



HOOK JUNIOR HIGH SCHOOL

PARENT AND STUDENT HANDBOOK

2021-2022

BE RESPONSIBLE

BE SAFE

BE RESPECTFUL

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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
Michelle Rask, Assistant Principal
Kristina Madrigal, Counselor - Kristina Kamiyama, Counselor

Greetings Hook Junior High School Students and Parents!!

Welcome to **Hook Junior High**-- *Home of Wrangler Nation!* My name is Carlos Cerna, and I am extremely humbled and honored to have this opportunity to serve as your Principal. As we prepare for a very promising 2021-2022 school year, I am happy to report that our entire staff is very excited and has been working very hard to prepare for your arrival to our campus. This past school year was unlike any other year, and we are looking forward to seeing and supporting ALL of you on campus and in our classrooms.

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

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

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

If you have questions please contact the main office, and we will direct your call to the right person.

Here's to an excellent 2021- 2022 school year! Go Wranglers!!

Respectfully,

Carlos Cerna

Principal

HOOK STAFF INFORMATION

HOOK JUNIOR HIGH SCHOOL: (760) 955-3360

ADMINISTRATION

Carlos Cerna	Principal	Ext. 43111	ccerna@vvuhsd.org
Dianah Edington	Administrative Assistant III	Ext. 43111	dedington@vvuhsd.org
Michelle Rask	Assistant Principal	Ext. 43109	mrask@vvuhsd.org
Stephanie Olguin	Administrative Assistant I	Ext. 43102	solguin@vvuhsd.org

COUNSELING

Kristina Madrigal	Counselor for last names A-L	Ext. 43106	kmadrigal@vvuhsd.org
Kristina Kamiyama	Counselor for last names M-Z	Ext. 43107	krkamiyama@vvuhsd.org

OFFICE STAFF

Sonia Salazar	Receptionist - Main Desk	Ext. 43100	ssalazar@vvuhsd.org
Charina Smith	Attendance	Ext. 43101	
Attendance Voicemail	Attendance Line	Ext. 43116	
Colleen Gibson	Library	Ext. 43125	cgibson@vvuhsd.org
Justin De Santiago	Family Engagement Center	Ext. 43382	jdesantiago@vvuhsd.org

BOARD OF TRUSTEES

Jose "Joe" Berrios	Penny Edmiston
Caleb Castenada	Joshua Garcia
Barbara Dew	

DISTRICT OFFICE ADMINISTRATION

Dr. Ron Williams, Ed.D. – Superintendent
Dr. Ramiro Rubalcaba, Ed.D. – Assistant Superintendent, Human Resources
Dr. Ratmony Yee, Ed. D. – Assistant Superintendent, Educational Services
Dr. Antoine Hawkins, Ed.D. - Assistant Superintendent, Business Services

TEACHERS

Anderson, Meghan	manderson@vvuhsd.org	Messer, Liana	lmesser@vvuhsd.org
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Lamas, Crystal	clamas@vvuhsd.org	Solis, Iris	
Maloney, Makenna		Stoddard, Martyn	mstoddard@vvuhsd.org
Marler, Dianna	dmarler@vvuhsd.org	Ware, Judith	judithware@vvuhsd.org
Meade, Cynthia	cmeade@vvuhsd.org		

SCHOOL INFORMATION

Hook Junior High School Bell Schedules

School Start Time: 9:00 am Monday through Friday

STANDARD DAY			
	Breakfast	8:30 am – 9:00 am	
	Period 1	9:00 am – 9:50 am	
	Period 2	9:55 am – 10:44 am	
	Period 3	10:49 am – 11:38 am	
	Period 4	11:43 am – 12:32 pm	
Lunch A	12:32 pm – 1:02 pm	Period 5A	12:38 pm – 1:27 pm
Period 5B	1:08 pm – 1:57 pm	Lunch B	1:27 pm – 1:57 pm
	Period 6	2:03 pm – 2:52 pm	
	Period 7	2:57 pm – 3:46 pm	

COLLABORATION DAY (All Wednesdays except: 12/15/2021, 3/2/2021, 3/16/2022, 5/25/2022 and 6/1/2022)			
	Breakfast	8:30 am – 9:00 am	
	Period 1	9:00 am – 9:43 am	
	Period 2	9:48 am – 10:29 am	
	Period 3	10:34 am – 11:15 am	
	Period 4	11:20 am – 12:01 pm	
Lunch A	12:01 pm – 12:31 pm	Period 5A	12:07 pm – 12:48 pm
Period 5B	12:37 pm – 1:18 pm	Lunch B	12:48 pm – 1:18 pm
	Period 6	1:24 pm – 2:05 pm	
	Period 7	2:10 pm – 2:52 pm	

MINIMUM DAY (Last Day Each Semester: 12/17/2021 and 6/1/2022)			
	Breakfast	8:30 am – 9:00 am	
	Period 1	9:00 am – 9:40 am	
	Period 2	9:45 am – 10:23 am	
	Period 3	10:28 am – 11:06 am	
	Period 4	11:11 am – 11:49 am	
Lunch A	11:49 am – 12:19 pm	Period 5A	11:54 pm – 12:32 pm
Period 5B	12:24 pm – 1:02 pm	Lunch B	12:32 pm – 1:02 pm
	Period 6	1:07 pm – 1:45 pm	
	Period 7	1:50 pm – 2:28 pm	

All schedules pending Board Approval as of 7/23/2021.

****Please note that throughout the year we host assemblies for a variety of reasons. During these days, students will still remain in school their normally scheduled time, however their periods may be shorter to accommodate attendance at this event.****

SCHOOL INFORMATION (CONT.)

HOOK JUNIOR HIGH SCHOOL MAP

Please see the Front Office Reception for a School Map

School Calendar



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
16350 Mojave Drive, Victorville, CA 92395 | 760-955-3201 | www.vvuhd.org

2021 – 2022 SCHOOL CALENDAR

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				17

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		21

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				16

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	13

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					18

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		18

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		1

FIRST DAY OF SCHOOL – August 9, 2021
 HOLIDAYS
 OCTOBER, FALL, WINTER & SPRING BREAKS
 LAST DAY OF SCHOOL – June 1, 2022

NON-STUDENT DAY
 MINIMUM DAY

180 INSTRUCTIONAL DAYS

Revised 4/21/2021

SCHOOL INFORMATION (CONT.)

Enhanced Dress Code 2021-2022

Girls (G), Boys (B), Girls and Boys (G/B)

In order to promote a positive learning environment, all students are expected to “dress for success.” Students are to be in the correct dress code at all times on campus and at some off campus school related functions. Enhanced dress code must be worn on field trips. Parents are asked to understand the dress code and support its enforcement to support learning. The following standards are designed to promote learning and safety for all students.

Shirts (G / B)

- Unaltered polo shirts of any color. Polo may be short or long sleeve, of the appropriate size and fit for the student. School appropriate design or logo is allowed; for example: Hook logo, Underarmour, Nike, etc.
- For the purposes of a sports team or other group or organization, a dress shirt in the appropriate size and fit for the student which may be accompanied with a tie is allowed.
- School sponsored t-shirts, college t-shirts and college sweatshirts may be worn in lieu of Polo on appropriate days as deemed by staff.

HJHS sports jerseys may be worn in lieu of dress code polo or dress shirt when instructed as appropriate by staff.

Pants and Shorts (G / B)

- (G / B) Students must wear plain pocket, front or pleated cotton /polyester /twill /dress /suit pants or shorts (such as Dockers or Dickies) in solid colors. Corduroy, denim/jeans or denim/jean-like, or knit material is not allowed.
- (G/B) Pants/shorts must be of the appropriate length (mid-thigh or longer) and cannot be cut-offs.
- (G) Solid uniform jumpers and polo dresses may be worn.
- (G/B) Pants, shorts, skirts, or dresses must be worn appropriately at the waist with no “sagging”, be of appropriate size, shorts must fall mid-thigh or longer, without holes, tears, or frays.

HJHS PE shorts may only be worn during PE class.

Sweats, Athletic pants, are not permitted outside of PE class.

Shoes and Socks (G / B)

- Closed-toed shoes must be worn (flats only). Shoes must be laced up, with tongue inside, and tied securely. With school appropriate design/decor.
- No slippers, sandals, or sliders allowed.

Belts (G / B)

- Solid colored belts may be worn but may not extend down the front of pants.
- Belts are to be worn in the belt loops of pants only.
- Belt-buckles must not be oversized and must be school appropriate.

Cold Weather Wear (G / B)

- A solid-colored sweater; vest; hoodie; or sweatshirt is allowed with logos and printing being school appropriate. If sweatshirts are worn over the top of the school shirt, the collar of the school shirt must be visible.
- Heavy winter coats do not need to be solid in color.
- Solid or printed scarves may be worn appropriately tied around the head and/or neck with no inappropriate language or images.

Jewelry and Make-Up (G / B)

- Large (no bigger than a quarter in diameter) hoops, spiked, or dangling earrings beyond the earlobe are not

permitted for safety reasons.

- Other jewelry must be conservative and appropriate for school or will have to be removed.***
- Chains of any kind are not permitted due to the possibility of theft. The school or the district will not be held responsible for theft or loss of jewelry.
- No stickers, temporary tattoos or writing is allowed on body or clothing.

Head Coverings (G / B)

- HJHS or plain-solid colored green, yellow, white, gray, or black visors, beanies, fedoras, and caps are allowed on campus for the purposes of sun protection. Religious head coverings are permitted. No other head coverings are permitted.
- Solid or printed colored scarves may be worn.

Distracting Clothing

- No clothing or jewelry that is determined by a teacher or staff member to distract from the learning process is permitted. Clothing and accessories must be free of suggestive words, phrases, inappropriate symbols, or double meanings.

Jean Day(G/B)—Occasionally, we will have “jeans days.” The following guidelines are to be followed on “jeans days.”

- Jeans, capris, and denim Bermuda shorts (must be of the appropriate length - mid-thigh or longer - and cannot be cut-offs) are permitted on jean days.
- Jeans and denim shorts must not have holes or be torn or frayed.
- With the exception of jeans, students must follow the regular enhanced dress code (must wear polos or HJHS approved enhanced dress code tops.)

Casual Dress Days—Occasionally, we will have “Casual Dress days.” The following guidelines are to be followed on “casual dress days”:

- Jeans, pants, Bermuda shorts, or skirts, following the enhanced dress code criteria - same length as regular enhanced dress code (must be free of holes and tears). Colored jeans are okay.
- T-shirts or other casual shirts/blouses are permitted provided they are modest and do not make reference to gangs, drugs, alcoholic beverages, tobacco, offensive activities, derogatory words and/or phrases, or sexually explicit content. “Double meaning” t-shirts are not permitted.
- All clothing must not reveal undergarments (including bra straps) and must not be revealing or distracting.
- No spaghetti-strap or rope style strap tops, no backless or strapless tops, no see-through clothing, no bathing suits, tank tops or tank dresses.
- No pajamas or pajama type clothing.

*****Administration reserves the right to determine what constitutes appropriate dress.*** (Revised 7/23/2021)**



SCHOOL INFORMATION (CONT.)

Important Links and other Information:

Hook Junior High School: (760)955-3360

Hook Junior High School Website: <https://hjhs.vvuhsd.org/>

Please visit us on our Facebook, Twitter, and Instagram Accounts

- **Student Technology:** Any Chromebooks that students currently have checked out will remain with the student until they leave the district. Please make sure to keep these at home for student use as there will be classroom sets provided to students during the school day.
 - Student Email Access: Student email (vvstu.org) account format: Last name + first character of first name + Last 3 digits of ID + Last two digits of birth year + @vvstu.org. Default password: 6-digit ID + last two digits of birth year.
 - Classlink for Students: [Classlink Instructions](#)
 - Technical Support: email helpdesk@vvuhsd.org
- **Hook Spirit Gear:**
 - Throughout the year students will be provided opportunities to purchase or earn various school spirit shirts and gear.
 - To purchase school spirit attire, you may also visit our third party affiliated Sideline Store through BSN Sports and support our students with this open and continuous fundraiser with each purchase: [Hook Sideline Store](#)
- **AERIES Student and Parent Access:** Stay connected with your students' academic and attendance through the [AERIES Portal](#)
- **After School Program** partnered with Action Youth America:
 - Savannah Navarrette (760) 686-5287 or HJH@AYA.LLC
- **VVUHSD** has partnered with FEV Tutoring Services to provide your students with high-quality, district sponsored, live, 1 to 1 virtual tutoring:
 - Website: fevtutor.com
 - Email: ca@fevtutor.com
 - Call to schedule: (855)763-2607
- **Lost and Found Items:**
 - Items will be housed for one month only in the Student Support Office. All unclaimed items will be donated to local charities after that.



SCHOOL INFORMATION (CONT.)

