



HOOK JUNIOR HIGH SCHOOL

**PARENT &
STUDENT
HANDBOOK**

2020-2021

2021

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

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LETTER FROM THE PRINCIPAL



HOOK JUNIOR HIGH SCHOOL

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

Carlos Cerna, Principal
Tim Gray, Assistant Principal
Kristina Madrigal, Counselor - Kristina Kamiyama, Counselor

Welcome back Wrangler Nation to the 2020-2021 school year! My name is Carlos Cerna, and I am extremely humbled to have this opportunity to serve as your principal! I am proud to live in the community, and I am equally proud to continue to serve the students, families, and staff of the Victor Valley Union High School District as I have for over 23 years.

Although we will begin the new school year in a very unique way as a result of the pandemic, please know that our entire staff is, as always, very excited and enthusiastic to meet and serve each and every one of the students and their families. It is certainly unique, but I am confident that we will certainly get through this together. In addition, as we kick-off the school year, I would also like to congratulate all students in reaching this milestone either as a 7th grader or as an 8th grader. Junior high school is an exciting time as it represents a transition that will prepare students for 'high school and beyond'. We look forward to seeing all of our returning students and meeting our new students.

Our staff is committed to serving all students in a variety of ways that is guided by our Mission Statement: "To prepare all students for high school and beyond both academically and socially in a safe and fun environment where students want to learn and grow. Providing long lasting memories to enhance their future life and that of others by becoming productive members of our society." In addition, guided by our core values, as listed below, our staff values our Mission Statement and believes it to be our calling as educators charged with meeting the educational needs of all students.

H = Be Honest
O = Be Organized
O = Be Optimistic
K = Be Kind
E = Be Engaged
D = Be Driven

Hook is committed to our students and preparing them to meet the demands of the 21st Century. Our staff continues to plan and organize a variety of academic courses, activities, and programs that will

enhance the educational learning environment for all Hook Junior High students. Students will be challenged every day to meet and exceed rigorous Common Core Standards by engaging in critical thinking and problem solving in real world applications. In addition to teaching Common Core Standards, it is our desire to foster what is best in all of our students to become college and career ready upon graduation from high school, and we are happy to know that students have the capacity to accept the challenge.

As we prepare our ‘students for high school and beyond’, it is important that students also continue to take the necessary steps to help themselves become successful. Students that make positive choices, remain respectful, responsible, engage and participate in their learning, and attend school regularly not only continue to honor their family but also greatly increase their chances in becoming college and career ready.

Additionally, one of the most important components of an exceptional school like Hook Junior High School is the partnership between home and school. Hook has a strong tradition of supportive, hard-working parents/guardians, and we encourage parents/guardians to engage with our staff and school events in various activities/forms to support their child. Throughout the year, parents/guardians will have the opportunity to develop our partnership in a variety of ways including, but not limited to, Coffee with the Principal, School Site Council meetings, parent volunteering opportunities, and many other events or activities that make our school a special place for our students to learn.

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

For further information, please continue to visit our Hook Junior High School webpage, or follow us on Facebook and Twitter. If you have questions please contact the main office, and we will direct your call to the right person.

Here’s to an excellent 2020-2021 school year! Go Wranglers Nation!

In your service,

Carlos Cerna
Principal



ABOUT HOOK JUNIOR HIGH SCHOOL

7th Grade and New 8th Grade Student Orientation: Orientation for incoming 7th grade students and new 8th grade students take place at the beginning of every year. With the circumstances changing from on campus to distance learning, in-person orientation is not available. Digital options will be available to orient your student to our campus through presentations from teachers, administration, and through our Family Engagement Center on our Hook Junior High School webpage. **STUDENTS AND PARENTS ARE INVITED AND STRONGLY ENCOURAGED TO EXPLORE THOSE OPTIONS.** The orientation meeting will provide parents and students with valuable information regarding 7th grade curriculum, supplies needed to begin working on the first day of school, (August 3rd), and to become familiar with school rules. Please note that this is subject to change. Please call the office for any questions.

After School Education and Safety Program

Every year we have hosted an after school program here on campus. Due to the distance learning environment, we are proud to host a virtual after school program where all student can participate in tutoring and enrichment. If you are interested, please visit our website for an application to be accepted into this program. For more information, please refer to the website.

Back to School Night/Title I Parent Meeting: Wednesday, September 2, 2020

This is an opportunity for parents to learn about Hook Junior High academic programs as well as virtually “visit” their child's classes and hear from teachers what the expectations are for students. Please note that this is subject to change. Please call the office for any questions.

First Day of School Procedures: On Monday, August 3, 2020, school will begin promptly at 8:00 a.m. online. Please attempt to login in early to ensure that any technology incidences can be resolved in a timely manner so as to not miss any instruction. Please visit our web page to find login in directions.

Key to Your Child’s Success!! During the 2020-2021 school year, Hook Junior High School will continue to evaluate our programs, policies and procedures to identify areas in need of improvement. As we go through the improvement process, we will look to our parents and students for input to assist us with our transition to a new and improved school. Throughout the year, you or your student may be asked to complete surveys, participate on committees or simply attend informational meetings. Please participate in these activities as much as possible. We look forward to working with you.

Positive Behavioral Interventions and Supports (PBIS): During the school year we will continue to recognize POSITIVE BEHAVIOR. As part of our positive behavior reward program, students can earn “GET HOOKED” cards. These cards will be submitted for a drawing for prizes. “GET HOOKED” is part of the Positive Behavior Intervention Strategies (PBIS).



ABOUT HOOK JUNIOR HIGH SCHOOL (CONT.)

