



HOOK JUNIOR HIGH SCHOOL

# PARENT AND STUDENT HANDBOOK

2022-2023

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

2022-2023

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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  
Shelley Bassham, Assistant Principal  
Kristina Madrigal, Counselor - Kristina Kamiyama, Counselor

### ***Greetings Hook Junior High School Students and Parents!!***

It is my pleasure to welcome each of you to Hook Junior High School, “Home of the Wranglers”, and the 2022-2023 school year! Our staff is fired-up and ready for an exciting and productive year ahead of us! As you know, last school year had its challenges as we all returned to in-person learning from the previous Distance Learning year. However, I am very proud of how students and staff all responded. It was through the professional work of our amazing staff and the resilience of our students and families, that we all persevered and ended on a positive note. Our 8th graders have transitioned to their respective high schools as well as 7th graders now 8th graders, and we are equally excited for our incoming 7th graders.

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.

In addition, it is also very important to inform and communicate our [NEW Hook Junior High School Bell- Schedule as a result of Senate Bill 328 that became effective July 1, 2022.](#) The following times reflect our new start time for the upcoming 2022-2023 school year:

- **School starts at promptly at 8:00 AM and ends at 2:46 PM**
- **Wednesday Collaboration Days: Dismissal is at 1:52 PM**
- **FYI – Full Schedules are also available within this handbook**
- **See updated dress code policy on pages 11 & 12**

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, engaged, and actively 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 and career ready student upon graduating from high school. Each student is at that point where you can begin to build a



# Letter from the Principal

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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. Again, welcome to ***Hook Junior High School***, and I am extremely humbled and honored to have this opportunity to serve as your Principal.

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

Here's to an excellent 2022-2023 school year! Go Wranglers!!

Respectfully,

Carlos Cerna

# Hook Staff Information

HOOK JUNIOR HIGH SCHOOL: (760) 963360

## ADMINISTRATION

Carlos Cerna	Principal	Ext. 43111	<a href="mailto:ccerna@vvuhsd.org">ccerna@vvuhsd.org</a>
Carolanne Garcia	Administrative Assistant III	Ext. 43111	<a href="mailto:cgarcia@vvuhsd.org">cgarcia@vvuhsd.org</a>
Michelle Rask	Assistant Principal	Ext. 43109	<a href="mailto:mrask@vvuhsd.org">mrask@vvuhsd.org</a>
Shelley Bassham	Assistant Principal	Ext. 43209	<a href="mailto:sbassham@vvuhsd.org">sbassham@vvuhsd.org</a>
Stephanie Olguin	Administrative Assistant I	Ext. 43102	<a href="mailto:solguin@vvuhsd.org">solguin@vvuhsd.org</a>
Lara Hoy	Administrative Assistant I	Ext. 43202	<a href="mailto:lhoy@vvuhsd.org">lhoy@vvuhsd.org</a>

## COUNSELING

Kristina Madrigal	Counselor for last names A-L	Ext. 43106	<a href="mailto:kmadrigal@vvuhsd.org">kmadrigal@vvuhsd.org</a>
Kristina Kamiyama	Counselor for last names M-Z	Ext. 43107	<a href="mailto:krkamiyama@vvuhsd.org">krkamiyama@vvuhsd.org</a>
Carolina Reyna	Mental Health Clinician	Ext 43109	<a href="mailto:creyna@vvuhsd.org">creyna@vvuhsd.org</a>

## OFFICE STAFF

Sonia Salazar	Receptionist - Main Desk	Ext. 43100	<a href="mailto:ssalazar@vvuhsd.org">ssalazar@vvuhsd.org</a>
Charina Smith	Attendance	Ext. 43201	<a href="mailto:csmith@vvuhsd.org">csmith@vvuhsd.org</a>
Misty Montgomery	Attendance	Ext. 43101	<a href="mailto:mmontgomery@vvuhsd.org">mmontgomery@vvuhsd.org</a>
Attendance Voicemail	Attendance Line	Ext. 43116	
Colleen Gibson	Library	Ext. 43125	<a href="mailto:cgibson@vvuhsd.org">cgibson@vvuhsd.org</a>
Ana Parrilla-Hernandez	Family Engagement Center	Ext. 43382	<a href="mailto:aparrillahernandez@vvuhsd.org">aparrillahernandez@vvuhsd.org</a>