Enrollment and Withdrawal:

- **Enrollments:** New students enrolling at Hook Junior High School must fill out the application online (see below link)) and all necessary paperwork to the Central Enrollment Office at the District. You will then be directed to the Main Office at Hook Junior High School to be activated and then to the counselor's office for classes. Please call prior to arrival at 760-955-3360.
- **Withdrawals:** When a student is transferring to another school or leaving the area, the parent is to notify the Attendance Office before his/her last of attendance. Pursuant to Ed Code, parents/guardians with a written request, have the right to receive a copy of the pupil's record. Contact the Attendance Office for further information.
 - Instructions:
 1. Withdrawals are processed in the attendance office.
 2. Must be the custodial parent on record.
 3. Must provide valid photo identification.
 4. Must return all school property (books, uniforms, student ID cards, etc.).
 5. If the student will be attending a parent choice school, you must show Proof of Acceptance from that school.
- **Records/Registration:** Central Enrollment Hours: Monday-Thursday 7:30 a.m.-4:00 p.m. and Fridays 7:30 a.m.-12:00 p.m. Central Enrollment is located in Building #8 at the district office. To contact Central Enrollment for Records Requests, or to send documents, please:
 - Email questions to enrollment@vvuhsd.org
 - Call (760) 955-3201 ext. 10400
 - Fax: (760) 955-3337 or (760) 951-7710
 - Website: <https://www.vvuhsd.org/departments/business-services-division/central-enrollment-center>
 - Enrollment Link: <https://victorvalleyuhsd.aeries.net/enrollment/>

ACADEMICS, CURRICULUM, AND INSTRUCTION

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 beyond.



- **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.
- 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.
- **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.
- **Homework:** Most academic classes require homework assignments to be completed daily or weekly in order to pass the class. Students and parents are encouraged to monitor assignments and academic progress online using Aeries. Students may register for an Aeries Student Portal account in the counseling or principal's offices. Parents may go to the Family Engagement Center in the Main Office to register for an Aeries Parent Portal account.
 - When an absence occurs, **students and/or parents must request makeup work from their teacher** (please see each class policy/syllabus for more information) and they will have one day per every day that they are absent to complete this assignment, or the classroom late policy will be in effect.



ACADEMICS, CURRICULUM, AND INSTRUCTION (CONT.)

- **Academic Honesty:** Academic honesty and personal integrity are fundamental components of a student's education and character development. HJH expects that students will not cheat, assist others in cheating, lie, plagiarize or commit other acts of academic dishonesty. Doing so will result in penalties such as a zero grade on the assignment or test, On Campus Intervention (OCI), or suspension. Parents will be notified by the teacher.
- **Independent Study:** For requests Students who will be away from school for a minimum of 5 days up to a maximum of 10 days, may be able to receive class work and remain up to date. To request an Independent Study Agreement, please notify the school 3 weeks prior OR AT LEAST TEN SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE so that the request can be reviewed, and if approved Parent or Guardian must come to the office to sign the agreement. Class assignments will be organized and given to the student the day prior to the first absence. This process helps students to keep up with schoolwork, but there is no substitute for teacher instruction and class interaction. Completed work is due on the due date specified by the teacher, no exceptions. If a student is ill one the due date, arrangements should be made to have parent/guardian bring the work to the office or remit assignments by fax or email. State attendance auditors closely audit independent study requests, and all steps must be followed completely.

Please note: Independent Study is not available during the first five days OR the last five days of a semester. These requests may also be denied within 5 days of grading period, during CAASP testing, during finals as well due to low grades and/or poor attendance. Please schedule vacations appropriately. 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 consequences. Please see front office for more information or to complete this request.

- **Requests for Homework/Makeup Work:** The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time that is equal to the days missed. Such notification shall include the full text of Education Code 48205. (Education Code 48980, cf. 5121 - Grades/Evaluation of Student Achievement, cf. 5145.6 - Parental Notifications).
- **Homework Requests During Suspensions:** The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913, cf. 5144.1 - Suspension and Expulsion/Due Process)



ACADEMICS, CURRICULUM, AND INSTRUCTION (CONT.)

- **After School Program:** ACTION YOUTH AMERICA is our after-school program that offers students three major programs for support: Homework Assistance, Academic Enrichment, and Physical Fitness.
 - Programs offered, but not limited to:
 - Arts and Crafts
 - ASL
 - Cheer
 - Culinary Arts
 - Dance
 - Academic Competitions
 - Healthy Habit
 - Homework Assistance
 - Life Lessons
 - Theater
 - SEL
 - S.T.E.M
 - For More information, please contact: **Savannah Navarrette (760)686-5287** or HJH@AYA.LLC
- **Tutoring:** Tutoring is available for specific subjects: homework, study skills, note taking or test taking.
 - Appointments must be prescheduled for tutoring assistance with teachers. The student, a parent, a counselor, or a teacher may complete tutorial referrals.
 - VVUHSD has partnered with FEV Tutoring Services to provide tutoring in Math, English, Science and Social Studies. Students will work with tutors based on their own unique needs to master grade level learning standards. Students will work with their tutor using a synchronous two-way whiteboard with various learning style options. Scheduling sessions can be completed by emailing FEV Tutor's 24/7 support team at ca@fevtutor.com or by clicking on the "Book a Session" button on your dashboard within each student's ClassLink Launchpad.
- **Report Cards/Academic Warnings:** Grades are issued twice each semester. 1.) Once for Academic Warning to show the student's progress midway through the semester if they are in danger of failing any one class. 2.) Quarter grades are not recorded on the student's permanent record. Report cards are distributed by mail. Please make sure that your address is accurate with our office. Semester report cards are issued after each 18-week period and are recorded on the student's permanent transcript. Final report cards will be mailed directly to the student's home if there are no outstanding obligations; i.e., fees, books, etc. For information on fees owed, contact the library.

ACADEMICS, CURRICULUM, AND INSTRUCTION (CONT.)

- **Textbooks:** All textbooks and library books are due at the end of the year or when a student is no longer enrolled in that class. Fees will be assessed for damages to library books and textbooks, and all unreturned books. Students must be clear of all charges to be able to participate in athletics, dances, and 8th Grade end of the year activities. Grades, transcripts, and student diplomas will be held until all outstanding charges are paid and/or books are returned. *Ed Code 48904.*
- **Library:** The library is open: Monday-Friday 8:00 a.m. to 4:20 p.m. There are scheduled breaks during the day, so please see below:

Monday, Tuesday, Friday

10:10 – 10:25

11:50 – 12:20

2:30 – 2:45

Early Out Wednesdays

10:00 – 10:15

11:20 – 11:50

1:45 – 2:00

The library has encyclopedias, magazines, and a variety of fiction and non-fiction titles for required and leisure reading. A Resource Lab is available for student use with available technology for student use. You will need your Student ID Card to take advantage of all services, including book checkout. Also, check out the library pages on the VVHS web page. We have links to research tools, primary documents, MLA format, online presentation tools, and how to find a good book.

- **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



ACADEMICS, CURRICULUM, AND INSTRUCTION (CONT.)

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.
- **Physical Education:** Education Code section 51930, et seq. requires school districts to provide sexual health education and comprehensive HIV prevention training to students in grades 7-12. Effective January 1, 2016, the Legislature has amended the law to provide that sexual health education and HIV / AIDS education are both mandatory for all students. Under prior law, only HIV / AIDS prevention education was mandatory. The Legislature's stated purpose is to ensure that students receive integrated, comprehensive, factually accurate, and unbiased sexual health and HIV prevention instruction, and to provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors. The law also recognizes that parents and guardians retain the responsibility and ability to impart values about sexual health matters.

Pursuant to state law, the District's Positive Prevention PLUS curriculum and instruction will teach the value of, and prepare students to have and maintain, committed relationships. The lessons will encourage students to speak with their parents/guardians and other trusted adults about human sexuality and will provide students with knowledge and skills to do so. Annual implementation dates are being organized and delivered by each school site starting in 2019 in grades 7 and 9 as part of the physical education course. The curricular materials to be used during this training are available for your review upon request at the school main office. Please note review of this material must be completed in the office and will not be able to be checked out for review from home as there is a limited number of materials.

As a parent, you have the right to request copies of Education Code section 51930, et seq. and to excuse your student from sexual health and HIV education and related assessments. If you DO NOT wish to have your student to receive the sexual health and HIV prevention training outlined above, please



ACADEMICS, CURRICULUM, AND INSTRUCTION (CONT.)

complete the opt-out form in the back of this handbook and return the completed form to your school's office as soon as possible. If the opt out letter is not received by your student's PE teacher, your student will receive sexual health and HIV prevention education as required by Education Code section 51930, et seq.

- **Intervention Classes:** To provide maximum support to your student, during the school year, teachers and administrators collaborate to identify students that may need extra support and intervention to ensure that they are on track educationally, socially and emotionally. Your student may be identified as needing this extra intervention support. Please call the school with any question that you may have regarding these intervention programs.
- **Counseling Services:** The Counselor's primary role is to function as a student academic advisor and advocate. It is understood that such a role will be determined by District policy and the law and will be in the best interest of the student. The general philosophical approach of the Counseling Department focuses on helping students help themselves. Responsible student behavior is encouraged in all aspects of the counselor-student interaction, with emphasis on the development of good decision-making and problem-solving skills. Appointments with counselors can be made before and after school and at lunch.
- **Schedules and Changes:** Class changes are not taken lightly. Class changes after the beginning of each semester are rare and require a parent conference with the teacher and/or administrator. Schedule changes may ONLY be made during the first ten days of the semester for the following reasons:
 - Error in schedule
 - Wrong class assigned
 - No class assigned
 - Duplicate class assigned
 - Balancing class sizes (a counselor or administrator may change a student's class to balance a class size to ensure an optimal learning environment within a class)
 - Class change requests will not be granted for the sole purpose of changing teachers or class periods. Please understand that requests that do not fall within the above categories may only be granted based upon availability and the school's need to maintain balanced class sizes. All schedule changes must be requested in writing to your student's counselor and ONLY upon administrator approval. If a request of this nature is made, please make sure to contact the school for an appointment with the counselor and/or administrator.



ACADEMICS, CURRICULUM, AND INSTRUCTION (CONT.)

- 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 to both teacher and the office. We also request that the class itself not be disturbed and that you comply with the Visitor Policy. All visitors must check in with the school office prior to going on campus. Classroom visits should be for **observation only (there should not be any kind of interaction with other students)**.

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



- **Attendance Policy:** All students are expected to attend all classes and be on time. Violations of this policy will result in SARB (Student Attendance Review Board) and possible Clean Sweep Citation being issued.
- **Recognition:** Perfect Attendance and student recognition programs recognize student attendance and are celebrated in a variety of ways throughout the school year monthly, quarterly and per semester. Some examples of recognition are as follows, but not limited to, certificates, prizes, gift cards, etc.
- **Emergency Form:**
 - **Change of Address/Phone Number/Email:** It is the parent/guardian's responsibility to update your contact information whenever there is a change. Inform the attendance office in person or in writing when you change your address, home, work, or emergency contact phone number(s), email and/or address. Address changes will also need to be sent to Central Enrollment Center. ***This is very important in case of an emergency.*** Returned mail will be filed. Also, please ensure accuracy with emergency contacts and list at least one other contact in the case that you may not be available. ***Anyone who picks up your student MUST be listed on the emergency contact list or they will not be allowed to sign out your student.***
- **Clearing Absences:** Students' absences must be verified for record keeping purposes. Only the parent or legal guardian may call or write the Attendance Office to verify an absence.
 - The Attendance Office is located in the Main Office and is open 8:00 a.m.- 3:30 p.m. Monday through Thursday and 8:00 am to 3:00 pm on Friday. You may call the attendance office 24-hour line (voicemail) at (760) 955-3360. All absences must be verified within three days (72 hours). It is the student and guardian's responsibility to clear his/her absence. The student must turn any absence verification note into the attendance office before school. **DO NOT TURN NOTES IN TO THE TEACHER. AFTER 3 DAYS THE ABSENCE WILL BE PERMANENTLY UNEXCUSED AND CONSIDERED A TRUANCY.** If cumulative unexcused absences, the student will be referred to the School Attendance Review Board. EC48292; BP 5113(a), (b), & (c).



ATTENDANCE (CONT.)