School Hours for Students:

- **Distance Learning (Online) School Hours** – 8:00 am to 12:07 pm
- **Regular School Hours** – 9:00 am to 3:46 pm
- **Collaboration Wednesday** – 9:00 am to 2:52 pm
 - (Please note that there will be some Wednesdays that will be on regular bell schedule)
- **Minimum Day** – 9:00 am to 2:28 pm (December 18 and May 24 only)

School Site Council (SSC): At the beginning of the school year nominations are accepted for a Parent representative to the School Site Council. The council is responsible for making important decisions regarding the direction of our school which includes reviewing the discipline plan, dress code, and funding requests. If you would like to nominate a parent, please email lmyers@vvuhsd.org and include who you would like to nominate to serve on the School Site Council, the name of their student, and the grade level that their student is in. You may nominate yourself. Please see Hook's webpage or contact the Family Engagement Liaison for more information on deadlines and for any questions that you may have. Elections are typically completed at our back to school night.

Textbook Checkout: Students may receive as many as four textbooks for use at home. Please check out our Hook Junior High School webpage to obtain more information on how this process will look for the 2020-2021 school year.

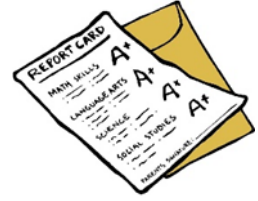
Unique Courses to Hook Junior High School:

- **Advisory Period:** During the school day, all students will participate in our Advisory Period in which students engage in social and emotional learning curriculum supporting positive character development, positive behavior skills, leadership skills, etc. through programs like Rachel's Challenge and Positive Behavior Intervention and Support (PBIS). Students also learn elements of Advance Via Individual Development (AVID) curriculum to support their school-wide achievement.
- **Career Technical Education (CTE):** We are very proud to offer students the opportunity to participate in six different classes: Video Game Design, Web Design, Family and Consumer Exploration, Medical Science Exploration, Engineering Action Labs; and Construction Exploration. These classes are highly engaging and provide students the opportunity to experience career-like learning and interest into possible careers. Our CTE Classes are in alignment with and introductory to CTE classes at the high school level.

Both the Advisory and Career Technical Educational (CTE) classes are unique to Hook Junior High, and we are very proud to add these classes to our Instructional Program and to offer them to our students. Both programs support our Mission Statement of ' . . . preparing our students for high school and beyond. . . '

ACADEMICS

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



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

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

- With [Aeries Parent Portal Web Access](#), you can monitor your child's progress online. Teachers are expected to update their Aeries Gradebook weekly. If you had access to Aeries last year you should be able to automatically access Aeries this year.
- Please ensure that you have a correct/valid email address on file to receive email directions on how to access the portal. Once you receive the email, you will click the link and follow the prompts. If you previously had access to the Aeries Parent Portal your login information remains the same. Please see the front office or [Home - Victor Valley Union High School District](#) for more information.

- Responsible Use of Technology: The Victor Valley Union High School District (VVUHSD) utilizes transformative technology that promotes best teaching practices in accordance with the VVUHSD Instructional Framework and Common Core State Standards. Use of VVUHSD technology is intended to support our students' academic success.



- Students are provided with access to educational technology devices, the Internet, and internal email only to collaborate with students and teachers. Through the Internet, students may have access to applications, databases, web sites, and email within a secure environment. **Students are expected to use the technology and the Internet responsibly for school related purposes.**

- VVUHSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, **VVUHSD uses appropriate filtering technology to monitor and screen access to the Internet**, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation, E-rate, and CIPA, VVUHSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism.
- VVUHSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness, and response, and protecting online privacy and avoiding online predators.
- **Disclaimer:** VVUHSD makes no guarantees about the quality of services to be provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of technology. Any additional charges a user accrues due to the use of VVUHSD technology shall be paid by the user.
- For more information regarding student technology use or opting your student out of utilizing technology, please contact your child's school principal.
- **Parent Support for Technical Assistance through the TechED Help Desk**
 - TechED email - Helpdesk@vvuhsd.org
 - Phone support - Phone 760-955-3214 - 9:00 am - 3:00 pm M-F
- Parents/Guardians in Classroom: Parents/guardians are invited to attend their student's classes. As a courtesy, we request at least a 24-hour notice. We also request that the class itself not be disturbed and that you comply with the Visitor Policy. All visitors must check in with the school office prior to going on campus. Classroom visits should be for **observation only (there should not be any kind of interaction with other students)**.

ACADEMICS

- Promotion Ceremony and End-of-the-Year Activities: Hook Junior High is proud to have established a Promotion Ceremony to celebrate the accomplishments of students who meet the following criteria:
 - No excessive absences (15 or more during the school year)
 - Enrolled at Hook prior to the 4th quarter of school year
 - Not attending Hook Junior High School on a "stay of expulsion" or pending expulsion.
 - Attending full-time
 - Be on track for promotion per the enclosed VVUHSD Promotion Policy
 - Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
 - No "Fs" on 1st Semester Report Card AND 3rd Quarter Report Card (Must remain eligible after 3rd Quarter Report Card)
 - Satisfactory Behavior/ No suspensions

- Promotion Requirements: Please be advised that your son/daughter's grade placement is temporary and contingent on receiving official transcripts from the last school attended. According to district policy the minimum standard for promotion will be based primarily on CAASPP (state test) scores and grades. Based on current CAASPP results: (pending board approval)
 - Demonstrates Standards of the following: "Not Met", "Nearly Met," "Met" or "Exceeded."
 - Students are expected to pass all core academic classes:
 - Receives A, B, C, or D grade in English Language Arts, Mathematics, Science, and Social Studies (hereafter referred to as Core).
 - Students who do not meet these requirements could be considered for possible retention in the same grade for the next school year.