## FOOD SERVICES

Cafeteria	Cafeteria – Hook Food Services	Ext. 43100	<a href="mailto:hjrcaft@vvuhsd.org">hjrcaft@vvuhsd.org</a>
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## BOARD OF TRUSTEES

Jose “Joe” Berrios	Penny Edmiston
Caleb Castenada	Joshua Garcia
Barbara Dew	

## DISTRICT OFFICE ADMINISTRATION

Elvin Momon – Superintendent
Dr. Ramiro Rubalcaba, Ed.D. – Assistant Superintendent, Human Resources
Dr. Ratmony Yee, Ed. D. – Assistant Superintendent, Educational Services
Debby Deal - Interim Assistant Superintendent, Business Services

## TEACHERS

Anderson, Meghan	<a href="mailto:manderson@vvuhsd.org">manderson@vvuhsd.org</a>	Mancinelli, Darlene	
Chairez, Carlos	<a href="mailto:cchairez@vvuhsd.org">cchairez@vvuhsd.org</a>	Manriquez, Josselyn	
Counts, Megail	<a href="mailto:mcounts@vvuhsd.org">mcounts@vvuhsd.org</a>	Meade, Cynthia	<a href="mailto:cmeade@vvuhsd.org">cmeade@vvuhsd.org</a>
Cruz, Laura	<a href="mailto:lcruz@vvuhsd.org">lcruz@vvuhsd.org</a>	Messer, Liana	<a href="mailto:lmesser@vvuhsd.org">lmesser@vvuhsd.org</a>
Curlee, Tonya		Moeller, Erica	<a href="mailto:emoeller@vvuhsd.org">emoeller@vvuhsd.org</a>
Curlee Olivas, Yolanda		Morales Hernandez,	
Davis, James	<a href="mailto:jdavis@vvuhsd.org">jdavis@vvuhsd.org</a>	Noble, Nancy	<a href="mailto:nnoble@vvuhsd.org">nnoble@vvuhsd.org</a>
DeLaTorre, Lucrecia	<a href="mailto:ldelatorre@vvuhsd.org">ldelatorre@vvuhsd.org</a>	Padilla, Christina	<a href="mailto:cpadilla@vvuhsd.org">cpadilla@vvuhsd.org</a>
Fenton, Kaitlyn	<a href="mailto:kfenton@vvuhsd.org">kfenton@vvuhsd.org</a>	Prado, Jesus	<a href="mailto:jprado@vvuhsd.org">jprado@vvuhsd.org</a>
Figueroa, Maria	<a href="mailto:mfigueroa@vvuhsd.org">mfigueroa@vvuhsd.org</a>	Prince, Kandece	<a href="mailto:kprince@vvuhsd.org">kprince@vvuhsd.org</a>
Ford, Vanessa	<a href="mailto:vford@vvuhsd.org">vford@vvuhsd.org</a>	Riggins, Robert	<a href="mailto:rriggins@vvuhsd.org">rriggins@vvuhsd.org</a>
Fredrickson, Jason	<a href="mailto:jfredrickson@vvuhsd.org">jfredrickson@vvuhsd.org</a>	Rivera, Angela	<a href="mailto:arivera@vvuhsd.org">arivera@vvuhsd.org</a>
Garcia, Alycia	<a href="mailto:ajgarcia@vvuhsd.org">ajgarcia@vvuhsd.org</a>	Rocco, Ricky	<a href="mailto:rrocco@vvuhsd.org">rrocco@vvuhsd.org</a>
Garcia, Darline		Rodriguez, Carla	
Girgis, Josephine	<a href="mailto:jgirgis@vvuhsd.org">jgirgis@vvuhsd.org</a>	Rogers, Jackie	<a href="mailto:jrogers@vvuhsd.org">jrogers@vvuhsd.org</a>
Greene, Christopher	<a href="mailto:cgreene@vvuhsd.org">cgreene@vvuhsd.org</a>	Saad, Mona	<a href="mailto:msaad@vvuhsd.org">msaad@vvuhsd.org</a>
Hall, Doreen	<a href="mailto:dhall@vvuhsd.org">dhall@vvuhsd.org</a>	Sansoucie, Michaela	<a href="mailto:msansoucie@vvuhsd.org">msansoucie@vvuhsd.org</a>



