



# WHITE HILL MIDDLE SCHOOL

## STUDENT/PARENT HANDBOOK & PLANNER 2017-2018

**Welcome to White Hill Middle School. We hope this Student/Parent Handbook & Planner 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. You can also contact Principal Rick Van Adelsberg at ext. 103 or our Interim Assistant Principal Kaki McLachlan at ext. 104.**

<http://rossvalleyschools.org/whitehill>

THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE \_\_\_\_\_

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Dear Students and Parents,

On behalf of the entire staff of White Hill Middle School, I want to welcome you to the 2017-2018 school year. We are looking forward to another great year filled with academic success for all. It is our hope that the information contained in this planner will become a guide to help each child reach his/her educational goals.

Contained in this planner is basic information on site expectations, policies, and procedures that make White Hill a well-structured and safe place for students and staff. In addition, it contains a variety of organizational and study skills materials that will enable students to plan time effectively and be academically successful. Throughout the first several weeks of school, teachers will guide students through these materials and discuss ways to utilize them effectively.

The student planner is one of the most beneficial tools students can use to meet the educational challenges of middle school. Throughout the year, it helps students stay organized, hand in assignments on time, and remember the expectations and policies of White Hill Middle School. Both parents and students will benefit from being familiar with the information contained in the planner. It should be brought to and from school each and every day.

Here's to a great year of academic excellence and positive social interactions for everyone!

Sincerely,

Rick Van Adelsberg, Principal

## **School Phone Numbers**

**MAIN OFFICE:** (415) 454-8390  
**ATTENDANCE:** (415) 454-8390 ext. 106  
**REGISTRAR:** (415) 454-8390 ext. 115  
**FAX:** (415) 454-3980  
**RVSD WEBSITE:** [www.rossvalleyschools.org](http://www.rossvalleyschools.org)

**PRINCIPAL:** Rick Van Adelsberg  
(415) 454-8390 ext. 103

**INTERIM ASSISTANT PRINCIPAL:** Kaki McLachlan  
(415) 454-8390 ext. 104

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](mailto:cadriatico@rossvalleyschools.org)

Our **ATTENDANCE CLERK, Berenice Ortega**, 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](mailto:whattendance@rossvalleyschools.org)

Our **REGISTRAR, Jennifer Karr**, can assist you with registering and/or provide copies of student records. [jkarr@rossvalleyschools.org](mailto:jkarr@rossvalleyschools.org)

Our **LIBRARY SPECIALIST, Tina Stolberg**, can answer your questions about library procedures/policies and overdue or lost books. [whlibrary@rossvalleyschools.org](mailto:whlibrary@rossvalleyschools.org)

**WHITE HILL MIDDLE SCHOOL PHILOSOPHY**

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

**White Hill Middle School strives to provide:**

- A developmentally-appropriate curriculum within a supportive and structured setting.
- Instruction that engages adolescents actively in the learning process.
- Content that is relevant to middle school students.
- Instruction that focuses on the development of skills in the following areas: study habits, communication, research, technology, problem solving, critical thinking, and social interaction.
- Activities that encourage students to think critically and independently, act responsibly, develop self-confidence, and enjoy learning.
- A warm and supportive environment in which students and adults treat each other with dignity and respect at all times.
- Developmental guidance programs with social, emotional, and academic support.
- The foundation for an active working relationship between parents and school staff to help all our students reach their potential. Curricular and co-curricular activities that promote group unity, social interaction and physical and mental health (i.e., sporting events, field trips, social events, interdisciplinary units of study).

**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 Justice, 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

White Hill staff has received training in Restorative Justice and conflict resolution. Restorative Circles in schools teach children to understand the impact of their behavior and take responsibility in addition to address and eliminate negative social interactions at White Hill. To that end, we have trained staff and students in the Restorative Justice Program, to create a more positive and inclusive school culture. White Hill is equipped to lead groups of students in preventing and responding to incidents of bullying.

Our Progressive 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 WHAM (White Hill's Awesome Mentors) student leadership program. WHAM is a 6<sup>th</sup> grade orientation and transition program that is designed to welcome and support 6<sup>th</sup> graders by assigning them an 8<sup>th</sup> grade WHAM leader as a mentor during their first year. This WHAM Leader is a responsible older student who has met the qualifications of being a good role model and positive leader and received WHAM mentor training.

### **IMPORTANT DATES**

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

Aug. 16-17	Staff Development Days
Aug 18-22	Teacher Work Days
Sept. 4	Labor Day
Oct. 9	Staff Development Day
Nov. 10	Veteran's Day
Nov. 20-24	Thanksgiving Recess
Dec. 22 - Jan 5	Winter Recess
Jan. 15	Martin Luther King, Jr. Day
Feb. 19-23	Mid-Winter Break
Mar. 12	Teacher Work Day
Apr. 9-13	Spring Recess
May 28	Memorial Day
Jun. 15	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.