- **Excused Absences:** Teachers are required to provide make-up assignments and/or assessment only for excused absences. EC 48205; 48200, 48308, 48980b; 51101(a)(12); BP 5113 – A pupil shall be excused from school by contacting his/her attendance office by phone or writing within 3 days or 72 hours of the absence. An excused absence will be recorded for any of the following reasons:
 1. Due to student's illness.
 2. For the purpose of having medical, dental, optometric, or chiropractic services rendered (doctor's note required)
 3. For the purpose of attending funeral services of a member of his or her immediate family, so long as the absence is not more than one day (if the service is conducted in California), and not more than three days (if the service is conducted outside California).
 4. Due to quarantine under the direction of a county or city health officer.
 5. 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, attendance at a religious retreat, or when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time shall be given full credit. No student shall have his/her grade reduced or lose academic credit for any absences under this section. The teacher of any class from which a pupil is absent, shall determine that the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

- **Verified Unexcused Absences:** EC 48205; 48200, 48308, 48980b; 51101(a) (12); BP 5113 All other reasons for absence are unexcused. Verified unexcused absences include:
 - Missing the bus / car trouble
 - Oversleeping
 - Refusing to come to school
 - Being "down the hill" or out of town
 - Family emergency
- **Illness at School:** If a student is ill or injured at school, the student should get a pass from their teacher to come to the office. STUDENTS ARE NOT TO CALL PARENT FROM A CELL PHONE OR CLASSROOM. If a student becomes ill during school, he/she must report to the Health Office inside the Attendance Office to call home. Unfortunately, we do not have a school nurse on campus. 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. Regardless of student age, ill students may not be



ATTENDANCE (CONT.)

released to walk home for safety reasons. By law [EC § 48205] illness is an excused absence. Please do not send your child to school if they have a fever of 100° or more (your child must be fever free without medicine twenty four hours before returning to school), a contagious illness [unless they have received medication for a minimum of 24 hours or until a doctor tells you your child is no longer contagious], more than one episode of diarrhea within the last 8-12 hours, a persistent productive cough or wheezing, a sore throat so bad your child will not eat or drink, a lot of pain for some reason (for example, a new injury), signs of conjunctivitis such as red, crusty or swollen eyes (may return once the symptoms have been treated and are gone or a note is presented from a doctor stating that the student may return to school), or head lice. **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.

If your child has a medical issue (asthma, seizures, severe allergies, diabetes, injury, disability, etc.) which requires a care plan, PE modification, or medication to be taken at school please contact the Front Office for the required paperwork. This paperwork expires at the end of each school year and must be completed again at the beginning of the next school year. Please contact the Front Office or the District Nurse at (760) 955-3201 ext. 10238 for any questions related to policies or paperwork for illnesses or medical conditions.

- **Medications at School:** Students who take any medication during school hours must meet the following conditions:
 1. All medications, prescription or over the counter, must be in the original container. The pharmaceutical label must be on the container.
 2. Proper medication forms must be completed by parent and physician. Pick up in the attendance office.
 3. Medications shall be kept in the health office. Provisions may be made for students to carry asthma inhalers. Ed Code 49423; 49480.
- **Chronic Illness:** If your child might be absent more than 3 days in a year due to a medical issue, please see the Front Office (ext. 43100) for a Chronic Illness form to be reviewed by our District Nurse. (Please see resources sections for form)
- **Absences for Religious Purposes:** EC 46014; BP 5113.1; AR 5113 – The Board shall allow students to be absent for religious instruction or participation in religious exercises away from school property. Such absences shall be considered to be excused provided that: 1) the student shall attend at least the minimum school day, and 2) the students shall be excused for no more than four days per month.



ATTENDANCE (CONT.)

- **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.
 - **Tardies:** The tardy policy is based upon the quarter and resets every quarter. It is as follows for the 2021 - 2022 school year:

1st= Warning

2nd-4th= Lunch Retention

5th= Lunch Retention and Letter to Parent

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

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

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

- **Cut Policy:** Unexcused period absences that are not verified are considered a "Cut". Cutting class is prohibited. During the first and last ten minutes of class, no passes will be given to students except admin passes. After 30 minutes, a student's tardiness can be considered a cut and a call home is made. (Ed Code 48260). Students who cut class WILL NOT be given the right to make up work or turn in any tests, quizzes, reports, homework, class assignments, etc., due on any day or period he/she is given a "Cut" or "Unexcused" absence. Excessive cutting is considered truancy and may result in fines and other penalties. Students who are off campus or out of class without a proper hall or off-grounds pass may be assigned Saturday School or On Campus Intervention (OCI) and may not be allowed to participate in extracurricular or afterschool activities or attend school events including games or dances. There may also be a Clean Sweep Citation issued. Excessive truancy will result in a requirement to appear at a District SARB hearing where the parent/guardian may be required to attend truancy classes, issued a fine of \$500-\$1,500.



ATTENDANCE (CONT.)

- 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
- Enrollment and Withdrawal:
 - Enrollments: New students enrolling at Hook Junior High School must fill out all necessary paperwork at the Central Enrollment Office at the District. You will then be directed to the Main Office at Hook Junior High School to be activated and then to the counselor's office for classes. Please call prior to arrival at 760-955-3360.
 - Withdrawals: When a student is transferring to another school or leaving the area, the parent is to notify the Attendance Office before his/her last of attendance. Pursuant to Ed Code, parents/guardians with a written request, have the right to receive a copy of the pupil's record. Contact the Attendance Office for further information.
 - Instructions:
 6. Withdrawals are processed in the attendance office.
 7. Must be the custodial parent on record.
 8. Must provide valid photo identification.
 9. Must return all school property (books, uniforms, student ID cards, etc.).
 10. If the student will be attending a parent choice school, you must show Proof of Acceptance from that school.
 - Records/Registration: Central Enrollment Hours: Monday-Thursday 7:30 a.m.-4:00 p.m. and Fridays 7:30 a.m.-12:00 p.m. Central Enrollment is located in Building #8 at the district office. To contact Central Enrollment for Records Requests, or to send documents, please:
 - Email questions to enrollment@vvuhsd.org
 - Call (760) 955-3201 ext. 10400
 - Fax: (760) 955-3337 or (760) 951-7710
 - Website: <https://www.vvuhsd.org/departments/business-services-division/central-enrollment-center>
 - Enrollment Link: <https://victorvalleyuhsd.aeries.net/enrollment/>

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
 - Display satisfactory or better citizenship in all classes
 - A student may not have 2-Fs on a report card, even if they still have a 2.0 grade point average.
 - Must be cleared of all ASB, Technology 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 Jr. High School.



- **Athletic Programs (All programs are for both boys and girls):**
 - Fall Season (Begins in August): Wrestling and Volleyball
 - Winter Season (Begins in November): Basketball
 - Spring Season (Begins in February): Soccer and Track
- **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 stating the student is cleared to play sports (no regular physicals can be accepted) and signed sports packet in to the ASB office. Please ensure that all signatures are present from parent and student. The student will then obtain clearances from ASB Office, Technical Education Department, Library, Student Support Office, 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.
- **Non-Student Attendance at Extra-Curricular Activities:** In order to ensure safety, proper etiquette and respect of Hook Junior High School policies, we request any non-student attend these events with an adult. If there is any misconduct of that non-student, it may result in forfeiture of any paid ticket, exclusion from future events, and a call to current school to speak with their current administration team.



ACTIVITIES

- Student Accident Insurance: The Victor Valley Union High School District does not provide medical, accident or dental insurance for pupils injured on school premises or through school activities. In accordance with Education Code Section 49472, the District is making available a low cost medical/dental accident insurance program. Please visit [Student Accident Insurance Brochure](#) to obtain a detailed brochure/application, or you may obtain one and sign up online at www.peinsurance.com (click on Products, then Student Accident Insurance) - or you may call 800-722-3365.
- Sportsmanship: In the event an athlete receives a referral to the Student Support Office 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.
- Associated Student Body Cards (ASB): An ASB Card is available in the student store. The student body card entitles the student to free or reduced admission to all home games for sports and 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.
- Dances: School dances are held in the cafeteria for current Hook students only. All students must dress neatly and conduct themselves in a dignified manner to keep the privilege of attending dances. All dancing must be appropriate for a school setting. No "break dancing", "grinding", or "dirty dancing" allowed. School administration will determine what is considered appropriate dancing. Students who fail to follow Administrator / designee directives will be removed from the dance and will NOT be allowed to participate in future dances for the remainder of the school year.
- End of the Year Activities/Promotion Ceremony: Requirements for attendance at these events include:
 - Be on track for promotion per the enclosed VVUHSD Promotion Policy
 - Enrolled at Hook prior to the 4th quarter of school year and attending full time.
 - Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
 - No excessive absences (15 or more during the school year)
 - Satisfactory Behavior/ No suspensions (to include any behavior transferring in from another school)
 - Not attending Hook Junior High School on a "stay of expulsion" or pending expulsion.
 - No "Fs" on 1st Semester Report Card AND 3rd Quarter Report Card (Must remain eligible after 3rd Quarter Report Card)



ACTIVITIES

- **P.E. Uniforms:** All students enrolled in P.E. class are required to have a P.E. Uniforms. P.E. Uniforms are on sale through our Hook Student Store online or at the ASB Store located by the Main Office (please call the office for the time this office is open). The ASB Store accepts cash or these items can be purchased online with a card. Students may also use a plain gray T-shirt or sweatshirt (weather permitting and with P.E. teacher approval) and green athletic shorts or sweatpants (as weather permits and with P.E. teacher approval) ONLY as a P.E. Uniform.
- **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.
- **5-Star Student:** Students will be actively involved in Hook Jr. High School's implementation of 5 Star Rewards. This digital platform will allow students to receive points for a variety of activities on campus as well as school related activities. Students and parents will be able to monitor their points via their personal device or by way of devices on campus. Staff will issue points using a scanning device that will be tied to the student's ID number located on their student ID card. Students will be able to redeem points for a variety of incentives and prizes.



BEHAVIOR AND STUDENT SUPPORT

Hook Junior High School promotes the value of learning socialization skills that render productive and responsible participation in society. Hook Junior High School also promotes the philosophy that students will be provided with a quality education in a safe and wholesome environment. Our mission is to promote the value of learning, to promote quality performance among students and staff, and to promote a transition towards a productive and responsible participation in society. Appropriate social skills and acceptance of responsibility are immensely important to the individual and to the community at large. Our Discipline Policy stresses both the learning and quality performance of these behaviors to provide a quality educational experience and to promote a positive transition into the community. Additionally, a superior Code of Conduct fosters a school-wide sense of integrity and value. Therefore, teaching the individual student to exhibit positive social skills and to display responsible behavior are two of our missions as representatives of this school.

- Counseling, Mentoring and Social Emotional Support: Our staff strives to reach all students academically, socially, and emotionally. We have a variety of support efforts to ensure that your student is supported. Your student may be provided additional support with our counseling services, mentoring opportunities and social emotional learning. To learn more, please contact your student's counselor.

- Positive Behavior Interventions and Supports (PBIS):
 - What is PBIS?
 - Positive Behavior Interventions and Supports, or PBIS, is a school-wide set of systems established to support staff in teaching and promoting positive behavior expectations in all students. The purpose of PBIS is to create an environment of maximum learning where everyone feels safe, respected, and welcome.
 - At Hook Jr. High the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the integration of the "Get HOOKED" curriculum as a focus in school wide systems. Students who are safe, respectful, responsible and ready act appropriately can maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.
 - WE BELIEVE:
 - that Hook Jr. High will provide the opportunity for students to learn in a safe environment that will foster respect, responsibility, and a sense of purpose between staff and students.
 - Hook Jr. High will help students develop skills that will aid in the development of creativity, collaboration, critical thinking, and communication.
 - the staff of Hook Jr. High is committed to the education of the students and will do whatever it takes to assess and promote the success of all students.
 - the success of Hook Jr. High rests with the collaboration and support between staff, parents, students, and community when implementing the shared mission and vision of Hook Jr. High.



BEHAVIOR AND STUDENT SUPPORT

- Hook Junior High School Wide Behavior Expectations
 - ***Be Safe***
 - ***Be Respectful***
 - ***Be Responsible***
- We also encourage student to Get HOOKED
 - **Honest**
 - **Organized**
 - **Optimistic**
 - **Kind**
 - **Engaged**
 - **Driven**
- Recognizing students who achieve behavioral expectations
 - 5-Star Student: Students will be actively involved in Hook Jr. High School's implementation of 5 Star Rewards. This digital platform will allow students to receive points for a variety of activities on campus as well as school related activities. Students and parents will be able to monitor their points via their personal device or by way of devices on campus. Staff will issue points using a scanning device that will be tied to the student's ID number located on their student ID card. Students will be able to redeem points for a variety of incentives and prizes.
 - SSICA, or Scan Student Identification Card Authorization: This is the program that many schools use which allows teachers, staff, and/or administrators to use their smartphone or your PC/MAC to scan student's ID card to provide rewards, consequences, keep the school safe and individuals out who shouldn't be on school grounds and to track student activity. But the most important is that it holds students accountable for their actions. Please make sure that your primary contact number is a cell phone number in order to receive these text updates on how your student is doing on campus.
- 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*.