# Hook Staff Information

Jordan, Randy	<a href="mailto:rjordan@vvuhsd.org">rjordan@vvuhsd.org</a>	Shoemaker, Ken	<a href="mailto:kshoemaker@vvuhsd.org">kshoemaker@vvuhsd.org</a>
Kamiyama, Kenneth	<a href="mailto:kkamiyama@vvuhsd.org">kkamiyama@vvuhsd.org</a>	Stoddard, Martyn	<a href="mailto:mstoddard@vvuhsd.org">mstoddard@vvuhsd.org</a>
Kapelos, Marta	<a href="mailto:mkapelos@vvuhsd.org">mkapelos@vvuhsd.org</a>	Storch, Soren	
Maloney, Makenna	<a href="mailto:mmmaloney@vvuhsd.org">mmmaloney@vvuhsd.org</a>	Swift, Jason	
Marler, Dianna	<a href="mailto:dmalar@vvuhsd.org">dmalar@vvuhsd.org</a>	Ware, Judith	<a href="mailto:judithware@vvuhsd.org">judithware@vvuhsd.org</a>



# School Information

## Hook Junior High School Bell Schedules

School Start Time: 8:00 am Monday through Friday; Gates open at 7:30 am for breakfast.

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

COLLABORATION DAY (ALL Wednesdays; Except 12/14, 3/1, 5/24, & 5/31)			
	Breakfast	7:30 am – 7:55 am	
	Period 1	8:00 am – 8:43 am	
	Period 2	8:48 am – 9:28 am	
	Period 3	9:34 am – 10:15 am	
	Period 4	10:20 am – 11:01 am	
Lunch A	11:01 am – 11:31 am	Period 5A	11:07 am – 11:48 am
Period 5B	11:37 am – 12:18 pm	Lunch B	11:48 am – 12:18 pm
	Period 6	12:24 pm – 1:05 pm	
	Period 7	1:10 pm – 1:52 pm	

MINIMUM DAY (Last Day Each Semester: 12/16/2022 and 6/1/2023)			
	Breakfast	7:30 am – 7:55 am	
	Period 1	8:00 am – 8:40 am	
	Period 2	8:45 am – 9:23 am	
	Period 3	9:28 am – 10:06 am	
	Period 4	10:11 am – 10:49 am	
Lunch A	10:49 am – 11:19 pm	Period 5A	10:54 pm – 11:32 pm
Period 5B	11:24 pm – 12:02 pm	Lunch B	11:32 pm – 12:02 pm
	Period 6	12:07 pm – 12:45 pm	
	Period 7	12:50 pm – 1:28 pm	

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

# School Information

## Hook Junior High School Special Bell Schedules

School Start Time: 8:00 am Monday through Friday; Gates open at 7:30 am for breakfast.

LONG ASSEMBLY SCHEDULE			
	Breakfast	7:30 am – 7:55 am	
	Period 1	8:00 am – 10:30 am	
	Assembly A (7th)	8:15 am to 9:15 am	
	Assembly B (8th)	9:30 am to 10:30 am	
	Period 2	10:35 am – 11:07 am	
Lunch A	11:07 am – 11:37 am	Period 5A	11:13 am – 11:45 am
Period 5B	11:43 am – 12:15 pm	Lunch B	11:45 am – 12:15 pm
	Period 3	12:21 pm – 12:53 pm	
	Period 4	12:58 pm – 1:30 pm	
	Period 6	1:35 pm – 2:07 pm	
	Period 7	2:12 pm – 2:46 pm	

SHORT ASSEMBLY SCHEDULE			
	Breakfast	7:30 am – 7:55 am	
	Period 1	8:00 am – 9:15 am	Assembly
	Period 2	9:20 am – 10:05 am	
	Period 3	10:10 am – 10:55 am	
Lunch A	10:55 am – 11:25 am	Period 5A	11:00 am – 11:45 am
Period 5B	11:30 am – 12:15 pm	Lunch B	11:45 am – 12:15 pm
	Period 4	12:20 am – 1:05 pm	
	Period 6	1:10 pm – 1:55 pm	
	Period 7	2:00 pm – 2:46 pm	