- Recognition: Honor Roll and student recognition programs recognize outstanding student achievement, behavior, and contributions to the betterment of the school throughout the school year. Student achievements and honor roll are celebrated in a variety of ways throughout the school year.

- Report Cards/Academic warning Notices: Academic Warning notices will be mailed home for students who are in danger of failing a class approximately 5 weeks after each quarter begins. **Report cards** will be sent home approximately one week after each quarter ends. All students will receive a report card.



ATTENDANCE

Attendance is a key component and a leading indicator for success in school and beyond. Vital curriculum and information is missed if your child is absent from school. It is the parent/guardian's responsibility to assure his/her student is in class, on time, each day school is in session. For security purposes (parking lot and on campus) and to ensure your student receives full class instruction, we request and encourage that you do not attempt to pick up your student within the last 30 minutes of the school day as we cannot ensure they will be able to be released prior to the end of the school day.



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

- **Absence from School:** When a student is absent from school, you must either call the 24- hour attendance hotline at 955-3360 x 43116 or send a note with your student upon returning to school. The student must turn the note in at the attendance office before school. Please remember that student attendance in class needs to occur as much as possible and this includes tardies. Academic mastery can be affected if students are out of class and/or tardy. **DO NOT TURN NOTES IN TO THE TEACHER. ALL ABSENCES MUST BE CLEARED WITHIN 3 DAYS. AFTER 3 DAYS THE ABSENCE WILL BE PERMANENTLY UNEXCUSED AND CONSIDERED A TRUANCY.** Disciplinary action may result from unexcused absences, such as a referral to the discipline office and the **School Attendance Review Board** (SARB).
- **Distance Learning Attendance:** **Per California Legislation AB 77 Section 43504:** “daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardian.” Please make certain that your student is attending daily through evidence of their participation and submission of assignments.
- **Excessive Absences or Tardies:** Any student that has been deemed to have excessive absences or tardies will need to provide written documentation from their doctor, dentist, or other appointment that has caused the absence or tardy. Ten (10) or more absences excused or unexcused may require a doctor's note. After three (3) days of cumulative unexcused absences, the student will be referred to the School Attendance Review Board. EC48292; BP 5113(a), (b), & (c).



ATTENDANCE

- **Homework Requests:** If your child will be absent from school for three or more days, you may request to have their class assignments and homework sent to the Office. Our policy is to give teachers a 48-hour notice to prepare the work and turn it in. Requests for work must be made prior to the end of the school day and can be picked up after 3:30 p.m. after the full 48-hours and should be completed prior to the absences if at all possible. Remember, when your child misses school, he/she falls behind. Please remember, if you request work for your Child, it is your responsibility to pick it up from the Office. IF the work is not picked up, it will be your Child's responsibility to pick it up when he/she returns to school. Homework may be requested by contacting the main office at 955-3360.
- **Short-Term Independent Study:** is available for Students who will be absent between 5 and 10 days. However, please be advised that a **minimum of 5 days' notice is required** to complete the approval process. If approved, work will be provided for the dates of the absence and if all work is completed attendance credit will be issued. Contact your child's counselor for more information.
- **Illness at School:** If a student is ill or injured, the student should get a pass from their teacher to come to the office. Unfortunately, we do not have a school nurse. Office personnel will see to it that each student who is ill or injured is made as comfortable as possible until we can reach a parent or guardian. It *is imperative that Hook Jr. High School has current contact information* in the event a phone call must be placed to reach a parent or guardian.
- **Student Attendance Review Board (SARB):** California compulsory education law requires students between the ages of 6 and 18 years of age to attend school. The Student Attendance Review Board exists to promote regular daily attendance. This school is required by law to report habitual truants/absences to SARB. Parent will receive letters informing them of their student's tardies/absences. Parents may be brought before the SARB to rectify the absences. Continued attendance problems may be referred to the District Attorney's office for court action. EC 48292
 - **School Attendance Review Team (SART):** SART is a School Site Team which includes the parent and the student, Principal and the School Attendance Review Board Chairperson. The goal of this team is to identify possible solutions to improving the students' attendance and/or behavior. At this meeting the student agrees to abide by the directions of the School Attendance Review Team (SART) as outlined below.
 - Attend school regularly and on time each day.
 - Abide by school rules and regulations.
 - Obey the directions of my teachers and administrators.
 - Complete my class assignments.
 - Develop a positive attitude about school.
 - Other



ATTENDANCE

Parent(s) agree to abide by the directions of the School Attendance Review Team (SART) as outlined below.

1. Cooperate with school officials.
2. Ensure my (son/daughter)'s compliance with SART directives.
3. Comply with SART's assignments of specific parental responsibilities.
4. Notify the attendance office when my (son/daughter) violates agreement.
5. Obtain medical notes when my (son/daughter) is absent for more than one day.
6. Attend classes with my (son/daughter) after next incidence of truancy/misbehavior.
7. Pick up, or make arrangements to have picked up, my (son/daughter)'s homework if (he/she) will be out of school more than two days.
8. Bring my (son/daughter) to school daily and on time.
9. Talk with my (son/daughter) in positive terms about school.
10. Other
11. Failure to attend this meeting with the School Attendance Review Board Chairperson will result in a referral to the district School Attendance Review Board (SARB).

