

Hillside Junior High School
2017-2018
COURAGE ~ HONESTY ~ RESPECT ~ RESPONSIBILITY

This planner serves as a means for you to organize and record assignments. This planner serves as a hall pass, it is important you have it with you each day. If a planner is lost, a new one may be purchased for \$5.00.

Vision

To be a high performing junior high school where students and staff are committed to academic achievement and character development. At Hillside, students from every corner of the world are treated with dignity and respect.

Administration and Office Staff

Principal: Nate Dennis
Assistant Principal: Matt Krumm
Counselors: Matt Rutte (A-L & AVID)
 Paula Watkins (M-Z)
Resource Officer: Det. Gutierrez
Counselors' Secretary: Laurie Sargent
Nurse: Laura Baldwin
Librarian: Gregory Taylor

Additional District Policies can be found on the district website or in the 2017-2018 Student Planner. All students are given a Student Planner containing school and district policies at the beginning of the school year.

Doors open at 7:00am. Students will remain in the lunchroom or in the gym until 7:40 a.m. when students will be admitted to their classrooms and hallways. Students who need to study in the media center, or who have appointments with teachers are required to arrange a pass **in advance**. **Students will not be allowed into the hallways without a pass**. All students should be at Hillside by 7:45 a.m. to begin at 7:50 a.m. School is dismissed at 2:30 p.m. Supervision is not provided after 2:50 p.m. Only students involved in after school activities or tutoring will be allowed to be on campus after 2:50 pm.

Expectations

Rules are necessary for the safety and welfare of all individuals at a school. Students are expected to be SAFE, RESPECTFUL, and RESPONSIBLE. Violations of the following policies may result in a parent call, in-house detention, after school detention, restriction from activities and/or suspension.

School Climate

Put-downs, forms of harassment, bullying and other negative behaviors are not tolerated and may result in discipline up to suspension.

1. Fighting, hitting, pushing, kicking, tripping, spitting, and horseplay are NOT allowed. Fighting or physical contact may result in up to 5 days suspension **for all parties involved**.
2. Students are courteous to and respect the rights and property of others.
3. Students are expected to walk in the building.
4. Students throw trash in the cans provided, and everyone participates in helping to maintain a clean and safe campus.
5. Profanity/vulgarity in writing, speech or action is prohibited.
6. Students behave respectfully to all adults on campus, including substitute teachers.

School Bus

Riding a district school bus is a privilege. For the safety of all, students being transported by bus are under the authority of the bus driver and **may be denied transportation privileges for disobeying the rules**. Students may be subject to school discipline up to suspension for poor bus behavior.

SCHOOL PROCEDURES

Attendance 854-5124

Children are required by State law and Board of Education Policy to be in attendance at school every day that school is in session, except in cases of illness, death in the immediate family or excused religious holidays. It is the responsibility of the students and their parents to assure non-essential absences are avoided.

Excusing Absences

When a student, in grades 7 through 12, exceeds nine (9) absences in any class during a semester, excluding approved activity absences, **credit may be denied**. Parents/guardians will be notified in writing of the 5th, 8th, and 10th absences from class during a semester. The notice of the 10th absence will inform the parent/guardian of the loss of credit, and include the appeal rights to challenge the loss of credit, as stated in Board Policy 3121.

If it becomes necessary for a student to miss school, **PARENTS ARE RESPONSIBLE** for excusing their student's absences. This may be done by calling the attendance line at **854-5124** and speaking with one of the secretaries or leaving a message. **Any unexcused tardy or absence becomes truancy after 48 hours.**

Tardiness

Students who are more than twenty (20) minutes late, are considered absent. Parents will be notified of the fourth, fifth, and sixth tardies during each semester. The notice of the sixth tardy will inform the parents that their child is required to attend Friday School. A 7th tardy may result in loss of credit for the course.

Permits to Leave

If a student must leave school during the day for an appointment, a request from the student's **parent(s)/guardian(s)** must be submitted to the attendance secretary or the Assistant Principal. A Permit to Leave will then be issued. Students should have a note signed by their doctor, dentist, or other appropriate person and give it to the attendance secretary upon returning to school.