BEHAVIOR AND STUDENT SUPPORT

- Restorative Practice is a model used to proactively support students in responding to challenging situations that may arise at school or may spill over onto school grounds.
 - Restorative Practice in OCI provides students an inclusive safe environment in which the OCI teacher supports students in relationship-building, problem solving, and conflict resolution.
 - In a restorative meeting/conference, the “victim” and “offender(s)” are brought together to discuss the wrongdoing. In lieu of a punitive punishment, students are encouraged to reflect and take responsibility for their actions and develop a plan to repair the harm done.
- Referrals to Student Support Office: After the teacher has explored every reasonable solution to a problem without acceptable results, the following procedures will be used:
 1. The teacher will fill out a disciplinary referral and make a call home within 24 hours.
 2. The teacher will send the referral to the appropriate administrative office and the administrator will call the student from class within 1 school day. In extreme cases, the teacher will send the referral and the student to the office. The student will remain in the office for the balance of the period, and then proceed to the next class on time (with permission of the Administrator).
 3. Once the student has spoken with an Administrator or designee, the action taken will be documented and recorded in the student’s disciplinary file.
 4. Referrals are also generated for excessive violations of the following Hook policies:
 - Tardiness (Excessive)
 - Truancy
 - Inappropriate Use of Electronics/Lack of Following Cell Phone Policy
 - Dress code violations
 - Noncompliance: Students who fail to comply with disciplinary action (i.e. retention, Saturday School) will not be permitted to attend school activities or events including, but not limited to extracurricular activities, games, and dances until they comply with the terms of their discipline or for the remainder of the semester, depending on the severity of noncompliance. Noncompliant students will not be refunded for tickets or fees associated with school functions from which they are excluded.
 - 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.
 - Markers/Magic Markers: Permanent markers are not allowed on campus and must be surrendered to any staff member upon request and further Disciplinary action may result in a Clean Sweep Violation Citation being issued in addition to suspension and/or expulsion.
 - P.E. Area: The P.E. area is off limits to all students at any time of the day except for 1) entering and exiting campus at the designated time; and 2) when a student has a P.E. class. Students found in the P.E. area during class time will be sent to the office and issued a cut for the period.



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- Food Fights: Throwing food or any item(s) is (are) prohibited and is subject to disciplinary action.
- Littering: Littering is prohibited on our campus. Violators are subject to campus cleanup.
- Selling Items: The selling of candy, food, drink, or any kind of item or property by any student or group not authorized by the administration is not permitted on school grounds or at any school-sponsored event.
- Defiance/Interference/Obstruction-Disobedience/Disruptive Behavior: Defiance is the refusal to obey lawful authority. All staff members are required by District Policy and State law to provide proper supervision over our students. Students MUST comply with directives/orders from school officials regarding a safety related matter on campus. A student may be suspended and/or expelled if he/she disrupts school activities or otherwise willfully defies the valid authority of staff members, teachers or administrators performing their duties. If you believe the staff member is mistaken, you are to obey them. You may, at a later time, appeal to the appropriate administrator.
- Attendance at Extracurricular Activities: Attendance may be revoked by an administrator for the current and future events for any behavior that is not aligned with the Hook Junior High School positive expectations.
- Profanity/Obscenity: A student may be suspended and/or expelled if he/she commits an obscene act or engages in habitual profanity or vulgarity. (EC 48900(i)).
- Failure to Report on a Referral: A student must report to the appropriate administrator's office when directed to do so. Failure to report is defiance and is subject to further action. False Allegations: False allegations are a waste of staff resources, harmful to the falsely accused, and can be dangerous. Students may not knowingly and willfully falsely accuse another student or school personnel of a serious violation of school rules or policy to get the student in trouble. Violation will result in discipline, possibly suspension (48900.4).
- 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*)
- Illegal photographing or video: Taking and/or posting pictures or video of classroom instruction or activities, or of inappropriate behavior at school violates several CA Ed. Code sections and are strictly prohibited. Examples include, but are not limited to:



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- Filming or photographing students or staff in class without their permission is prohibited.
- Posting a photo or video of any student or staff without permission is prohibited.
- The following actions are strictly prohibited and will result in immediate disciplinary action:
 - Filming a fight at or after school (CA Ed Code 48900.s 48900.4)
 - Posting a school fight video (CA Ed Code 48900.4)
 - Posting a threatening video (CA Ed Code 48900.r and 48900.4)
 - Filming or photographing any student or staff in order to mock or make fun of them and sharing or posting on social media (48900.r)
 - Any other form of electronic bullying (48900.r)
 - Filming, photographing inside a classroom during class, except for educational purposes as determined by the teacher or administration (CA Ed. Code 51512)
- Sexual Harassment: Ed Code 212.5 states “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from an educational setting, under any of the following conditions:
 - Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s academic status, or progress; b) Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
 - The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment;
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities.
- Stolen Property: Hook Junior High School and the District are not responsible for lost or stolen property. Valuables should not be brought to school. A student may be suspended or expelled for taking part in extortion, robbery, or an attempt of either. A student may be suspended or expelled if he/she steals private property, attempts to do so, or knowingly receives stolen property. EC 48900(e) (g).
- E-Cigarettes: E-cigarettes, e-hookahs, electronic vaporizers are considered tobacco products and are prohibited on school grounds.
- Tobacco Free Schools: Board Policy 3513.3. The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of secondhand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district’s instructional programs (Board Policy 3513.3). In accordance with state and federal laws, smoking and/or using tobacco is prohibited in all district facilities and vehicles.



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- Arson: Matches, lighters or other flammable items are not allowed on campus. Any student igniting an object or setting a fire on campus or at any school related activity is subject to suspension or expulsion. The parent or guardian may be held liable for the cost of the repair and replacement.
- Vandalism: A student may be suspended and/or expelled for causing or attempting to cause damage to school or private property. Damaging school property includes defacing or destroying such property. In addition, the parent or guardian may be held liable for the cost of the repair/replacement (EC 48904/48905). Notice: Students found in unauthorized areas or returning to campus or are suspected of violating school rules are subject to search.
- 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*)
- Search and Seizure and Canine Detectives:
 - 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 the rules of the district or the school.
 - The Board approves the use of Canine Detectives to provide students, staff and community with a safe and secure school environment. EC 32280-32288.35160-35160.1; BP 5145112; and ARS 145/12.
- Disciplinary Actions, Suspension, Involuntary Transfer or Expulsion: The following are completed codes under Administrative Regulation 5144.1 and Education Code 48900 which may be causes for disciplinary action, suspension, involuntary transfer or expulsion:
 - a1. (1) Caused, attempted to cause, or threatened to cause physical injury to another person
 - a2. (2) Willfully used force or violence upon the person of another, except in self-defense
 - b. Possessed, sold, or furnished any knife, firearm, dangerous object or explosive
 - c. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant
 - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcohol or intoxicant or representation of items
 - e. Committed robbery or extortion
 - f. Caused or attempted to cause damage to school or private property
 - g. Stolen or attempted to steal school or private property
 - h. Possessed or used tobacco or tobacco products
 - i. Committed an obscene act or engaged in profanity or vulgarity
 - j. Unlawfully offered, possessed, arranged, or negotiated to sell any drug paraphernalia
 - k. Disrupted school activities or willfully defied valid authority



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- l. Knowingly received stolen school property or private property
 - m. Possessed an imitation firearm
 - n. Committed or attempted to commit a sexual assault
 - o. Harassed, threatened, or intimidated a witness
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
 - q. Engaged in, or attempted to engage in, hazing as defined in Education Code Section 48900
 - r. Aid or abet the infliction or attempted infliction of physical injury
 - s. Engaged in an act of bullying including but not limited to bullying by means of an electronic act
 - t. Sexual Harassment
 - u. Hate Violence
 - v. Intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or groups of pupils
 - w. Pupil has made terrorist threats against school officials or school property, or both
- **Suspension:** A student who is suspended or has been directed not to return to school while going through the expulsion process is not allowed on campus at any time and may be subject to further disciplinary action if found on campus or at a school-related activity.
- **Expulsion:** The following are complete codes under Education Code 48915(a) which require the Principal to recommend expulsion:
 - 1. Causing serious physical injury to another person, except in the case of self-defense.
 - 2. Possession of any knife, explosive or other dangerous object of no reasonable use to the pupil.
 - 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - 4. Robbery or extortion.
 - 5. Assault or battery, as defined in Penal Code Section 240 and 242, upon any school employee.
- Furthermore, the following violations require the Principal to recommend and the Board of Trustees to expel:
 - 1. Possessing, selling or otherwise furnishing a firearm. With respect to a firearm, the possession must be verified by a school district employee.
 - 2. Brandishing a knife at another person.
 - 3. Unlawfully selling a controlled substance.
 - 4. Committing or attempting to commit a sexual assault or committing a sexual battery.
 - 5. Explosives.
- **Bullying Policy:** The VVUHSD is committed to providing a safe working and learning environment; takes serious bullying or any behavior that infringes on the safety or the well-being of students, employees or any other persons within the District's jurisdiction; and will not condone retaliation in any form when bullying has been reported. District policy continues to require all schools and



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personnel to promote among students and staff mutual respect, tolerance, and acceptance. The California Department of Education (CDE) has developed and made available to school districts a policy model on the prevention of bullying and on conflict resolution. These policies are developed for the purpose of incorporating them into a district wide school safety plan.

- Cell Phones/ Electronics Policy: Electronic devices are allowed on campus but must be turned off and out of sight prior to entering the school campus during regular school hours. If there is a need for an emergency call during class, the student may contact the teacher, campus supervisor, or administrator and they will provide assistance in making the call for your student. Your student will be given a pass to the office where they can obtain permission to use their cell phone to call. Only when in the office and upon permission may the student be able to use their cell phone. Students not following this policy WILL have their cell phone confiscated if not used properly and with permission. Phones can then be picked up by parent of the student who had the phone confiscated ONLY. Please encourage your student not to lend out their cell phone. The Student Support Office will require ID or proof of ownership to pick up the cellular device before school or after school only and can only be picked up by the parent or guardian of the student in whom the phone was confiscated from. Any device not retrieved by the last day of school will be sent to e-recycle or properly disposed of.



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.**
- Medications at School: Students who take any medication during school hours must meet the following conditions:
 1. All medications, prescription or over the counter, must be in the original container. The pharmaceutical label must be on the container.
 2. Proper medication forms must be completed by parent and physician. Pick up in the attendance office.
 3. Medications shall be kept in the health office. Provisions may be made for students to carry asthma inhalers. Ed Code 49423; 49480.
 - 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 registered nurses during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations done for their student.
- Physical Education - Limitation by Physician: Medical notes concerning limiting the activity of a student in P.E. must specify what a student can do, as well as, specific limitations. Under California Law, no student may be totally exempt from P.E. activity. A parent/guardian may limit the activity of a student with a note for up to three (3) days. Beyond three (3) days, a doctor's note is required. The doctor's note must also include actual dates of limitation. If your child has any physical limitations, please complete the enclosed Modified Physical Education form, or doctor's note and return to the school office. (See back Resource Section for a copy of this form)
- Chronic Illness Form: If your child might be absent more than 3 days in a year due to a medical issue, please see the Front Office (ext. 43100) for a Chronic Illness form to be reviewed by our District Nurse. (Please see resources sections for form)

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).





PARENT INVOLVEMENT

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. 43119 or email Mr. Justin De Santiago at jdesantiago@vvuhsd.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 always remain visible.
- 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.
- 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

- What is the role of the School Site Council?
 - The school site council is a group of teachers, parents, classified employees, and students that works with the principal to review and evaluate school improvement programs and school's Title I budget. The members of the site council are elected by their peers.
 - It is a legally required decision-making body for any school receiving Title I federal funding.
- Schools benefit from having School Site Councils because they:
 - provide an open forum for discussing educational issues
 - provide an opportunity for interaction by parents, teachers, students, and administrators
 - foster the importance of decision making at the site level
 - contribute to the Single Plan for Student Achievement (SPSA)
 - assist in defining educational needs and problems

If you are interested in nominating a parent or yourself for the 2021-2022 school year, please use the link below to access the Google Form to complete the nomination by no later than: Tuesday, August 31, 2021. All nominees will be introduced at the Back-to-School Night, September 1, 2021. To participate in our 1st School Site Council Meeting (virtual) on August 17th, 2021, please visit our website or contact our Family Engagement Liaison to access the link. Our first School Site Council Meeting will be open to the public on August 19th, 2021, at 4:00 PM

[School Site Council Nomination Form Link](#)

- COVID-19 Updates:
 - We looking to ensure the safety of all staff, students and families, and are operating under the Guidance of CDPH, CDC and Cal-Osha and will provide updates as they become available.
 - No social distancing will be required.
 - No temperature screening stations will be in effect at this time. We will be screening students or staff who are asymptomatic.
 - The District is well-stocked with sanitizing gel, PPE, wipes, shields etc. as we will continue to do everything needed to keep students, families, and staff safe.
 - Current Face Mask Policy –
 - Everyone is required to wear a face covering when indoors, with students in K-12 settings regardless of vaccination status.
 - Neither students or staff are required to face cover or social distance when outdoors such as lunch break or passing period, regardless of vaccination status. Face covering is optional, and social distancing is recommended but not required.
 - Everyone is required to face cover on school buses regardless of vaccination status at this time.
 - Testing is not required, but encouraged for monitoring and as a mitigation strategy. VVUHSD will continue to offer voluntary testing for students and staff weekly.
- 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.
- Cell Phone Policy: Electronic devices are allowed on campus but must be turned off and out of sight prior to entering a classroom or office. If there is a need for an emergency call during class, the student may contact the teacher, campus supervisor, or administrator and they will assist in making the call for your student. Your student will be given a pass to the office where they can obtain permission to use their cell phone to call. Only when in the office and upon permission may the student be able to use their cell phone. Students not following this policy WILL have their cell phone confiscated if not used properly and with permission. Phones can then be picked up by parent of the student who had the phone confiscated ONLY. Please



SAFETY (CONT.)

encourage your student not to lend out their cell phone. The Student Support Office will require ID or proof of ownership to pick up the cellular device before school or after school only and can only be picked up by the parent or guardian of the student. Any device not retrieved by the last day of school will be sent to e-recycle or properly disposed of.

