		O							O	O
57 Technology Violation - vandalizing school provided technology	M	M	O	O		O	O	O		O	M						O	O
60 Inappropriate display of affection	O																	O
62 Food, drinks in class	O	O		O		O												
64 Destruction of property - books, graffiti, etc.	M	M	O	O		O	O	O		O	M	O					O	O
65 Destruction of property - not using materials as intended	M	M	O	O		O		O	O	O	O						O	
70 Inappropriate Possessions - crazy glue/fidget spinners/laser pointers/technology/etc.	O	O	O	O		O												O
71 Possession of weapon (firearm, explosives, knife, etc) including offer to sell, brandishing				M				O	O	M	M						O	M
72 Possession or selling/giving a controlled substance or drug paraphernalia				M				O	O	M	M						O	M
73 Sexual assault, battery, harrassment, intimidation				M				O	O	M	M						O	M
74 Hate crime, threatening, harassment, including electronically				M				O	O	M	M						O	M
75 Physical violence, Fighting, causing physical injury				M				O	O	M	M						O	M

Suspension and Expulsion

According to Education Code, a student may be suspended from school or recommended for expulsion for specific violations of Education Code. The following is a partial list of the causes for suspensions and/or recommendations for expulsion according to Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48915. 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. Engaged in an act of bullying (including electronic).
13. Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.
14. Knowingly received stolen school property or personal property.
15. Possessed an imitation firearm.
16. Committed or attempted to commit a sexual assault or committed a sexual battery.
17. 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.
18. Committed sexual harassment.
19. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
20. Intentionally engaged in harassment, threats, or intimidation, directed against a student or a group of students.
21. Made terrorist threats against school officials or school property, or both.

A pupil may be suspended or expelled for acts enumerated in the above Education Code sections 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).