#### **Delivery of Miscellaneous Items**

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

#### **Phone Messages**

**The school office gladly accepts emergency phone messages.** Please do not leave phone messages regarding after-school activities, appointments, or other non-

emergency concerns with office staff as it is difficult to manage scheduling calls for a school population of approximately 800 students.

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

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

**Financial Aid**

Assistance is available upon request for all school 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.

**Authorization to Administer Medication at School**

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

All medication containers shall be clearly labeled with student's name, medication name, dosage, frequency and if applicable, expiration date of order. For any questions, contact the school nurse Laurel Yrun @ 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 in the lost and found box located outside the office. Small and or valuable items will be locked in the office. Unclaimed items are donated to a charitable organization at the end of each marking period.

## **Money**

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

## **Records**

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

## **Replacement Policy**

Students are required to replace or pay for textbooks, materials, Handbook/Planner, 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.

## **Inter-district Transfers**

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

## **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. No students on Loss of Privilege (LOP) may participate in these activities for the duration of LOP. The academic criterion is a 2.0 grade point average with no grades of F. A strict contract with weekly academic benchmarks may be available for students to participate in after school sports, academic teams or performing arts if they do not qualify academically, at the criterion of the administration. Students participating in activities by contract must demonstrate good behavior and achieve and maintain qualifying grades or they will be dropped from the activity.

- After School Sports: Students will have opportunities to participate in competitive basketball, track and field, cross country, and volleyball.
- Through support from the Yes Foundation, White Hill provides 6<sup>th</sup>-8<sup>th</sup> 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. Some of the activities may include: Academic Pentathlon, Mathletes, Spelling Bee, Geography Bee and the Margie Burke Speech Contest. Some of these activities have requirements for participation.

### **Awards and Celebrations**

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

- Wildcat Recognition Awards: In whole-school assemblies, students at each grade level are acknowledged for demonstrating integrity in their actions.
- White Hill Academic Honor Roll: Students who achieve at a high academic level are acknowledged when report cards are sent out. Honor Roll Certificates are awarded at the end of each semester.

### **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.

A student can only be excused from school for the following reasons:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion.

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 is 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.

**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. 106) or email [whattendance@rossvalleyschools.org](mailto: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 may include:

- Student/Parent conference
- After school detention
- Lunch duty
- Loss of privileges
- Formal School Attendance and Review Team (SART) meeting

### **Independent Study Contract**

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

### **Curriculum and Instruction**

#### **Academic Rights and Responsibilities**

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

### **Student Files**

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

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

### **Class Placement**

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

### **Homework**

White Hill Middle School recognizes the importance of appropriate homework. It not only reinforces material that is presented in class but helps student develop life-long study habits. Students' academic success and grades are based partly on homework, so it is important for families to allow sufficient time and study space for their children to complete assignments.

Board Policy establishes the following guidelines regarding the daily time allotments for homework in middle school (Monday-Thursday): "Twenty minutes per academic subject is the maximum at the middle school level. The time allotment includes work toward long-term projects." (BP 6154, AR 6154)

Teachers work together in teams to make sure that assignments are coordinated and that students are not working on several major projects at the same time. If you have concerns about your child's homework, do not hesitate to contact your child's teacher(s) for assistance.

### **Make-Up Work**

If your child has been absent, or is going to be absent from school for three or more days, please contact the office and request make-up work as soon as possible. **Students will be given the same amount of days they are absent to make up absent work.** Homework assignments are normally available after 3:30 PM on the day following the request. For shorter absences (one to two days), the student can check for assignments on the class website or pick them up when he or she returns to school. Students 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 earn a "0" for the assignment and the assignment will not be able to be turned in at a later date.

#### **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 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 8<sup>th</sup> grader on Loss of Privilege (LOP) may not be allowed to participate in end of year activities and/or the graduation 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**

White Hill offers academic and mental health counseling services to students in need. Our counselors make referrals and provide advice for students and families. For more information, contact the school office at (415) 454-8390, and the office staff will refer you to the appropriate person.

### **Crisis Response Plan**

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

## **Student Conduct and Discipline**

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

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

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

## **General Conduct Expectations**

### **Assemblies**

1. Sit with your class and teacher.
2. Enter and exit the assembly in an orderly manner. If wearing a hat or a hoodie, remove it as you enter the gym.
3. Show respect for and courtesy to the people putting on the assembly.
4. Remain seated appropriately until dismissed by the person in charge. Do not sit or stand on any gymnasium equipment.