- 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 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. We 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 or 43101)
 - Attendance and Student Services Office/Counseling (ext. 43101)
 - Student Support Office (ext. 43102)
 - Principal's Office (ext. 43111)
 - Family Engagement Center (ext. 43119)
- 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 Student Support office. Any subsequent confiscations of like items will be subject to disciplinary 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 will only be held for one month and 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.***
- 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**



SAFETY (CONT.)

GROUND. 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.

- Electronic Devices: Cell phones (see Cell Phone Policy above), headphones and other electronic devices are allowed on campus; however, the following rules apply.
 - The phone must be in the "OFF" position. They may not be used to play games, send or receive messages, place a call or receive a call, etc. The cell phone must be kept out of sight and "off." All headphones must be put away unless in use for testing purposes and with the permission of staff.
 - Other electronic devices such as iPads, portable gaming systems, etc. should not be brought to school. Use of electronic devices, head phones or cell phones on campus will result in the device(s) being confiscated. Hook Jr. High School / VVUHSD are not responsible for any lost/stolen electronic devices. Students may fill out a lost/stolen item form, however, investigations will not take place regarding stolen/lost items reported. If an item has value to a student, they should leave it at home.
- Loitering: Students are not permitted to be on campus earlier than 8:30 A.M. and 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. Students caught loitering will be subject to ticketing by police.
- Searches: School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or rules of the district or the school. (BP 5145.12) Parents will be notified as soon as possible regarding any student search.
- Video Camera Surveillance/Search and Seizure: Campuses throughout the VVUHSD 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. 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



SAFETY (CONT.)

Junior High School will continue to maintain a vigilant guard in order to keep the campus as safe as possible. Some of our procedures create a minor inconvenience for visitors. Please understand that security measures are not meant to prevent visitations or seem unfriendly. They are meant to keep our campus and students as safe as possible in an unpredictable world. We welcome all parents who wish to visit our school.

- In order to maintain the safety, order, and discipline of the campus for the benefit of all students, we require that **all visitors, including parents:**
 - Check in at the main office before proceeding onto campus.
 - Show current picture identification at the main office before being given a visitor's pass. The visitor's pass must be worn while on campus. Any visitor on campus without a visitor's pass will be approached by Campus Security. The visitor will either be escorted back to the main office or off campus as deemed necessary.
- **Restrooms:** Students may 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, but only ***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.
- **Physical Education:** Please note that we do have a dress code for our PE students. All students enrolled in P.E. class are required to have a P.E. Uniforms. P.E. Uniforms are on sale at the ASB Store located by the Main Office or students may also use a plain gray T-shirt or sweatshirt and green athletic shorts or sweatpants as a P.E. Uniform.
 - When the weather is hot, students will not be allowed to wear a sweater or sweatpants to prevent any heat related injuries. When the weather is cold, students may be asked to leave their sweaters in the locker room as they will be in a temperature controlled building and will not need them. Since sweaters are a way students can sneak in food, electronic devices or other items not permitted, this policy is to support the P.E. teachers in ensuring students are safe and responsible. If there are any accommodations that you would like to request, please direct them to the P.E. teacher.
 - The P.E. department requests the shorts, or approved bottoms, to be green to ensure they can easily identify Hook Students versus any public member that attempts to use the same outside facilities as the students during normal school hours. This will ensure that our security staff can keep your student safe and keep our school in a closed campus environment for their safety.



STUDENT IDENTIFICATION CARDS

Student Identification Cards are to be carried **at all times** while on campus or attending school functions. Students will need their ID Card for the following reasons:

- Purchase lunch, or verify their received free lunch
- Purchase Extracurricular activities
- Check in to events
- Check in to school if tardy
- Etc.

If an ID card is lost, the student must purchase a new one immediately. Replacement cards must be purchased at a cost of \$5.00. When a student withdraws from school their ID card must be returned to the school office. BP 5157

TRANSPORTATION

The California State Education Code states the following: "Pupils transported in a school bus shall be under authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation." Section 14263. A transportation fee has been implemented. Please call for more information.

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 or online through the VVUHSD website. 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.

Bus Pass Application:

To apply for a bus pass, print the appropriate application and submit it to us by any of the following means;

1. Fax your application to the Transportation Services Department at (760) 955-2923 or,
2. Have your student give it to the bus driver and they will deliver it to transportation or,
3. Visit in person, at 14801 South Mojave Drive in Victorville.

Hours of Operation: 7:00 AM to 4:00 PM, Monday through Friday, except holidays and mandatory closures

Bus Routes: Please click on the title to locate the bus routes for the 2021-2022 school year.

			<u>ROUTE 43</u>	
<u>ROUTE 40</u>	<u>PICK UP</u>	<u>DROP OFF</u>	NATIONAL TRAILS HWY & MILL ST (O.G.MARKET)	8:07 4:15
NORTHSTAR AVE & COBALT RD	8:11	4:13	VASQUEZ AVE & ODELL AVE	8:17 4:00
NORTHSTAR RD & AMETHYST RD	8:14	4:10	CLOVIS ST & ORICK AVE	8:21 4:05
LUNA RD & FALCON TRAIL	8:22	4:03	HEATHERDALE RD & PATTON ST	8:27 3:55
LUNA RD & @ POWERLINES	8:25	4:00		
COBALT RD & BEGONIA RD	8:30	3:55		
			<u>ROUTE 48</u>	
<u>ROUTE 41</u>			DANTE ST & MARS AVE	8:12 4:14
NORTHSTAR AVE & PACOIMA RD	8:09	4:05	STODDARD WELLS RD & ABBEY LN	8:14 4:17
EL EVADO RD & PONDEROSA RANCH RD	8:13	3:59	TAWNEY RIDGE LN & SUENO RD	8:21 4:00
EL EVADO RD & LUNA RD	8:17	3:55	TAWNEY RIDGE LN & PUESTA DEL SOL DR	8:23 4:02
			PUESTA DEL SOL DR & BARRANCA WAY	8:25 4:04
			<u>ROUTE 49</u>	
<u>ROUTE 42</u>			DEL GADO RD & OLIVERA RD	8:20 4:09
ETO CAMINO RD & CONDOR RD	8:20	3:57	DEL GADO RD & EL CARISO RD	8:23 4:11
CALGO RD & CONDOR RD	8:24	4:00	DEL GADO RD & CHOLAME RD	8:25 4:12
VILLAGE DR & MOJAVE MOBILE HOME PARK	8:30	4:05	BOREGO RD & CHOLAME RD	8:28 4:14
			BOREGO RD & MARICOPA RD	8:30 4:15

16350 Mojave Drive, Victorville, CA 92395 (760) 955-3450
Bus Service Application

For the school year 20_____ - 20_____

ONE APPLICATION PER STUDENT

[illegible][illegible][illegible]

Apt. #

[illegible]

Zip Code

(

--	--	--

)

--	--	--

--	--	--	--

 (

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)

--	--	--

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Parent Emergency Phone

[illegible]

Grade

**To qualify for transportation services, you must reside at an address outside of the non-transport zone and within the attendance boundary as established for your child's school.
By completing this form, eligibility for transportation services will be determined.
Completion of this form is not a guarantee of service.**

THE DISTRICT CONSIDERS THE INFORMATION YOU HAVE PROVIDED TO BE CONFIDENTIAL

Bus Stop

I have read the enclosed information regarding transportation for my student by the Victor Valley Union High School District, and have reviewed the "Rules for Riding the Bus" with my student.

Print Parent Name _____ Signature _____ Date _____

Pass #	Rt.#	Mailed	Input	Approved

16350 Mojave Drive, Victorville, CA. 92395 (760) 955-3450

Aplicación de Transportación

Para el año escolar 20_____ - 20_____

POR FAVOR LLENA UNA APLICACIÓN PARA CADA ESTUDIANTE

[illegible]

Apellido del estudiante

[illegible]

Nombre del estudiante

[illegible]

Domicílio

--	--	--	--	--	--

de Apt.

[illegible]

Ciudad

--	--	--	--	--	--

Zona postal

()

Número de teléfono

--	--	--

--	--	--	--

()

de teléfono de emergencia de los padres

--	--	--

--	--	--	--

[illegible]

Escuela

--	--

Grado

Información para los padres: Para poder calificar para recibir servicios de transportación gratis, usted deberá residir en una dirección fuera de la zona de no-transportación y dentro del área de asistencia establecida para la escuela a la que asiste su estudiante. Al completar esta forma, nuestra oficina determinará la elegibilidad para recibir servicios de transportación. El completar la forma no garantiza que se aprobara el servicio.

LA INFORMACIÓN QUE USTED PROVEE ES CONFIDENCIAL.

Parada Del Bús : _____

He leído la información incluida acerca de la transportación de mi hijo por el Victor Valley Union High School District y he revisado "Reglas Para Viajar en el Autobús" con mi hijo.

Nombre de los padres _____ Firma _____ Fecha _____

Para el uso de la oficina solamente-No escribe en esta caja

Pass #	Rt.#	Mailed	Input	Approved



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

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



RESOURCES SECTION

Please see the below attachments as helpful references to find the many necessary forms for your student and to make your experience here at Hook a more collaborative and positive experience. Each Document is separated by a blank page and the forms are in order as follows:

- * Emergency Card for 2021-2022 school year
- * Chronic Illness Form
- * Allergy Packet
- * Medication Assist Form
- * Sex Education Opt-Out Form
- * Parent Involvement Policy - Title I
- * Parent Compact (English and Spanish)
- * Parent Involvement Form

Victor Valley Union High School District Student Emergency Card 2021-2022

Date / Fecha		School / Escuela		Grade / Grado	
Student Information					
Student Last / Apellido del estudiante		First / Nombre del estudiante		Middle / Inicial DOB:	
				Gender/Género <input type="checkbox"/> Male <input type="checkbox"/> Female	
Residential Address / Domicilio			City / Ciudad		State / Estado
					Zip Code / Código postal
Family Information					
The names of both parents of a student, the registering parent and the non-registering parent, shall be listed on the emergency contact card as persons authorized to pick up the child from school except where a court order has limited or revoked the parental rights and a copy of such order has been provide to the school. <i>Los nombres de ambos padres de un estudiante, el padre el registro y el padre que no tiene la inscripción, deberán figurar en la tarjeta de contacto de emergencia como las personas autorizadas para recoger al niño de la escuela, excepto cuando una orden judicial ha limitado o revocado los derechos de los padres y una copia de dicha orden ha sido proporcionar a la escuela.</i>					
Legal Mother: <i>Madre legal</i>	Name / Nombre		Home Phone / Teléfono de la casa		Cell Phone / Teléfono móvil
					Email / Correo electrónico
	Residential Address / Domicilio		City / Ciudad		State / Estado
				Zip Code / Código postal	
Place of Business / Lugar de trabajo			Work Phone / Teléfono del trabajo		<input type="checkbox"/> Lives with / vive con <input type="checkbox"/> Not in home / no en casa <input type="checkbox"/> Deceased / fallecido
Legal Father: <i>Padre legal</i>	Name / Nombre		Home Phone / Teléfono de la casa		Cell Phone / Teléfono móvil
					Email / Correo electrónico
	Residential Address / Domicilio		City / Ciudad		State / Estado
				Zip Code / Código postal	
Place of Business / Lugar de trabajo			Work Phone / Teléfono del trabajo		<input type="checkbox"/> Lives with / vive con <input type="checkbox"/> Not in home / no en casa <input type="checkbox"/> Deceased / fallecido
Guardian / Caregiver <i>Guardian / Cuidador</i> Foster Parent/Step-Parent <i>Padre de crianza / Padrastro</i>	Name / Nombre		Home Phone / Teléfono de la casa		Cell Phone / Teléfono móvil
					Email / Correo electrónico
	Residential Address / Domicilio		City / Ciudad		State / Estado
				Zip Code / Código postal	
Place of Business / Lugar de trabajo			Work Phone / Teléfono del trabajo		<input type="checkbox"/> Stepmother / Madrastra <input type="checkbox"/> Stepfather / Padrastro <input type="checkbox"/> Foster Parent / Padre de crianza <input type="checkbox"/> Legal Guardian / Tutor legal <input type="checkbox"/> Caregiver / Cuidador
Release					
California Education Code 49408: For the protection of a pupil's health and welfare, the governing board of a school district may require the parent or legal guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parents or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent or legal guardian cannot be reached. <i>Para la protección de la salud y el bienestar del alumno, la junta directiva de un distrito escolar puede requerir que el padre o tutor legal de un alumno de mantenerse al día en la escuela de la pupila de asistencia, información de emergencia incluyendo la dirección y número de teléfono, dirección comercial y número de teléfono de los padres o tutores, y el nombre, dirección y número de teléfono de un pariente o amigo que está autorizado para cuidar al alumno en cualquier situación de emergencia si el padre o tutor legal no se puede llegar.</i>					
Persons listed below will be called in case of emergency if the parent or guardian cannot be reached. Therefore, please list only persons over the age of 18. <i>Las personas que figuran a continuación serán llamados en caso de emergencia si el padre o tutor no se puede llegar. Por lo tanto, por favor escriba sólo las personas mayores de 18 años.</i>					
Name / Nombre		Name / Nombre		Name / Nombre	
Relationship to Student/ Relación con el estudiante		Relationship to Student/ Relación con el estudiante		Relationship to Student/ Relación con el estudiante	
Phone Number / Número de teléfono		Phone Number / Número de teléfono		Phone Number / Número de teléfono	
<input type="checkbox"/> Release in an emergency / Liberación de emergencia		<input type="checkbox"/> Release in an emergency / Liberación de emergencia		<input type="checkbox"/> Release in an emergency / Liberación de emergencia	

Victor Valley Union High School District Student Emergency 2020-2021

Authorization For Emergency Medical Treatment

The undersigned, as parent/legal guardian of, _____, a minor, hereby authorizes the principal or designee, into whose care the student has been entrusted, to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician or dentist. It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the Victor Valley Union High School District ("District") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization is given in accordance with Section 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to the District. I understand the District, its officers and employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, x-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/guardian.