Call slips

If a student needs to see a counselor they need to fill out a call slip. Students should not go anywhere during class time without a signed and timed hall pass or call slip from a teacher or other school personnel.

Address Change

Any change of address, telephone number and email address should be reported to the main office immediately, even if the student is still in the Boise School District or the Hillside Junior High attendance area.

GENERAL POLICIES

Student Grooming/Dress Policy

Student dress and grooming is primarily the responsibility of students and their parents. Students are expected to dress for school in a manner which supports the learning process and follows these guidelines:

1. Appropriate shoes must be worn at **all times**.
2. All clothing, jewelry and personal items shall be free of writing, pictures or any insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likeness, or which advocate violence, racial, ethnic or gender bias, or religious prejudice.
3. Students are allowed to wear sun protective hats while **outdoors only**. Hoods may not be worn on campus while indoors at any time.

4. Head coverings, except for religious purposes, for both males and females, are not permitted (except for religious purposes).
 5. Shorts and skirts cannot be any shorter than 5 inches (fingertip length) above the knee. Mini-skirts, cutoffs, or short-shorts may not be worn.
 6. Spaghetti straps, halter tops, and tube tops are not permitted. Straps of shirts must cover all undergarments completely.
 7. Tops must extend to the waist and meet the waistband of pants, skirts, or shorts.
 8. Clothing, accessories, or jewelry that could cause damage to any student or school property is not to be worn (spiked bracelets or necklaces, rings, belts, wallet chains, etc.)
 9. Sunglasses may not be worn within the school building unless prescribed by a doctor.
 10. Any kind or color of bandana is not allowed at any time.
 11. Bags of any kind (backpacks, purses, fanny packs, athletic bags, etc.) must be in the student's locker between the hours of 7:45 - 2:30 PM and are not allowed to be worn at any time during the school day.
 12. Trench coats, ponchos, etc. are not allowed in the building. Students are expected to keep such coats in their lockers. Coats and jackets may not extend past the belt line.
 13. Blankets are not allowed in the building or classrooms at any time.
- The above dress code shall serve as a minimum code. The Principal may institute school rules and regulations deemed necessary and/or appropriate.
- Students not dressed appropriately for school may be asked to wear another shirt, a jacket, long PE shorts, or contact a parent/guardian to obtain suitable attire. Repeated dress code violations may result in discipline up to suspension.*

Cheating

Examples of cheating include but are not limited to: copying another student's work, allowing one's own work to be copied by another student, using secret notes during an exam and plagiarism of any kind. The consequences for cheating may include complete loss of credit on the assignment, loss of credit in the class, a Citation, a Major Disciplinary Violation, at the discretion of the teacher(s) and/or administrator. Suspension of up to 5 days may occur for cheating or academic dishonesty.

Discrimination and Sexual Harassment

Anyone who believes he/she has been sexually harassed or is the recipient of discrimination/harassment should, immediately, report the incident to a school official. For more information regarding this see District Policies and Procedures 3232.

Bullying and Cyberbullying

Bullying is harassment and will be treated according to the district guidelines for harassment (Board Policy 3231). Bullying is prohibited on school grounds, at school-sponsored or school-related activities, at school bus stops, on school buses or through the use of technology or an electronic device.

Notice to students and parents: Our school, both inside and outside, is monitored by a 24-hour imaging system. Students are encouraged to report incidents of bullying immediately.

Bicycles, skateboards and motor vehicles

Skateboards are not to be ridden during the school day or on school grounds at any time. The school is not responsible for theft or damage of skateboards, bicycles, scooters, etc. Automobiles are discouraged. **A student needing to drive a car to school must have written permission from the Assistant Principal as well as a parent or guardian.** Additional information is available from the Assistant Principal.

Out of Bounds Areas

Gyms, locker rooms and the far north playing field are off limits, unless permission has been granted. During the school day, students are not to use the areas in front of or along the side of the main building or the bus loading areas.

Break

During break, students may go to the cafeteria for food or drink. The cafeteria is the **ONLY** place food or drink will be allowed. Food and drink are not allowed in the main school areas. The building principal

may approve exceptions to this. Break is a privilege and as such an individual student may lose break at the discretion of the teacher, or all students may have break taken away by the administration.