### **Field Trips**

1. Students must have a permission slip signed by a parent/guardian to attend a field trip.
2. Students may not switch to another car or leave a field trip location early without permission from the field trip coordinator and/or teacher in charge.
3. Parent/Guardian drivers must complete and have a Field Trip Driver form on record at the school.
4. Parent/Guardian drivers and chaperones may not leave the field trip location without permission from the field trip coordinator and/or teacher in charge.
5. Parent/Guardian drivers and chaperones must be of at least 25 years of age.
6. 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.
7. All school rules, Board Policies, and State Education Code are in effect. Students who violate behavioral rules will be disciplined accordingly and may not be allowed to attend the next field trip/s.

### **Lunchtime**

1. Students are asked to eat in designated areas only.
2. Students are asked to place all bags, paper and uneaten lunches in the garbage cans and use the recycling containers.

### **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 cell phones, pagers, CD and 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) personal items.
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, permanent markers, rubber cement, cologne or cologne deodorant sprays (such as AXE) with them while at school.

### **Food and Drinks**

1. Food and drinks are not allowed in the halls or classrooms except under special circumstances.
2. 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.

### **Academic Integrity**

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

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

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

Consequences for academic dishonesty (cheating):

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

### **Dress Policy Guidelines**

**Historical Overview** - Our need to review and improve the dress code became apparent during the 2012-2013 school year due to the emphasis on revealing clothing in current fashions. To create this new policy, staff, parents, students and administration met several times to identify potential dress code issues and to create a solution that would guide students toward clothing choices that are appropriate for the learning environment.

**DRESS POLICY** - Ultimately, parents are responsible for what children wear, and though student expression is important, there is a fine line between student expression and what is appropriate to be worn in a learning environment. Clothes appropriate for weekend wear may not also be appropriate for school. While we at White Hill respect the individuality of every learner, good grooming is expected of students at all times during the school day, and at all school functions and activities. A dress code is in place to ensure that White Hill students are dressed for an academic atmosphere of purposeful learning and responsible citizenship. These guidelines will help students to make good choices about what to wear to school.

### **Inappropriate attire worn at school will result in the following first step:**

- Change into school-provided P.E. clothing options. Dress-code violation clothing will remain in the office until the P.E. clothing is returned cleaned.

**Repeat offenses will result in the following:**

- Parent contact/conference
- Additional disciplinary measures which may include lunch-duty, detention, and suspension.

**DRESS POLICY GUIDELINES:**

<b><u>Appropriate</u> for the Learning Environment</b>	<b><u>Inappropriate</u> for the Learning Environment</b>
<ul style="list-style-type: none"> <li>• Tank tops with minimum 2 inch width straps.</li> </ul>	<ul style="list-style-type: none"> <li>• Tank tops with straps that have a width of less than 2 inches- this includes the racerback tank tops (that expose too much of your skin so they are not allowed either). If your tank top armpits are too big, your undergarments may be seen and this is a violation of the dress code.</li> </ul>
<ul style="list-style-type: none"> <li>• T-shirts that cover undergarments, backs, stomachs, and cleavage.</li> </ul>	<ul style="list-style-type: none"> <li>• T-shirts with plunging necklines, halter tops, strapless tops, backless tops. Many v neck t-shirts will be too low cut.</li> </ul>
<ul style="list-style-type: none"> <li>• When student’s hands are raised above the head, no midriff is showing.</li> </ul>	<ul style="list-style-type: none"> <li>• When student’s hands are raised above the head, the midriff is showing.</li> </ul>
<ul style="list-style-type: none"> <li>• Pants with a belt to keep pants from slipping down.</li> </ul>	<ul style="list-style-type: none"> <li>• Pants that are baggy, falling off, showing undergarments.</li> </ul>
<ul style="list-style-type: none"> <li>• Shorts that have a hem no higher in length than mid-thigh.</li> </ul>	<ul style="list-style-type: none"> <li>• Short shorts – higher than mid-thigh even with leggings or tights underneath.</li> </ul>
<ul style="list-style-type: none"> <li>• Skirts &amp; dresses that have a hem no higher in length than mid-thigh.</li> </ul>	<ul style="list-style-type: none"> <li>• Skirts &amp; dresses that are higher than mid-thigh are not in compliance with the dress code. Anything that is higher than mid-thigh is a violation even with leggings or tights underneath.</li> </ul>
<ul style="list-style-type: none"> <li>• Leggings/yoga pants</li> </ul>	
<ul style="list-style-type: none"> <li>• Hats and hoods removed inside all buildings.</li> </ul>	<ul style="list-style-type: none"> <li>• Hats and hoods left on inside buildings.</li> </ul>
<ul style="list-style-type: none"> <li>• Logos on clothing that are school appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Logos on clothing that have profanity, drugs, alcohol, offensive slogans or images.</li> </ul>
<ul style="list-style-type: none"> <li>• Jackets and sweatshirts layered over dress-code approved clothing.</li> </ul>	<ul style="list-style-type: none"> <li>• Jackets and sweatshirts over clothing that is <u>not</u> dress-code approved – for example, wearing a spaghetti strap tank top under an open jacket or zipped hoodie or a transparent shirt over a spaghetti strap tank is a violation of the dress code.</li> </ul>
	<ul style="list-style-type: none"> <li>• Skin-tight clothing such as body-hugging skirts and dresses.</li> </ul>
	<ul style="list-style-type: none"> <li>• Slippers.</li> </ul>