El abajo firmante, como padre / tutor legal de, _____, un menor, autoriza al director o persona designada, en cuyo cuidado el estudiante ha sido confiada, para consentir a cualquier radiografía, examen, anestesia, diagnóstico médico o quirúrgico, tratamiento, y / o la atención hospitalaria que se presta a los estudiantes con el asesoramiento de cualquier médico o dentista. Se entiende que esta autorización está dada por adelantado de cualquier diagnóstico, tratamiento o atención hospitalaria requerida y proporciona autoridad y poder para el Distrito de Escuelas Secundarias Victor Valley Union ("Distrito") para dar consentimiento específico a cualquier y todo tal diagnóstico, tratamiento o la atención hospitalaria que un médico o un dentista con licencia estimen necesarias. Esta autorización se otorga de acuerdo con la Sección 49407 del Código de Educación de California, y permanecerá en vigencia hasta que sea revocada por escrito y entregada al Distrito. Entiendo que el Distrito, sus funcionarios y empleados no asumen ninguna responsabilidad de cualquier naturaleza en relación con el transporte del estudiante. Entiendo, además, que todos los costos de transporte paramédico, hospitalización, y cualquier examen, rayos x, o tratamientos suministrados en relación con esta autorización será mi único incumba la responsabilidad como padre / tutor del estudiante.

My student has the following health problems:
Mi estudiante tiene los siguientes problemas de salud:

My student takes the following medication at school:
Mi estudiante toma el siguiente medicamento en la escuela:

My student is allergic to the following:
Mi hijo es alérgico a los siguientes:

My student takes the following medication at home
Mi estudiante toma el siguiente medicamento en casa

Does the student have health insurance (Check One)
¿El estudiante tiene seguro de salud? (Marque uno)

☐ Yes / Si ☐ No

If "yes":

☐ Private Health Insurance
Seguro de salud privado

☐ Medi-Cal

☐ Healthy Families

Where is your child/family currently living?

This information will be used to determine if your child qualifies for additional assistance under the "No Child Left Behind Act" of 2001
Esta informacion se utilizara para determinar sis su nino califica para asistencia adicional en el marco del "Que Ningun Nino se Quede Atras" de 2001

In a single family residence/ En una residencia unifamiliar

In a foster care placement or group home/ En un hogar sustituto u hogar de grupo

In a motel, automobile, or campsite/ En un motel, automovil, o camping

Unaccompanied Minor/ Menor no acompañado

In a shelter or transitional housing program/En un refugio o programa de vivienda de transicion

With more than one family in a house/apartment due to economic hardship/Con mas de una familia en una casa/apartamento debido a las dificultades economicos

With more than one family in a house/apartment **Not due** to economic hardship/Con mas de una familia en una casa/apartamento No se debe a las dificultades economicos

Library Acknowledgment

I acknowledge that misuse, damage, and/or non-return of library material and/or textbooks may constitute removal of this privilege and possible disciplinary action and/or financial responsibility.

Release of Directory Information

Student directory information may be released to agencies, as permitted by law, and to those cooperating organizations normally connected with the activities of a school or school district including, but not limited to, Armed Forces Recruiters, colleges, and other organizations requesting student directory information. Directory information means one or more of the following items: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, and the most recent public or private school attended by the student.

La información del directorio del estudiante puede ser divulgada a las agencias, según lo permitido por la ley, y para aquellas organizaciones que cooperan normalmente relacionados con las actividades de una escuela o distrito escolar, incluyendo pero no limitado a, las Fuerzas Armadas reclutadores, universidades y otras organizaciones que solicitan información del directorio estudiantil. La información del directorio significa que uno o más de los siguientes elementos: nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, participación en actividades y deportes reconocidos oficialmente, fechas de asistencia, premios recibidos, y la más reciente escuela pública o privada a la que asistieron el estudiante.

☐ Yes, I authorize the release of directory information regarding my student.
Si, autorizo la liberación de información del directorio acerca de mi estudiante.

☐ No, I do not authorize the release of directory information regarding my student.
No autorizo la liberación de información del directorio acerca de mi estudiante.

Photograph Release

VVUHSD has my permission to take photographs of my student and/or provide information pertaining to my student, to be used for publicity purposes in various media, including school flyers, radio, television, and newspapers. Additionally, if applicable, VVUHSD has my permission to post individual and team photographs and/or provide student information on the school and VVUHSD web pages.

Yes / Si

☐ No

VVUHSD tiene mi permiso para tomar fotografias de mi estudiante y / o proporcionar información relacionada con mi hijo, que se utilizará con fines publicitarios en diversos medios, entre ellos folletos de la escuela, la radio, la televisión y los periódicos. Además, en su caso, VVUHSD tiene mi permiso para publicar las fotografias individuales y de equipo y / o proporcionar información de los estudiantes en la escuela y páginas web VVUHSD.

Internet Acknowledgement

In accordance with VVUHSD Board Policy 6163.4 *Student Use of Technology*, parents must grant permission to allow the student to access the internet, and/or the creation of an email account.
De acuerdo con la Política del Consejo 6163.4 VVUHSD Estudiante uso de la tecnología, los padres deben dar permiso para que el estudiante para acceder a Internet, y / o la creación de una cuenta de correo electrónico.

☐ I acknowledge that my student will have internet access and a student email account *Yo reconosco que mi estudiante tendra acceso a el internet y que tendra una cuenta de correo electronico*

My signature certifies that all information provided is accurate. I understand that changes in address, telephone numbers, and/or emergency information must be reported to the school within 24 hours for the safety of my student.

Parent/Guardian Signature: _____ Date: _____

Victor Valley Union High School District

16350 Mojave Dr. Victorville, CA 92395
760.955.3201 ex. 10238

CHRONIC ILLNESS VERIFICATION FORM (CIVF) INFORMATION

The Chronic Illness Form allows parents to excuse absences due to a specific medical condition with the same authority as a medical professional. Below are guidelines for completing the form correctly to establish and maintain this authorization.

- 1) **Victor Valley Union High School District** does not accept any CIVF that does not have the expected frequency of episodes, length of absence, diagnosis, appropriate symptoms listed, Physician's or Medical Group letterhead/business card attached and appropriate signature(s). Please return the form to parent for completion.
- 2) The school site may fax the CIVF back to the Physician's office to verify the document's authenticity. An administrator or their designee must refuse acceptance of any CIVF found to be fraudulent.
- 3) Please monitor the expected frequency and length of episode for absences excused for reasonable compliance with the Physician's guidelines outlined on the form. If there is a concern about the child not making academic progress due to these absences or that the privilege is being misused, the school will contact the student and/or parent to discuss these concerns. For some chronically ill children, alternative educational programs may meet their needs more appropriately.
- 4) If the site has unresolved concerns, after talking with the student and/or parent, designated Health Services staff will contact the authorizing Physician with specific questions related to the diagnosis and absenteeism. We will refer to the CIVF if the parent initials require contact with them prior to accessing the Physician.
- 5) Remember, the form expires at the end of the academic year. Obtain a new form annually.

STUDENT AND PHYSICIAN VERIFICATION

Student: _____ DOB: _____ Grade: _____

Forward to: _____
School FAX number

Dear Physician,

Your patient is a student enrolled in [enter school district here]. For your records, please list the chronic illness diagnosed for the student. Also, please check or list symptoms that would not warrant an office visit, but might require the child to stay home from school. This will allow the parent to verify illnesses, by listing in writing to the school the symptoms designated below, without bringing the child to your office for an examination. This document expires at the end of the academic year that it is/was received.

Physician signature and printed name here

Date

Address _____

Please Attach Business Card

Chronic Illness/Medical Diagnosis _____

Symptoms _____

Expected frequency of episodes _____
(for example: monthly, 4 times per school year, etc.)

Length of absences per episode _____

SYMPTOMS

Neurological System

☐ lethargy
☐ dizziness/unsteadiness
☐ numbness in extremities
☐ petit mal seizures
☐ severe headache
☐ blurred vision

Respiratory system

☐ weakness/fatigue
☐ pallor/cyanosis
☐ continual coughing
☐ congested airway
☐ difficulty breathing
☐ pain

Gastrointestinal system

☐ nausea/vomiting
☐ diarrhea
☐ constipation
☐ abdominal pain

Integumentary system

☐ skin lesions
☐ infections
☐ edema

Musculoskeletal system

☐ pain
☐ inflammation/swelling

Cardiovascular system

☐ weakness/dizziness
☐ pallor/cyanosis
☐ palpitations
☐ rapid pulse
☐ arrhythmia
☐ pain
☐ fever/infections

Genitourinary system

☐ bladder/kidney infection

PARENT/GUARDIAN AUTHORIZATION

I hereby request and authorize the exchange of information on the above diagnosis pertaining to my child between Health designated staff of the **Victor Valley Union High School District** and the physician named above.

I request **Victor Valley Union High School District** to inform me, the parent/guardian signing this authorization before contacting the authorizing medical professional. _____ (initial here to request).

This contact will only be made if the frequency or length of absences exceeds the numbers authorized above. **I further understand I must submit written explanations to verify each absence.**

Parent signature: _____

Date: _____

**FARE**

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No**PLACE
PICTURE
HERE****NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.****Extremely reactive to the following allergens:** _____

THEREFORE:

☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.FOR **ANY** OF THE FOLLOWING:

SEVERE SYMPTOMS



LUNG

Short of breath,
wheezing,
repetitive cough

HEART

Pale, blue,
faint, weak
pulse, dizzy

THROAT

Tight, hoarse,
trouble
breathing/
swallowing

MOUTH

Significant
swelling of the
tongue and/or lips

SKIN

Many hives over
body, widespread
redness

GUT

Repetitive
vomiting, severe
diarrhea

OTHER

Feeling
something bad is
about to happen,
anxiety, confusion**OR A
COMBINATION**
of symptoms
from different
body areas.

- ↓ ↓ ↓
1. **INJECT EPINEPHRINE IMMEDIATELY.**
 2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
- Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS



NOSE

Itchy/runny
nose,
sneezing

MOUTH

Itchy mouth



SKIN

A few hives,
mild itch

GUT

Mild nausea/
discomfort**FOR MILD SYMPTOMS FROM MORE THAN ONE
SYSTEM AREA, GIVE EPINEPHRINE.****FOR MILD SYMPTOMS FROM A SINGLE SYSTEM
AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.15 mg IM ☐ 0.3 mg IM

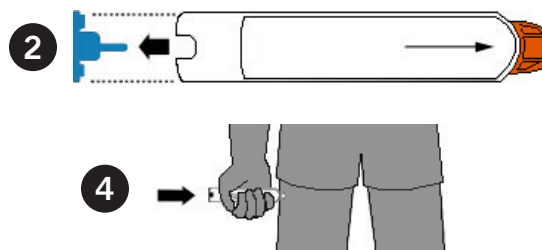
Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

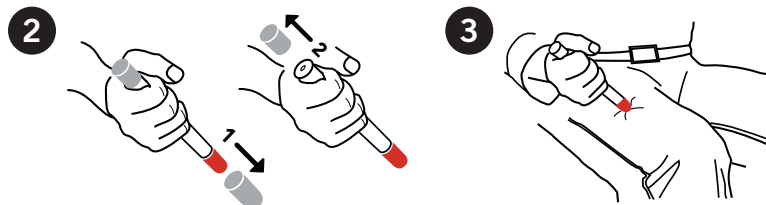
EPIPEN® AUTO-INJECTOR DIRECTIONS

1. Remove the EpiPen Auto-Injector from the clear carrier tube.
2. Remove the blue safety release by pulling straight up without bending or twisting it.
3. Swing and firmly push orange tip against mid-outer thigh until it 'clicks'.
4. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove auto-injector from the thigh and massage the injection area for 10 seconds.