Education Code Section 48263—If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

- **Tardy Policy and Procedures:** All classes begin promptly. Tardy bells will be used to begin school, between classes and for lunch time. Students who arrive late to school are to report directly to the attendance office for clearance of attendance records and to be issued an admit slip. Excused tardy admit slips will only be issued for medical or dental appointments, court appointments or illness. Habitual tardiness due to illness or dental appointments will require a doctor's note. Unexcused admit slips will be issued for getting up late, inoperable transportation, or missing the bus, even with parent verification.
 - When the tardy bell rings, students are expected to be in class with all necessary materials. Several times throughout the school day our administrative team will conduct **random Tardy Sweeps**. Students who are caught up in any Tardy Sweep will receive immediate lunch detention.



ATTENDANCE

- **Tardies:** The tardy policy is based upon the quarter and resets every quarter. It is as follows for the 2020 - 2021 school year:

1st= Warning

2nd-4th= Lunch Detention

5th= Lunch Detention and Letter to Parent

6th-9th= Lunch Detention and OCI the following day/ Phone call home

10th= Lunch Detention/OCI and Parent Conference/Assigned to Truancy class

11+= Lunch Detention/Suspension and or SARB referral at Admin discretion

ACTIVITIES

To honor the good behavior and work done at Hook Junior High School, students are eligible to participate in reward activities throughout the year, to be determined by the site administrator.

Extracurricular Activities: Extracurricular activity is defined as: "Any activity in which a student performs or represents the school outside school hours or off campus, and that activity is not part of a regularly scheduled class." To be eligible for participation in extracurricular activities for a grading period the student must:

- Maintain a 2.0 overall grade point average in all classes, and display satisfactory or better citizenship.
- A student may not have 2-F's on a report card, even if they still have a 2.0 grade point average.
- Must be cleared of all ASB and Library fines

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

Athletics: Students participating in a sport are expected to model respectable behavior and sportsmanship, because they are representing Hook Junior High School. **Note to parents: All non-students who will be in attendance at any sporting event must be escorted by a parent or guardian over the age of 18 for the entirety of the non-students' attendance at the event.** Any adverse behavior of any person could result in being removed from that event and/or all events for the remainder of the year.



- **Sportsmanship:** In the event an athlete receives a discipline referral for violence, fighting, drugs, or carrying a weapon, this will result in being taken off the team immediately, **NO EXCEPTIONS.** All other discipline referrals will lead to a one game suspension of the next scheduled event.
- **Red Card/Sports Physical:** All students who participate in the athletics on campus will be required to complete a sports packet and sports physical (different from a regular physical) **BEFORE tryouts begin or the student will NOT be permitted to try out.** All sports physicals are only valid for one (1) year.
 - Process for Red Card approval: Turn physical and signed sports packet in to the ASB office. The student will obtain clearances from ASB Office, Library, Discipline, and a grade verification will be needed prior to fully clearing. This process could take up to a week to complete, so please be sure to start the process early.



ACTIVITIES

Dances: School dances are held in the cafeteria for current Hook students only. All students must dress neatly and conduct themselves in a dignified manner to keep the privilege of attending dances. All dancing must be appropriate for a school setting. No "break dancing", "grinding", or "dirty dancing" allowed. School administration will determine what is considered appropriate dancing. Students who fail to follow Administrator / designee directives will be removed from the dance and will NOT be allowed to participate in future dances for the remainder of the school year.

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

End of the Year Activities/Promotion Ceremony: Requirements for attendance at these events include:

- No excessive absences (15 or more during the school year)
- Enrolled at Hook prior to the 4th quarter of school year
- Not attending Hook Junior High School on a "stay of expulsion" or pending expulsion.
- Attending full-time
- Be on track for promotion per the enclosed VVUHSD Promotion Policy
- Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
- No "F's" on 1st Semester Report Card AND 3rd Quarter Report Card (Must remain eligible after 3rd Quarter Report Card)
- Satisfactory Behavior/ No suspensions

Outstanding Debts: Students with outstanding debts will not be allowed to participate in any end-of-the-year activity. To purchase any activity ticket, debts must be cleared prior to the beginning of any ticket sales, and the student must remain debt free from the time the ticket is purchased to the day of the activity. These debts WILL FOLLOW THE STUDENT INTO THE NEXT SCHOOL YEAR wherever they attend school, and can affect the receipt of their High School Diploma.

Student Store: The web store through our Hook webpage is available to purchase Hook related items. During the school year, the student store/ASB Office on campus is open only at lunch time on Tuesday and Thursday. The student store will carry a limited selection of school supplies. Most, if not all, purchases can be made online and include purchases such as PE clothes, Hook Spirit Shirts, club shirts, dance tickets, movie tickets, and much more throughout the year.

COMMUNICATION

Please visit Hook Junior High School's [webpage](#) for consistent updates regarding our school.

Here are some other ways to stay connected (Please click on the name to open):



[Facebook](#)



[Twitter](#)



[Instagram](#)

Scan Student Identification Card Authorization (SSICA):

Throughout the year, you may receive text messages that will notify you of your student's day. SSICA allows teachers, staff, and/or administrators to use their smartphone or computer to scan student's ID card to provide rewards, consequences, holding students accountable for their actions. SSICA also allows communication with parents and guardians via text message (not push notifications) and email to communicate for various reason such as positive behavior, missing assignments, tardy to class, and behavior to name a few. Please note that this communication function does not work with landline phone number and only contacts the student's Primary contact number in Aeries. If you would like to take advantage of the communication tool please contact our front office.