## **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, ChromeBooks, iPads, printers, DVD players 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.

## **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.

## **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.

## **Skateboards, Razors, Ripsticks, 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 and/or Michael's Transportation. 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. Students may also pay a one-way fare each time they ride the bus.

## **Safety Rules**

State law and safety needs prohibit tackle football; baseball (hard ball); pushing; shoving; grabbing; tripping; roughhousing; play fighting; throwing rocks, metal, or other

objects; or engaging in other acts that are hazardous. Students that engage in these types of behaviors will be subject to disciplinary actions.

## **Behavior Interventions and Consequences**

### **Behavior Interventions**

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

Some strategies may include:

- Verbal or nonverbal warnings
- Change of seating
- Conference with the student
- Conflict resolution
- Time-out
- Lunch Duty
- Parent contact
- Parent-teacher conference
- Detention
- Lowering the citizenship mark on the report card
- Referral to Counselor
- Referral to the Assistant Principal or Principal
- Out-of-class suspension
- Behavior plan
- Restorative Justice
- Loss of Privilege
- Suspension
- Expulsion

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

### **Detention**

Students who violate school rules may be assigned to detention after school. Parents will be notified of the detention. In general, detention lasts 60 minutes and students are to display exemplary behavior. Students should bring homework or a book to read. Students who miss detention or behave inappropriately during detention will be subject to further consequences (such as suspension) as determined by the administration.

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

Loss of Privilege (LOP) will be determined by the staff and administration on an individual student basis. Students will merit LOP status based on classroom citizenship marks (2 or more Needs Improvement, or 1 or more unsatisfactory marks), suspensions and/or behavior referrals. LOP status will be re-evaluated each marking period. Students

will also merit LOP if (in any marking period) their GPA is below 2.0, or they have one or more F's. A student who is suspended and/or put on LOP status during the final marking period may be excluded from end-of-the-year activities, including the graduation ceremony (based on administrator discretion).

### **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).

**Sexual Harassment (of or by a student)**

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

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

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

**Informal Sexual Harassment Complaint Procedures:**

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

**Formal Sexual Harassment Complaint Procedures:**

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

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

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

Complainants shall not be retaliated against or otherwise subjected to unlawful discrimination as a result of filing a sexual harassment complaint. Any person, who has been the subject of retaliation or discrimination in violation of this section, may file a complaint which shall be separately investigated or consolidated with the investigation of a prior complaint, as determined to be appropriate by the Superintendent or designee.

Information or assistance regarding the district's sexual harassment policy may be directed to Title IX Officer Marci Trahan at (415) 451-4064.

### **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** 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, e-mails, instant messaging, chats and websites (such as Facebook, Twitter, You Tube or Instagram) 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** 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**

### **Timeline for Complaints under this Policy**

#### **Week One**

- The principal or assistant principal is notified of ongoing bullying or harassment.
- When appropriate, a trained Restorative Justice staff member runs a restorative circle or the school administration may engage the progressive discipline process.
- Parents of target informed.

#### **Week Two**

- Second meeting of Restorative Circle if this has been initiated.
- Further progressive discipline or consequences issued when necessary.

#### **Week Three**

- Third meeting of Restorative Circle if this has been initiated.
- Target invited to attend this final Restorative Circle.
- Restorative Justice staff member notifies the principal or assistant principal and parents of outcome.

### **Substance Abuse and Tobacco Policy**

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

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

In the best interests of students, employees, and the general public, effective February 18, 1993, the Board of Trustees prohibited the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or event. It applies to any meeting on any property owned, leased, or rented by or from the district.

The Superintendent or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations. Violation of this policy by employees shall result in appropriate disciplinary measures.

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

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

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