ADRENALINE® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR DIRECTIONS

1. Remove the outer case.
2. Remove grey caps labeled "1" and "2".
3. Place red rounded tip against mid-outer thigh.
4. Press down hard until needle enters thigh.
5. Hold in place for 10 seconds. Remove from thigh.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____

PHONE: _____

NAME/RELATIONSHIP: _____

PHONE: _____



PHYSICIAN INSTRUCTIONS

For SCHOOL ASSISTED MEDICATION

School _____

School Phone # _____

School Fax # _____

This form must be completed before any medication (prescription or over-the-counter) can be given, or taken, at school. Signatures of both physician and parent/guardian are required. This form must be renewed annually or with any change in medications.

Student Name: _____ **Date of Birth:** _____

PHYSICIAN USE ONLY

Medication: _____ **Dose:** _____ **Reason/Diagnosis:** _____

Start Date: _____ **Stop Date:** _____

Route: ☐Oral ☐Nasal ☐Topical ☐Inhale ☐Injection ☐Other _____

Frequency: _____

Other Instructions: _____

Medication: _____ **Dose:** _____ **Reason/Diagnosis:** _____

Start Date: _____ **Stop Date:** _____

Route: ☐Oral ☐Nasal ☐Topical ☐Inhale ☐Injection ☐Other _____

Frequency: _____

Other Instructions: _____

Physician's Signature: _____ **Date:** _____

Physician's Name: _____

Address: _____ **City:** _____ **Zip Code:** _____

All medication orders will be automatically discontinued at the end of the school year. New orders are required each school year. California Education Code section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

California Education Code section 49423 (c) A pupil may be subject to disciplinary action pursuant to Sections 48900 if that pupil uses an inhaler or auto-injectable in a manner other than as prescribed

Parent Request

For Assistance with Medication at School

This form must be completed before any medication (prescription or over-the-counter) can be given, or taken, at school. Signatures of both physician and parent/guardian are required. This form must be renewed annually or with any change in medications.

Parent Request for School Assistance with Medication

I understand that school district regulations require student medication to be maintained in a secure place, under the direction of an adult employee of the school district, and not carried on the person of a student (with the exception of asthma inhalers and epinephrine auto-injectors accompanied by appropriate physician instructions).

- A. I hereby request that the staff of my child's school assist in giving medication to my child during school hours as stated in the physician instructions. I also give permission to contact the physician for consultation and exchange of information as needed.

Signature of Parent/Guardian: _____ **Date:** _____ **Phone Number:** _____

- B. For ASTHMA INHALER/EPINEPHRINE AUTO-INJECTORS self-administered only: I hereby request that my student carry and self-administer his/her asthma inhaler or auto-injector. I understand that if my student does not follow the rules and responsibilities of carrying his/her medication, he/she will lose the privilege of carrying such medication. I also give permission to contact the physician for consultation and exchange of information as needed.

Signature of Parent/Guardian: _____ **Date:** _____ **Phone Number:** _____

Student Contract – Asthma Inhalers Only

I agree to keep my medication in a safe and secure place, such as on my person, at all times. I agree I will NEVER share my medication with another student. If I am using my inhaler more than once a day, I will speak with the school nurse.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

All medication orders will be automatically discontinued at the end of the school year. New orders are required each school year

California Education Code 49423 (c) A pupil may be subject to discipline action pursuant to Section 48900 if that pupil uses an inhaler or auto-injectable epinephrine in a manner other than as prescribed.

Victor Valley Union High School District

16350 Mojave Dr. Victorville, CA 92395
760.955.3201 ex. 10238

CHRONIC ILLNESS VERIFICATION FORM (CIVF) INFORMATION

The Chronic Illness Form allows parents to excuse absences due to a specific medical condition with the same authority as a medical professional. Below are guidelines for completing the form correctly to establish and maintain this authorization.

- 1) **Victor Valley Union High School District** does not accept any CIVF that does not have the expected frequency of episodes, length of absence, diagnosis, appropriate symptoms listed, Physician's or Medical Group letterhead/business card attached and appropriate signature(s). Please return the form to parent for completion.
- 2) The school site may fax the CIVF back to the Physician's office to verify the document's authenticity. An administrator or their designee must refuse acceptance of any CIVF found to be fraudulent.
- 3) Please monitor the expected frequency and length of episode for absences excused for reasonable compliance with the Physician's guidelines outlined on the form. If there is a concern about the child not making academic progress due to these absences or that the privilege is being misused, the school will contact the student and/or parent to discuss these concerns. For some chronically ill children, alternative educational programs may meet their needs more appropriately.
- 4) If the site has unresolved concerns, after talking with the student and/or parent, designated Health Services staff will contact the authorizing Physician with specific questions related to the diagnosis and absenteeism. We will refer to the CIVF if the parent initials require contact with them prior to accessing the Physician.
- 5) Remember, the form expires at the end of the academic year. Obtain a new form annually.

STUDENT AND PHYSICIAN VERIFICATION

Student: _____ DOB: _____ Grade: _____

Forward to: _____
School FAX number

Dear Physician,

Your patient is a student enrolled in [enter school district here]. For your records, please list the chronic illness diagnosed for the student. Also, please check or list symptoms that would not warrant an office visit, but might require the child to stay home from school. This will allow the parent to verify illnesses, by listing in writing to the school the symptoms designated below, without bringing the child to your office for an examination. This document expires at the end of the academic year that it is/was received.

Physician signature and printed name here

Date

Address _____

Please Attach Business Card

Chronic Illness/Medical Diagnosis _____

Symptoms _____

Expected frequency of episodes _____
(for example: monthly, 4 times per school year, etc.)

Length of absences per episode _____

SYMPTOMS

Neurological System

☐ lethargy
☐ dizziness/unsteadiness
☐ numbness in extremities
☐ petit mal seizures
☐ severe headache
☐ blurred vision

Respiratory system

☐ weakness/fatigue
☐ pallor/cyanosis
☐ continual coughing
☐ congested airway
☐ difficulty breathing
☐ pain

Gastrointestinal system

☐ nausea/vomiting
☐ diarrhea
☐ constipation
☐ abdominal pain

Integumentary system

☐ skin lesions
☐ infections
☐ edema

Musculoskeletal system

☐ pain
☐ inflammation/swelling

Cardiovascular system

☐ weakness/dizziness
☐ pallor/cyanosis
☐ palpitations
☐ rapid pulse
☐ arrhythmia
☐ pain
☐ fever/infections

Genitourinary system

☐ bladder/kidney infection

PARENT/GUARDIAN AUTHORIZATION

I hereby request and authorize the exchange of information on the above diagnosis pertaining to my child between Health designated staff of the **Victor Valley Union High School District** and the physician named above.

I request **Victor Valley Union High School District** to inform me, the parent/guardian signing this authorization before contacting the authorizing medical professional. _____ (initial here to request).

This contact will only be made if the frequency or length of absences exceeds the numbers authorized above. **I further understand I must submit written explanations to verify each absence.**

Parent signature: _____

Date: _____

Food Allergy History

Student Name: _____ Date of Birth: _____

ID#: _____ School: _____ Grade: _____

Parent/Guardian Name(s): _____

Parent Telephone Home #: _____ Cell #: _____ Work #: _____

Emergency Contact: _____ Relationship to Student: _____

Emergency Contact Number: _____

Health Care Provider: _____ Telephone #: _____

1. Allergy to _____

2. Is your child's food allergy considered life threatening?

☐ No ☐ Yes

If yes, by State Law, your child may not attend school until the health care provider orders for this condition have been provided. Please contact the School Nurse.

3. Does your child have asthma? ☐ No ☐ Yes

4. Does your child have any other health condition(s) or medication allergies? ☐ No ☐ Yes

Explain: _____

5. Describe your child's symptoms to an allergic reaction: _____

6. Is your child able to identify foods that may cause a reaction? ☐ No ☐ Yes

7. Is your child able to recognize symptoms of their allergic reaction? ☐ No ☐ Yes

8. Has your child received medical care because of an allergic reaction to food? ☐ No ☐ Yes

9. Are there any limitations, restrictions or other precautions needed at school? ☐ No ☐ Yes

10. Is a completed Food Allergy Care Plan on file? ☐ No ☐ Yes

11. Is a Medication Plan on file? ☐ No ☐ Yes

Signature of Parent/Guardian

Date

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

1. School/Agency Name	2. Site Name	3. Site Telephone Number	
4. Name of Child or Adult Participant		5. Age or Date of Birth	
6. Name of Parent or Guardian		7. Telephone Number	
<p>8. Check One:</p> <p><input type="checkbox"/> Participant has a disability or a medical condition that requires a special meal and/or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment.</p> <p><input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to a food intolerance or other medical reason. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests.</p> <p>A licensed physician, physician assistant, or nurse practitioner must complete and sign this form.</p>			
9. The participant's disability or medical condition requiring a special meal or accommodation:			
10. If participant has a disability, provide a brief description of his/her major life activity affected by the disability:			
11. Diet prescription and/or accommodation (please describe in detail to ensure proper implementation-use extra pages as needed):			
<p>12. Indicate food texture for above participant:</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed </div>			
13. Foods to be omitted and substitutions (please list specific foods to be omitted and suggested substitutions. You may attach a sheet with additional information as needed):			
A. Foods To Be Omitted		B. Suggested Substitutions	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
14. Adaptive equipment to be used:			
15. Signature of Recognized Medical Authority*	16. Printed Name	17. Telephone Number	18. Date

***For this purpose, a recognized medical authority in California is a licensed physician, physician assistant, or nurse practitioner.**

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

INSTRUCTIONS

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, etc.).
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use date of birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.).
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability (e.g., Allergy to peanuts causes a life-threatening reaction).
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by the recognized medical authority.
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted (e.g., exclude fluid milk).
B. Suggested Substitutions: List specific foods to include in the diet (e.g., calcium-fortified juice).
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining (e.g., sippy cup, large handled spoon, wheel-chair accessible furniture, etc.).
15. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
16. **Printed Name:** Print name of medical authority.
17. **Telephone Number:** Telephone number of medical authority.
18. **Date:** Date medical authority signed form.

Citations are from Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and ADA Amendment Act of 2008:

A person with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

Physical or mental impairment means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; speech; organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major bodily functions have been added to major life activities and include the functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

"Has a record of such an impairment" means a person has, or has been classified (or misclassified) as having, a history of mental or physical impairment that substantially limits one or more major life activities.



PHYSICIAN INSTRUCTIONS

For SCHOOL ASSISTED MEDICATION

School _____

School Phone # _____

School Fax # _____

This form must be completed before any medication (prescription or over-the-counter) can be given, or taken, at school. Signatures of both physician and parent/guardian are required. This form must be renewed annually or with any change in medications.

Student Name: _____ **Date of Birth:** _____

PHYSICIAN USE ONLY

Medication: _____ **Dose:** _____ **Reason/Diagnosis:** _____

Start Date: _____ **Stop Date:** _____

Route: ☐Oral ☐Nasal ☐Topical ☐Inhale ☐Injection ☐Other _____

Frequency: _____

Other Instructions: _____

Medication: _____ **Dose:** _____ **Reason/Diagnosis:** _____

Start Date: _____ **Stop Date:** _____

Route: ☐Oral ☐Nasal ☐Topical ☐Inhale ☐Injection ☐Other _____

Frequency: _____

Other Instructions: _____

Physician's Signature: _____ **Date:** _____

Physician's Name: _____

Address: _____ **City:** _____ **Zip Code:** _____

All medication orders will be automatically discontinued at the end of the school year. New orders are required each school year. California Education Code section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

California Education Code section 49423 (c) A pupil may be subject to disciplinary action pursuant to Sections 48900 if that pupil uses an inhaler or auto-injectable in a manner other than as prescribed

Parent Request

For Assistance with Medication at School

This form must be completed before any medication (prescription or over-the-counter) can be given, or taken, at school. Signatures of both physician and parent/guardian are required. This form must be renewed annually or with any change in medications.

Parent Request for School Assistance with Medication

I understand that school district regulations require student medication to be maintained in a secure place, under the direction of an adult employee of the school district, and not carried on the person of a student (with the exception of asthma inhalers and epinephrine auto-injectors accompanied by appropriate physician instructions).

- A. I hereby request that the staff of my child's school assist in giving medication to my child during school hours as stated in the physician instructions. I also give permission to contact the physician for consultation and exchange of information as needed.

Signature of Parent/Guardian: _____ **Date:** _____ **Phone Number:** _____

- B. For ASTHMA INHALER/EPINEPHRINE AUTO-INJECTORS self-administered only: I hereby request that my student carry and self-administer his/her asthma inhaler or auto-injector. I understand that if my student does not follow the rules and responsibilities of carrying his/her medication, he/she will lose the privilege of carrying such medication. I also give permission to contact the physician for consultation and exchange of information as needed.