DISCIPLINE

To further support and honor our school wide efforts and promote a safe and engaging learning environment promoting what it means to “Be Safe”, “Be Responsible” and “Be Respectful”, we believe in the capacity of our students. The behavior standards that are unacceptable and do not align with our school-wide expectations are included, but not limited to the following:

- **Assault on School Employee:** An "assault" is an unlawful attempt with the ability to commit a violent injury on another person. (*P.C. 240*) A “battery” is any willful and unlawful use of force or violence upon another person. (*P.C. 242*) Whenever any employee of a school district is attacked, assaulted or physically threatened by a pupil it will promptly be reported to law enforcement authorities. (*Ed Code 44014*)
- **Confiscated Items:** The first time an item is confiscated from a student (i.e. cell phones, electronic devices, perfumes/cologne, etc.); a parent/guardian will be required to retrieve the item from the discipline office. Any subsequent confiscations of like items will be subject to discipline consequences. Any item that is confiscated that is deemed to be a dangerous object will not be returned to student or guardian. Confiscated items will only be released to the parent/guardian of the student it was confiscated from with a valid state or government issued ID card, unless proof of ownership is provided by another parent. Confiscated items must be picked up no later than the Monday following the last day of school. Items not picked up by this day will be discarded or donated to charity.
 - Electronic Devices: Cell phones are allowed on campus; however, the following rules apply.
 - The phone must be in the "OFF" position and out of sight. They may not be used to play games, send or receive messages, place a call or receive a call, etc. The cell phone must be kept out of sight and "off." Other electronic devices such as iPods, portable gaming systems, etc. should not be brought to school. Use of electronic devices or cell phones on campus will result in the device being confiscated and will require the parent/guardian on the emergency card to pick up only. Hook Jr. High School / VVUHSD are not responsible for any lost/stolen electronic devices. Students may fill out a lost/stolen item form, however, investigations may not take place regarding stolen/lost items reported. In order to return the item, proof of ownership may be required. If an item has value to a student, they should leave it at home.
- **Harassment/Discrimination/Hate Motivated Behavior:** No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of Penal Code in any program or activity conducted by an educational institution that receives, or benefits from state financial assistance or enrolls pupils who receive state student financial aid. (*Ed. Code Section 220*) State law prohibits any act that is likely to injure, degrade or disgrace any student. (*Ed. Code 32051*)



DISCIPLINE (CONT.)

- **PDA - Public Display of Affection:** Students are not allowed to display affection on campus. Examples of inappropriate displays of affection include but are not limited to the following: hugging, holding hands, arms around one another, kissing or any other type of display deemed inappropriate by site administration.

- **Suspensions/Expulsions:** Per Ed Code 48900, A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:
 - (a) (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.
 - (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had 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.
 - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school Appendix B 2 officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.



DISCIPLINE (CONT.)

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).3
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.



DISCIPLINE (CONT.)

- **On Campus Intervention (OCI):** Students in the OCI Program are provided academic support, life skills instruction, and individual and group counseling. Students assigned to OCI receive their academic course work from their regular teachers and are expected to complete work while in the program. Counseling is designed to help the students identify underlying issues that require academic and behavior improvement. Life skills classes address topics such as communication, goal-setting, personal life choices, sexuality and dating, gender identity, bullying and other relevant topics. OCI is provided in lieu of an off-campus suspension and may not exceed five (5) consecutive days. Students serving suspension pending expulsions do not qualify for placement in OCI. A period suspension to OCI initiated by a classroom teacher must be in accordance with California *Education code 48910*.



DRESS CODE

- **Enhanced Dress Code Policy:** In order to promote a positive and engaging learning environment, all students are expected to “dress for success.” Students are expected to follow Hook's Enhanced Dress Code Policy at all times on campus and at some off campus functions. Parents are encouraged to understand the Enhanced Dress Code, and support its enforcement to support student learning. (See enclosed Enhanced Dress Code Policy or website Home - Imogene Garner Hook Junior High School) and to follow us on Twitter: @HookJuniorHigh.

- Graffiti or any other items not related to school are not allowed in or on binders, backpacks, clothes or body.



FAMILY ENGAGEMENT/PARENT INVOLVEMENT

We welcome you to visit the Hook Junior High School Family Engagement Center. Our on-site center includes a Parent Computer Lab and hosts various informational Parent Workshops and Family Events. We can assist you with questions regarding login, password, and navigation of the Aeries Parent Portal. We provide information on District and Community Resources. Our hours of service during regular school days are Monday through Friday 9:00 AM to 3:00 PM. The Family Engagement Center is ready to help answer any questions that you may have regarding the school and is a great way to get involved here on campus. Please contact our Family Engagement Liaison at ext. 43382 or email Mrs. Myers at Imyers@vvuhd.org.

- Parent Volunteer Process
 - In order to become a volunteer here on campus, you must obtain a volunteer form and meet with the Principal for site approval.
 - Once the form is signed by the Principal, it will be forwarded to the District for final processing.
 - The district will need a copy of your Driver's License and will complete a background check to include fingerprinting at the cost of the volunteer.
 - Once the District clears you, they will make sure that you obtain a badge that will allow entry into events and other activities that you have volunteered for and must remain visible at all times.
 - Once you are processed as a volunteer with the district and you wish to remain active every year, there is no need to be fingerprinted again, however, you must renew your volunteer status every year by completing a new form, even if it is another school from VVUHSD. This will not be able to be transferred from another district, or to another district as the reporting is unique to VVUHSD.
 - Please note that this clearance can be removed from Hook Junior High School volunteering at the principal's discretion for any reason unbecoming Hook Junior High School.