Lunch Rules

Students will go to the cafeteria for food or drink. The cafeteria will be the ONLY place food or drink will be allowed. The building principal may approve exceptions to this. Individual students may lose time in the cafeteria at the discretion of a teacher or administrator.

1. Maintain orderly lines – no cutting or saving places.
2. Students will pick up and deposit all trash into trash receptacle nearest to seat. Notify an adult on duty if there is a spill.
3. Respect and proper manners are expected. No loud voices, running, horseplay, throwing food, etc.
4. Sit at tables while eating. When finished eating, clean up after yourself and exit the cafeteria.
5. Students leaving the cafeteria may not re-enter without permission of the supervisor.
6. For safety reasons, the rear entry door areas are off limits except for passing to and from the cafeteria.
7. Students will remain in the building during cold weather (below 20 degrees). Parents/students are responsible to provide appropriate outdoor clothing including rain and snow.
8. Students in the gym are to remain seated unless actively involved in an activity on the gym floor.
9. Hallways are to remain clear. No one is to go to his or her locker before the bell. A pass is required from staff for times outside of class in the hallways.
10. Students who have a library pass may go to the library but must remain there until the bell rings.
11. In the event of indoor lunches, the gym floor will alternate every day between girls and boys using the floor.
12. Students not using the floor are expected to be seated, appropriately, in the gym bleachers.
13. All Electronic Device **are not allowed at any time during the lunch hour.**

Hot lunch and lunch cards

Prices will be posted in the cafeteria. To purchase or add money to a lunch card, students should see the kitchen staff either before school or after all students have been served lunch. Replacement cards cost \$5.00.

Digital Citizenship

Students will use all forms of technology in a respectful and responsible manner and at the teacher's discretion. Respectful and Responsible means: Never video or photograph without consent of all parties involved and content obtained at school should not be posted to social media without consent. Use of any device with photo/video capabilities is banned in areas of assumed privacy (locker room/restroom). Never use another student's device without consent. Devices may be used for academic purposes with teacher permission in class. Individuals should immediately report any form of cyber bullying or inappropriate technology use. Headphones should not be in use during class without teacher permission. Technology use should reflect the Hillside Traditions of: Honesty, Respect, Compassion, Courage, Teamwork, and Integrity. Personal electronic devices include cell phones/headphones will not be allowed in the In-House Detention rooms. Technology and phone privileges may be revoked at any time according to school policy.

Hallway Behavior

Students exhibiting discourtesy in the hall, running or using obscene language may result in discipline up to suspension. **All Electronic Devices (including earbuds/headphones) are not allowed in the hallways at any time and may be confiscated.**

Books

The school furnishes books and library books to students. Reasonable damage is expected as a result of daily use; **damage to textbooks, including the barcodes, will result in fines or may be required to be replaced at the cost to the student and parent.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

Lockers

It is the student's responsibility to see that the locker is kept locked and in order at all times. **Students are strongly discouraged from bringing valuables to school or storing them in lockers, and do so at their own risk.**

Students will be assigned a locker by the Assistant Principal's office. No locker changes are to be made without the Assistant Principal's approval. Students are not to share lockers with other students or tell their combinations to anyone. Jamming, vandalizing, kicking, or otherwise damaging lockers will not be tolerated and may be cause for a Citation and/or discipline up to suspension.

Personal Belongings

Students will be able to use backpacks to transport school supplies to and from school. Backpacks/bags, of any kind, are not allowed in classrooms and will be left in lockers during the school day. For your protection, please keep your binders and personal items in your locker with your locker locked or with you at all times. **The school is not responsible for lost or stolen personal belongings.**

Drugs, Alcohol and Tobacco

Hillside Jr. High follows the district guidelines regarding drugs, alcohol and tobacco. A student is in violation of District policy if he/she is involved with or knowingly present with drug paraphernalia, controlled substances, or drugs, on any school premises or at any school sponsored activity. If school officials suspect a student is involved, he/she may be searched. For more information about this see District Policies and Procedures (3233).

In the interest of maintaining a safe, healthy, drug-free environment, the administration at Hillside Junior High School reserves the right to utilize police dogs to search the premises. All school lockers are subject to search at any time.