Signature of Parent/Guardian: _____ **Date:** _____ **Phone Number:** _____

Student Contract – Asthma Inhalers Only

I agree to keep my medication in a safe and secure place, such as on my person, at all times. I agree I will NEVER share my medication with another student. If I am using my inhaler more than once a day, I will speak with the school nurse.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

All medication orders will be automatically discontinued at the end of the school year. New orders are required each school year

California Education Code 49423 (c) A pupil may be subject to discipline action pursuant to Section 48900 if that pupil uses an inhaler or auto-injectable epinephrine in a manner other than as prescribed.



School _____
School Phone # _____
School Fax # _____

Modified Physical Education or Daily Recess Restrictions

This form should be completed so that a student with a medical disability or injury may participate in physical education (PE), as required by California Education Code, or may participate in daily student recess. (California Education Codes 51206, 51210, 51211, 51220, 51223)

Student Name: _____ Date of Birth: _____ School Name: _____

Diagnosis/Surgery: _____ (Optional)

Choose an appropriate PE program, or activity level:

- ☐ Regular physical education program, or activity level, (No modification required).
☐ Exemption* from physical education (student cannot safely participate in any PE). *Note: California requires 2 years of PE for High School graduation.*
☐ May participate in physical education, or recess, with the following restrictions:
(Please give a brief description and check appropriate boxes. Include any limits set on activities for safety or medical reasons.)

Complete one of the following:

A. MAY PARTICIPATE IN THE FOLLOWING SPORTS:

☐ Baseball ☐ Basketball ☐ Football ☐ Golf ☐ Running ☐ Soccer ☐ Softball ☐ Swimming ☐ Tennis ☐ Volleyball ☐ _____

B. ACTIVITY RECOMMENDATIONS (Please check where appropriate and add comments if applicable)

TYPE OF ACTIVITY	OMIT	MILD	MODERATE	UNLIMITED	COMMENTS
Aerobic					
Bending					
Catching					
Climbing					
Hanging					
Jumping					
Kicking					
Lifting					
Pulling					
Pushing					
Running					
Squatting					
Stretching					
Throwing					
Twisting					
Walking					

Above restrictions / limitations are for dates: ☐ _____ to _____ OR ☐ One Semester OR ☐ Until the end of the school year

Physician Signature: _____ Date: _____

Physician Name: _____

Address: _____ Phone: _____

City: _____ Zip: _____

I give permission to contact the physician for consultation and exchange of information as needed.

Signature of Parent or Guardian: _____ Date: _____ Phone: _____

This form must be renewed each school year or with any change or modification in physical education or activity restrictions.

* California Education Code establishes requirements for physical education at all levels. In addition, California Education Code provides for Temporary or Permanent Exemption from Physical Education for medical reasons. (California Education Codes 51241, 51246)



Superintendent
Ron Williams Ed.D

Board of Education
Jose Berrios – President
Penny Edmiston– Vice President
Barbara Dew – Clerk
Joshua Garcia– Member

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
Sexual Health and HIV / AIDS Education Opt-Out Form

DEAR PARENT OR GUARDIAN

Education Code section 51930, et seq. requires school districts to provide sexual health education and comprehensive HIV prevention training to students in grades 7-12. Effective January 1, 2016, the Legislature has amended the law to provide that sexual health education and HIV / AIDS education are both mandatory for all students. Under prior law, only HIV / AIDS prevention education was mandatory. The Legislature's stated purpose is to ensure that students receive integrated, comprehensive, factually accurate, and unbiased sexual health and HIV prevention instruction, and to provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors. The law also recognizes that parents and guardians retain the responsibility and ability to impart values about sexual health matters.

Pursuant to state law, the District's *Positive Prevention PLUS* curriculum and instruction will teach the value of, and prepare students to have and maintain, committed relationships. The lessons will encourage students to speak with their parents/guardians and other trusted adults about human sexuality and will provide students with knowledge and skills to do so. Annual implementation dates are being organized and delivered by each school site starting in 2019 in grades 7 and 9 as part of the physical education course. The curricular materials to be used during this training are available for your review upon request at the school main office until start of this course training.

As a parent, you have the right to request copies of Education Code section 51930, et seq. and to excuse your student from sexual health and HIV education and related assessments. If you **DO NOT** wish to have your student to receive the sexual health and HIV prevention training outlined above, please complete the opt-out information below and return the completed form to your school's office as soon as possible. If **not received**, your student will receive sexual health and HIV prevention education as required by Education Code section 51930, et seq.

Please contact your school with any questions.

Student Name (**PRINT**): _____ Student ID: _____

Parent/Guardian's Name (**PRINT**): _____ Date: _____

Parent/Guardian's **Signature**: _____ Date: _____



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

Hook Junior High School

Title I School-Level Parental Involvement Policy

2021-2022

School-Parent Compact

Hook Junior High School distributes to parents of Title I students a School-Parent Compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility to provide high-quality curriculum and instructions.

The ways parents will be responsible for supporting their children's learning.

The importance of ongoing communication between parents and teachers through, at a minimum, annual parent teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

The School-Parent Compact is developed jointly in the fall with Spring revisions for immediate distribution in the subsequent school year. This joint development takes place during School Site Council meetings, ELAC meetings, and other parent functions. The policy is primarily distributed to all parents and students upon initial enrollment and in annual registration packets. Additionally, it is posted on the school website and is available at the front counter of the Main Office. Additional copies are also made available in Athletic Clearance Packets.

Building Capacity for Involvement

Hook Junior High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Hook Junior High School provides a multitude of methods a year to provide parents with information on student achievement including Back-to-School Night, SSC meetings, ELAC meetings, parent-teacher conferences, IEPs, SSTs, 504 plans, and other parent functions.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Hook Junior High School provides various methods to equip parents with materials and resources to support their children's academic achievement through Back-to-School Night meetings, Family Night presentations, SSC meetings, ELAC meetings, parent-teacher conferences, IEPs, SSTs, 504 plans, and other parent functions.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Hook Junior High School educates staff members about the value of parent contributions and how to work with parents as partners in education through monthly SSC and biannual ELAC meetings.

The school coordinates and integrates the Title I parent involvement program with other programs and conducts other activities during parent events to encourage and support parents in fully participating in the education of their children. Hook Junior High School has scheduled multiple opportunities throughout the school year to provide information and resources for parents including parent trainings and input on school programs.

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Hook Junior High School distributes information to parents by means of NTI messages in both English and Spanish, ensures that written communication are also in both English and Spanish and provides agendas and minutes, and handouts in ELAC meetings in both English and Spanish. Translation is also available for parent meetings.

Accessibility

Hook Junior High School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents with migratory students. Information and school reports are provided in a format and language that parents understand. Hook Junior High School ensures that all documents are provided in English and Spanish and that translation is also available for all parent meetings. All reasonable accommodations are made for any parents with disabilities.

Student Last Name: _____ First Name: _____ Student ID #: _____

Parent Signature : _____ Date: _____

Hook Junior High School

Parent Compact 2021-2022

Compacts are voluntary agreements between families and schools. This compact represents one example of how a family-school compact could look for a magnet or charter school where families and their students have voluntarily decided to participate in the school. Schools and districts may use this compact to develop a local compact.

Our school philosophy as an alternative school is that families, students, and school staff should work in partnership to help each student reach his/her potential. As partners we agree to the following:

As a student I will:

- Believe that I can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class rules.
- Follow the school's uniform dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

Student signature

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Monitor TV viewing and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and uniform dress code.
- Monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences, Open House and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community-sponsored activities to meet my agreed-upon responsibility of 40 hours a year.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.

Family member signature

As a teacher I will:

- Provide high-quality curriculum and instruction.
- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school through conferences, parent-teacher meetings, progress reports, and other available means.
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the school, staff, students, and families.

Teacher signature

We make a commitment to work together to carry out this agreement.

Signed on this _____ day of _____, 20__.

Hook Junior High School

Acuerdo para los padres de familia 2021-2022

Los convenios son acuerdos voluntarios entre las familias y las escuelas. Este convenio/acuerdo representa un ejemplo de cómo el acuerdo escuela -familia podría buscar una escuela magnet o autónoma (charter) donde las familias y sus estudiantes hayan decidido participar de manera voluntaria en la escuela. Las escuelas y los distritos pueden usar este acuerdo para desarrollar a un acuerdo local.

Nuestra filosofía escolar es que las familias, los estudiantes y el personal trabajen en conjunto para ayudar a cada alumno(a) a desarrollar su potencial. Como socios estamos de acuerdo con lo siguiente:

Como estudiante:

- Creeré que puedo aprender y aprenderé.
- Leeré un mínimo de 30 minutos, cinco días por semana.
- Llegaré a clases a tiempo, listo(a) para aprender y con las tareas terminada.
- Dedicaré tiempo todos los días para hacer mi tarea.
- Conoceré y seguiré las reglas de la escuela y de la clase.
- Seguiré el código de vestimenta escolar.
- Hablaré de manera regular con mis padres y mis maestros sobre mi progreso escolar.
- Respetaré mi escuela, mis compañeros de clase, el personal y a mi familia.
- Pediré ayuda cuando la necesite.

Firma del estudiante

Como padre de familia/tutor o miembro familiar:

- Hablaré con mi hijo(a) regularmente sobre el valor de la educación.
- Me comunicaré con la escuela cuando tenga una inquietud.
- Supervisaré el tiempo que ven televisión y me aseguraré que mi hijo(a) lea todos los días.
- Aseguraré de que mi hijo(a) asista a la escuela todos los días, a tiempo, y con la tarea terminada.
- Apoyaré la política de disciplina de la escuela y el código de vestimenta.
- Supervisaré el progreso escolar de mi hijo(a).
- Haré todo lo posible para asistir a los eventos escolares, tales como conferencias de padres y maestros, 'open house', y noche de regreso a la escuela (back to school night).
- Aseguraré de que mi hijo(a) duerma lo suficiente, tenga atención médica regular y una nutrición adecuada.
- Participaré en la escuela, casa y en las actividades patrocinadas por la comunidad para cumplir con mi convenio de responsabilidad de 40 horas anuales.
- Participaré en la toma de decisiones con el personal escolar y otras familias para el beneficio de los estudiantes.
- Respetaré la escuela, el personal, los estudiantes y sus familias.

Firma del miembro familiar

Como maestro (a):

- Proveeré un programa de estudios e instrucción de alta calidad.
- Comunicaré nuestras expectativas altas a todos los estudiantes.
- Procuraré motivar a mis estudiantes para que aprendan.
- Enseñaré y haré participar a los estudiantes en las clases para que sean interesantes y desafiantes.
- Participaré en las oportunidades de desarrollo profesional que mejoren la enseñanza y el aprendizaje y apoyar la formación de asociaciones con las familias y la comunidad.
- Haré cumplir las reglas de manera equitativa e involucraré a los estudiantes en la creación de un ambiente de aprendizaje cálido e interesante en la clase.
- Comunicaré regularmente a las familias el progreso escolar de su estudiante a través de conferencias, reuniones de padres y maestros, informes de progreso, y otros medios disponibles.
- Participaré en la escuela, casa y en las actividades patrocinadas por la comunidad para cumplir con mi convenio de responsabilidad de 40 horas anuales.
- Proporcionaré asistencia a las familias de lo que pueden hacer para apoyar el aprendizaje de sus hijos.
- Participaré en la toma de decisiones con el resto del personal escolar y las familias para el beneficio de los estudiantes.
- Respetaré la escuela, el personal, los estudiantes y sus familias.

Firma del profesor

Nos comprometemos a trabajar juntos para llevar a cabo este acuerdo.

Firmado este día ____ de ____ del 20__.



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

16350 Mojave Drive, Victorville, California 92395-3655
Telephone (760) 955-3201 • Fax (760) 490-0520

HOOK JUNIOR HIGH SCHOOL VOLUNTEER PROGRAM REQUEST FORM

COMMUNITY OR PARENT VOLUNTEER COMPLETES THIS PORTION

Parent Name _____ Student Name _____ Grade _____
Address _____ City _____ State _____ Zip Code _____
Home Telephone _____ Cell Phone _____ Email _____
Emergency Contact _____ Telephone _____
Available Days: ____ Sun ____ Mon ____ Tue ____ Wed ____ Thu ____ Fri ____ Sat
Available Times: _____

SCHOOL ADMINISTRATOR AND VOLUNTEER COMPLETES THIS PORTION

Volunteers may provide assistance in one or more of the following school activities (must indicate):

____ Assist with ASB Activities ____ Chaperone ____ Yearbook
____ (List ASB Activity) ____ Cadet Corp. ____ Assist Family Engagement Center
____ Parent Representative on Site and/or District Activities/Committee(s)

Community / Parent Volunteer Signature **Date**

Principal's Signature Only **Date**

PERSONNEL SERVICES OFFICE COMPLETES THIS PORTION

Confidential Parent Volunteer Processing Checklist

____ Valid California Drivers License or DMV Identification Card (copy attached)
____ Tuberculosis examination certificate within the four years preceding date VPR form (copy attached)
____ Volunteer received DOJ Criminal Background Request (Fingerprint form). Print date _____
____ Volunteer completed *Confidential Conviction Record Form* ____ Printed Volunteer Identification Badge
____ Received DOJ Criminal Background Report on _____, Personnel Services review by _____

Signature – Superintendent or Designee **Date**