School Site Council: At the beginning of the school year nominations are accepted for a Parent representative to the School Site Council. The council is responsible for making important decisions regarding the direction of our school which includes reviewing the discipline plan, dress code, and funding requests. If you would like to nominate a parent, please email Imyers@vvuhd.org and include who you would like to nominate to serve on the School Site Council, the name of their student, and the grade level that their student is in. You may nominate yourself. Meetings are held once a month. Please see Hook's webpage or contact the Family Engagement Liaison (ext. 43382) for more information on deadlines and for any questions that you may have. Elections are typically completed at our back to school night.



MEDICATIONS/HEALTH SERVICES

- **Emergency Card:** Students and/or parents should keep the office informed of any special health matters. All students must have an up-to-date Emergency Card on file in the office.
- **Students are not to bring medication to school.** If medication must be administered at school, it must be kept in the office and be dispensed by trained school personnel. The medication must be in the original pharmacy container with the prescription printed on the label. It must be accompanied by a VICTOR VALLEY UNION HIGH SCHOOL DISTRICT medication form. This policy includes prescription and over-the-counter medications.
- **Asthma and epi-pen exceptions.** Students requiring asthma and/or anaphylaxis medications may carry emergency inhalers/epi-pens on their person. However, specific release forms signed by the doctor and parent are required to be on file in the office. All medication forms are available from the school office.
- During 7th and/or 8th grade, the state of California mandates certain health screenings. These include Scoliosis screening for 7th grade girls and 8th grade boys, and vision and hearing screening for all 8th graders. These tests are performed by medical professionals during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations done for their student.
- **Physical Education - Limitation by Physician:** Medical notes concerning limiting the activity of a student in P.E. must specify what a student can do, as well as, specific limitations. Under California Law, no student may be totally exempt from P.E. activity. A parent/guardian may limit the activity of a student with a note for up to three days. Beyond three days, a doctor's note is required. The doctor's note must also include actual dates of limitation. If your child has any physical limitations, please complete the Modified Physical Education form by the students' doctor and return to the school office. Without the physical activity limitation form on file, the student is expected to participate 100% in physical education.
- **STUDENT ACCIDENT INSURANCE:** Hook Junior High School does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Information regarding low cost accident/ health insurance plans is available in the school office. Please be aware that students must have health insurance coverage to participate in sports and on field trips.
- **Transferring Students/End-of-the-year medication pickup:** All students who keep medication in the office and transfer during the school year, or the school year has ended, need to ensure that all medication has been picked up from the school site no later than the last day of school. After school has ended, the medication will be sent to the District Nurse at the District Office for retrieval.



MONEY AND VALUABLES

- **"If you cannot afford to lose it, don't bring it."**
- Sadly, students lose money and valuable objects every year. We do not want you to lose important objects or money, so please leave them at home. This may include: electronic devices, jewelry, cell phones, etc.
- Please note that locker rooms are assigned to students and they should be encouraged not to share their locker with other classmates, to keep their lockers locked at all times when not in use, and to return their lock at the end of the year (\$15 value).
- Our school has options to purchase many of our Hook spirit wear, PE Clothes, Yearbooks, and more on our Hook Web store. This purchasing option has been made for convenience.



SAFETY

- **Bicycles, Skateboards, Scooters, Roller Blades:** Bicycles, skateboards and scooters are ridden at the student's own risk and MAY NOT BE RIDDEN ON CAMPUS OR SURROUNDING SCHOOL GROUNDS. Bicycles, skateboards & scooters are to be parked and locked in the bike rack or skateboard lockers. Roller blades are not allowed at school and are subject to confiscation. Bicycles, skateboards and scooters must be walked to and from the bike rack. The school is not responsible for theft or destruction of any of these items. Locks left on lockers overnight are subject to being cut off. Pursuant to *Vehicle Code Section 21212* Youth Bicycle Helmets: Minors, students are required to wear helmets when riding bicycles, scooters and skateboards. Students not wearing a helmet may have their equipment confiscated.

- **Change of Address / Phone Number:** For the safety of each student and effective communication with families, it is important that we have correct contact numbers to reach parent(s)/guardian(s). Numerous contacts are made using the contact numbers; **therefore, it is crucial we have a working contact number**. To change the student emergency contact information, the parent/guardian must complete an updated emergency contact form. District authorities will be notified if there is no valid contact information on file at school. Also, please ensure that there is at least one emergency contact over the age of 18 available to contact for emergencies when you are not able to be reached.
 - **Change of address:** Any change of address must be completed through the Central Enrollment Center with an update bill that is less than 30 days old. Central Enrollment can be contact through (760)955-3201 (ext. 10401 or 10402) or through email at enrollment@vvhhsd.org.

 - **Change of Phone Number or Email:** Any change in phone numbers or email can be completed through Hook Junior High's front office. A valid ID must be presented in order to verify and make those changes. Please contact (760)955-3360 ext. 43100 or email ssalazar@vvhhsd.org for any questions.

 - **Updating Emergency Contacts:** It is always helpful to have multiple emergency contacts for your student in the event we are unable to reach the primary contact. If there are any changes or updates that need to be made, please make sure to contact the front office in person with a valid ID or email ssalazar@vvhhsd.org with a valid ID and full contact information of the emergency contact that you are adding, removing or changing (Full name, valid phone number, address, and relationship). You will receive a call to fully verify these changes before they are made.