Medication at School

All medication taken at school must be dispensed out of the School Nurse office. Authorization forms are required for any daily medication. All medication must arrive in school in the original bottle with current directions for administration. Inhalers for students with asthma may be carried by the student only when a completed authorization form is on file. **A small supply of acetaminophen and ibuprofen is kept in the nurse's office. Students ARE NOT allowed to keep medication, of ANY KIND, on campus. All medications must be under the control of the school nurse.** Students keeping medication may be subject to discipline up to suspension.

Personal Electronic Devices

All personal electronic devices (**including headphones**) must be put away and turned off during school hours (between 7:50 - 2:30 PM) *unless authorized by the classroom teacher*. They may not be used during school hours in the library at any time. **Violation of this policy may result in disciplinary procedures, including suspension:**

1. **First Offense:** Cell phone/electronic device is taken by the staff member and must be picked up by the student at the end of the day.
2. **Second Offense:** Cell phone/electronic device is taken by the staff member and must be picked up by a parent/guardian.
3. **Third Offense:** Cell phone/electronic device is taken by the staff member. Parent must pick up device. Further school consequences may be assigned to the student.

****Please note: Making phone calls, texting, gaming and taking pictures is not permissible during class time. Under no circumstance should cell phones be used to photograph other students or used in a way that constitutes cyber-bullying behavior. Students are discouraged from bringing their phones or electronic devices to school AND DO SO AT THEIR OWN RISK. HILLSIDE IS NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES OF ANY KIND.**

School Dances

Hillside hosts school dances. All Hillside students in good standing are welcome to attend. No students from other schools are permitted. Dance times are TBA. Students must be picked up 15 minutes after the dance end or they may not be allowed to attend the next dance.

Visitors In an effort to minimize instructional interruptions and provide a safe school environment, visitors should always enter the building from the main entrance of the school. Visitors are not

allowed into classrooms during the day without permission of school administration. Additional procedures are as follows:

1. Items requiring delivery to a student must be left in the Main Office for student pick up at a time convenient to the student and class schedule.
2. You must wear a visitor's badge at all times while on school property.
3. Please return promptly to the Main Office at the end of your visit and sign out.
4. Visitors, of any kind, are **NOT ALLOWED** to visit teachers during the school day.

DISCIPLINE

Classroom Accommodation

Students and teachers work one-on-one to solve potential problems in the classroom by trying different strategies. These strategies may include changing seats, informal conversations during or after class, a quick conference during class time or break or parent conference/contact. A teacher may assign classroom support or assign Time-In (lunchtime/break study sessions).

Referral to Main Office

If the student does not respond to the behavior interventions attempted by the classroom teacher the teacher may refer the student to the main office. This could include a visit with the counselor or administration may include school discipline up to suspension.

Detention

Teachers or administrators may assign detention for students who do not follow classroom or school rules. Students may be assigned detention for tardiness. Teachers may keep students after class for other reasons, such as to complete assignments or make up missed tests. Failure to serve detention may result in school discipline up to suspension.

Suspension

Students who do not follow rules, expectations and/or policies may be suspended from school by the principal or assistant principal. Parent will be notified and the following conditions will apply:

1. The student is not to be on the school grounds at any time during the suspension.
2. The student shall not attend or participate in any school activities.

Major Disciplinary Violations Board Policy 3000.

For more information about MDVs, Suspensions and Expulsions, see the District Policies and Procedures (www.boiseschools.org)

SUPPORT

Counseling Office

Information and advice regarding programs, graduation and courses of study may be obtained from the counselor. The counseling office is open all day and students are encouraged to make appointments for any reason.

Schedule changes are a counseling office matter and must be initiated by a parent or staff member. A change will be made only when there is no alternate solution and all parties to the move have been consulted.

Lost and Found

Students must assume sole responsibility for loss or damage to property belonging to them. The school is not responsible for them. Found articles should be turned in to the main office.

Health Services

Hillside's nurse is available for administering basic first aid, maintaining health records and assisting students as needed.

When an illness or injury occurs at school, students should request a pass to the health office from a teacher. The nurse may administer basic first aid. If the student needs further treatment or care, and requires transportation home or to a doctor, contact with the parent or other designated person will be made.