SAFETY

- **Checking a student out of campus:** To help ensure student and staff safety, any person who enters or exits campus during the school day must use the main gate. When coming to the office to pick up a student or to request information regarding a student, please be prepared to show a VALID state or government issued photo ID. For security purposes (parking lot and on campus) and to ensure your student receives full class instruction, we request and encourage that you do not attempt to pick up your student within the last 30 minutes of the school day as we cannot ensure they will be able to be released prior to the end of the school day. **Please be sure we have updated Emergency Contact information.** For safety reasons, we will not release a student to someone not on the current Emergency Contact list and we cannot accept authorization over the phone. BEFORE GOING ON CAMPUS, PARENTS AND VISITORS MUST SIGN IN AT THE MAIN OFFICE, SHOW PICTURE IDENTIFICATION, AND RECEIVE A VISITOR'S BADGE.
- **Closed Campus:** Hook Junior High School operates under a closed campus policy in accordance with Board Policy. This means that a student is not permitted to leave campus or go to the parking lot from the time they arrive until the school day is completed. If a parent/guardian should need to take a student from school, the parent/guardian must request the student be released by coming to the office. Students will only be released to those on the emergency contact and who have a current State or Government-issued picture identification, **NO EXCEPTIONS.** Students are not allowed to wait in the office for parent arrival.
 - **Due to the recent COVID-19 pandemic,** we highly request that you contact the office to make an appointment for any reason. Administration and Counselors works hard to see every parent in a timely manner. Due to our small waiting room and for your safety and for the continual efforts to ensure you are in a clean and safe environment, please call ahead and make an appointment. Please note that our front office may be unable to answer as they may currently be on a call, and would like to answer your concerns as quickly as possible. The below extensions may also be used to ensure your needs are met in a timely manner:
 - Front Office (ext. 43100)
 - Attendance and Counseling (ext. 43101)
 - Discipline Office (ext. 43102)
 - Principal's Office (ext. 43111)
 - Family Engagement Center (ext. 43382)
- **Confiscated Items:** The first time an item is confiscated from a student (i.e. cell phones, electronic devices, perfumes/cologne, etc.); a parent/guardian will be required to retrieve the item from the discipline office. Any subsequent confiscations of like items will be subject to discipline consequences. Any item that is confiscated that is deemed to be a dangerous object will not be returned to student or guardian. Confiscated items will only be released to the parent/guardian of the student it was confiscated from with a valid state or government issued ID card, unless proof of ownership is provided by another parent. Confiscated items can be picked up during normal office hours, and all unclaimed items must be picked up no later than the Monday following the last day of school. ***Items not picked up by this day will be discarded or donated to charity.***



SAFETY

- **Electronic Devices:** Cell phones are allowed on campus; however, the following rules apply.
 - The phone must be in the **"OFF" position and out of sight**. They may not be used to play games, send or receive messages, place a call or receive a call, etc. The cell phone must be kept out of sight and "off." Other electronic devices such as iPods, portable gaming systems, etc. should not be brought to school. **Use of electronic devices or cell phones on campus will result in the device being confiscated and will require the parent/guardian on the emergency card to pick up only.** *Hook Jr. High School / VVUHSD are not responsible for any lost/stolen electronic devices.* Students may fill out a lost/stolen item form, however, investigations may not take place regarding stolen/lost items reported. In order to return the item, proof of ownership may be required. **If an item has value to a student, they should leave it at home.**

- **Loitering:** Students are not permitted to be on campus earlier than 8:30 A.M. Students **MUST** leave campus by 4:00 P.M., unless they are participating in a supervised activity. Students who loiter, deface, or damage any school property are subject to disciplinary measures, as well as monetary consideration for repairs. Any student left waiting for their ride more than 15 minutes will be required to wait in the library or front office. Students who remain on campus and are defiant or disrespectful may be issued disciplinary consequences including a citation for loitering.

- **No Rescue Policy:** Hook Junior High School implements the "No Rescue" Policy. The "No Rescue" policy focuses on the development of your student's responsibility. Responsibility is a valuable life skill that will benefit all students both at home and here at school. The "No Rescue" policy will help our students strive to be well prepared and well organized at the beginning of each school day.
 - **Make sure your child is aware of any changes in transportation before they leave home each morning.** For safety reasons, we cannot deliver any phone messages to students because we are unable to verify the identity of the person making the request over the phone. The very best way for your child to arrive home as intended is for you to communicate your wishes to your child before they leave for school in the morning.
 - **Jackets, homework, books, materials, P E clothes, etc. will not be delivered to the classroom.** We will not interrupt instruction to deliver items to students that were left at home. This will actually help to teach the students to make sure they have what they need when they leave home each morning, placing the responsibility on the child; we know they can do it.
 - **Make sure your child comes to school every day with their lunch or lunch money.** If lunch money is dropped off for a student, it will be delivered to the cafeteria. If you drop off a lunch for your student, your student will be required to eat that lunch in the office before the end of the lunch period. It will be the responsibility of the student to check with the cafeteria or front office to see if there was a lunch money was delivered for them.
Communication with your child is important. Please take a moment each morning to be sure they are prepared for the school day.



SAFETY

- **Outside Food:** Please note that there should be no outside food on campus aside from regular home lunches. In the morning, if students are not eating breakfast through our food services, please ensure that any beverages and food are finished off campus. At lunch, any fast foods meals brought to students will need to be eaten in the front office and will not be allowed on campus.
- **Restrooms:** Students may only use the restroom before school, during passing periods and lunch. If a student needs to use the restroom during class time, he/she must get a hall pass from his/her teacher after the first 10 minutes of class and before the last 10 minutes of class. Bathroom passes are only issued for 1 student at a time in each class.
- **Student ID Badges:** *AS PER VVUHSD BOARD POLICY 5157 ALL STUDENTS MUST CARRY THEIR SCHOOL ID BADGES AT ALL TIMES.* If an ID card is lost, the student must purchase a new one immediately. Replacement cards must be purchased at a cost of \$5.00. Please note: ID Badges are used to access student lunch accounts, verify identification, and are used as access to various events. When a student withdraws from school their ID card must be returned to the school office. BP 5157
- **Student Phone Calls:** Classroom and office phones are not available for student use. However, in the event of a medical emergency, there is a phone available in the office. There may be times when you may need to speak to your child during the school day. Because we cannot verify who you are over the phone, we do not give messages to students as we are unable to verify your identity over the phone. You must come in to the office, present a VALID ID and then we will call your child to the office.
- **Searches:** School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or rules of the district or the school. (BP 5145.12) Parents will be notified as soon as possible regarding any student search.
- **Video Camera Surveillance/Search and Seizure/Detection Canines:** Campuses throughout the V.V.U.H.S.D. are routinely inspected by detection canines for prohibited items and to provide students, parents and staff with a safe learning environment. *ED 49050-49051; BP 5145.12; and AR 5145.12.* Random, unannounced, detection canine visits to campus locations provide a deterrent to the presence of prohibited contraband on campus. These canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. In addition, they will check other areas as requested by school administrators. VVUHSD is taking every reasonable precaution to insure a safe and healthy learning environment for all concerned. Video cameras may be used on school campuses to monitor student behavior and activities. Students found to be in violation of the district and schools' rules shall be subject to discipline in accordance with policy and regulation. It is at the District Offices discretion and subsequent mandate, as to whether video footage can be made available to parents.
- **Visitors:** Hook Junior High School is dedicated to a pro-active stance with regards to safety. Hook Junior High School will continue to maintain a vigilant guard in order to keep the campus as safe as possible. Some of our procedures create a minor inconvenience for visitors. Please understand that security measures are not meant to prevent visitations or seem unfriendly. They are meant to keep our campus and students as safe as possible in an unpredictable world. We welcome all parents who wish to visit our school.



SAFETY

- In order to maintain the safety, order, and discipline of the campus for the benefit of all students, we require that **all visitors, including parents:**
- Check in at the main office before proceeding onto campus.
- Show current picture identification at the main office before being given a visitor's pass. The visitor's pass must be worn while on campus. Any visitor on campus without a visitor's pass will be approached by Campus Security. The visitor will either be escorted back to the main office or off campus as deemed necessary.



TELEPHONE

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



TIPS FOR SUCCESS

Required School Supplies:

Every student should have the following school supplies:

- 2-inch wide, 3-ring-binder
- Dividers with tabs
- Pens - blue or black ink only
- Pencils
- White, ruled 3-hole punched paper
- Pencil holder, (pencil pouch), for binder
- Composition notebook for History (2 for entire year)
- Pencil eraser
- Set of colored pencils
- Yellow, pink, orange, green, or purple highlighter
- Black or Blue FINE TIP Dry Erase Marker
- Ruler, tape, scissors and glue
- PE shorts and PE t-shirt

Tips for Success on Campus:

Completing homework assignments in a timely and proper manner is a vital, important part of being a successful student. In order to help students be more prepared to deal with homework, we are offering the following helpful suggestions:

1. It is VERY STRONGLY RECOMMENDED that each student carries a 3-ring binder with them at all times.
 - a. Students who carry individual pocket folders for each class often bring the wrong folder to class.
 - b. Students who carry individual folders are frequently late to class.
2. Every student will divide their binder into a different section for each class.
 - a. This allows each student to carry all the assignments needed for every class.
 - b. Papers are easily found in the correct sections.
 - c. Misplaced and forgotten papers will no longer be a problem.
 - d. Papers are kept neat.
 - e. The student needs to take one binder home and will have all their homework/papers needed to study.
 - f. Students who are organized tend to do better in school.

We hope with parents, students, and staff working together to check binders and homework assignments, students will experience academic success and achieve higher academic progress.

**For tips on distance learning success, please visit our tips for success page on HJHR@vvuhsd.org.



TRANSPORTATION/PARKING LOT

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

If you have any questions regarding bus stops, routes, pick-up or drop off times, please call the Transportation Office at 955-3450.

Parking Lot: Please note that our parking lot is a one-way parking lot, please familiarize yourself with the process on your initial visits. There is one entrance and one exit which, when not followed as directed, can cause bottlenecks and congestion. The entrance is located near the intersection of Hook and Arlette with the exit being further west in the parking lot of Hook Park. For the SAFETY of all, please be mindful of students and community members walking through the parking lot and watch your speed. Please do not block traffic or park in places other than the designated parking spots. At the end of the day everyone is trying to go home, let's work together to ensure that happens in a safe and friendly manner.



5CCR & 4622 UNIFORM COMPLAINT PROCEDURES

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

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

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

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



IMPORTANT INFORMATION

Hook Junior High School Main Office: (760)955-3360

- 24-Hour Attendance Hotline..... ext. 43116
- Front Office..... ext. 43100 or 43101
- Discipline Office..... ext. 43102
- Family Engagement Center..... ext. 43382
- Mr. Carlos Cerna, Principal..... ext. 43111
- Mr. Tim Gray, Assistant Principal..... ext. 43109
- Mrs. Madrigal, Counselor (A-L) ext. 43106
- Mrs. Kamiyama, Counselor (M-Z) ext. 43107

School Hours

- Regular School Hours 9:00 a.m. to 3:46 p.m.
- Wednesday Collaboration 9:00 a.m. to 2:52 p.m.
- School Office Hours 8:00 a.m. to 4:30 p.m. (Friday until 4:00 p.m.)
- Collaboration Day Office Hours 8:00 a.m. to 3:00 p.m.



We approve
this
handbook!