MINIMUM DAY (Last Day Each Semester: 12/17/2021 and 6/1/2022)			
	Breakfast	7:30 am – 7:55 am	
	Period 1	8:00 am – 8:20 am	
	TESTING	8:30 am – 10:30 am	
	Period 2	10:40 am – 11:10 am	
Lunch A	11:10 am – 11:40 am	Period 5A	11:15 am – 11:56 am
Period 5B	11:45 am – 12:26 pm	Lunch B	11:56 am – 12:26 pm
	Period 3	12:31 pm – 1:01 pm	
	Period 4	10:06 pm – 1:36 pm	
	Period 6	1:41 pm – 2:11 pm	
	Period 7	2:16 pm – 2:46 pm	

# 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.vvuhdsd.org](http://www.vvuhdsd.org)

### 2022 – 2023 SCHOOL CALENDAR

July 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						

August 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

September 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	
						21

October 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	27	25	26	27	28	29
30	31					16

November 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			
						16

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

January 2023						
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 2023						
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 2023						
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 2023						
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						19

May 2023						
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			
						22

June 2023						
Su	M	Tu	W	Th	F	S
				<sup>m</sup> 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 8, 2022
- HOLIDAYS
- OCTOBER, FALL, WINTER & SPRING BREAKS
- LAST DAY OF SCHOOL – June 1, 2023

- NON-STUDENT DAY
- MINIMUM DAY

180 INSTRUCTIONAL DAYS

# 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)

- Solid color polo shirts of any color. Polos may be long sleeve or short sleeve, and may not be altered in any way.
- Polos that contain logos such as the Hook logo, Nike, Underarmour, etc. are permitted.
- School sponsored t-shirts (AVID, Honor Roll, Leadership, etc.) are permitted to be worn in lieu of a polo shirt. This **does not** include PE shirts.
- No Flannel shirts
- No other t-shirts with graphics worn over polos.

**\*\*HJHS Athletic/Sports jerseys may be worn in lieu of polo as/when permitted by the coach, activities coordinator, and administration.**

#### Pants, Shorts, and Skirts (G / B)

- Pants. Jeans, shorts, and skirts must fit properly at the waist.
- Pants, jeans and shorts must not have any rips or tears where skin is revealed.
- Designer jeans that are ripped, but have a backing/patch (no skin showing) are allowed.
- Shorts and skirts must be long enough to cover mid-thigh and cover buttocks when standing, sitting, or bending.
- **Sweat pants (outside of PE), bicycle shorts/spandex, leggings are not allowed.**

**\*\*HJHS PE attire may only be worn during PE class.**

#### Shoes and Socks (G / B)

- Closed toe shoes must be worn at all times (Flats only).
- Shoes must be securely fastened to feet; (Athletic shoes must be laced up and tied, Crocs must be in “sport mode” (strap behind heel).
- Crocs are not approved PE athletic wear. Students must wear athletic shoes for PE.
- Sandals, slippers, slides or ‘house shoes’ are not allowed.
- Socks and shoes must be free from any drug paraphernalia and gang related markings (marijuana symbols, “Cookies”, vaping, etc.)
- Fish-net stockings or socks above mid-calf are not allowed.

#### Belts (G / B)

- Solid colored belts may be worn but may not extend down the front of pants.
- Belts are to be worn appropriately.
- Belts may not contain inappropriate markings, graphics or sayings

#### 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.
- **All cold weather clothing must be free of any drug paraphernalia (“Cookies”, smoking/vaping, marijuana, etc.) and may not reference or allude to any gang affiliation.**

#### 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.
- No team hats, hats with outside logos, ski masks or balaclava coverings allowed.
- Solid or printed colored scarves may be worn.

#### Other General Dress Code Expectations:

- All undergarments (bras, underwear, boxers, etc.) may not be visible.
- Student pants must be worn appropriately; **Sagging is not allowed.**
- **Corsets are not allowed.**
- Pajama, or pajama type clothing is not allowed (unless it is a spirit/school designated activity).
- **Distracting clothing:**
  - Clothing or jewelry that is determined by a teacher or staff member to distract from the learning process will not be allowed. All articles of clothing and jewelry must be free of suggestive words, phrases, inappropriate symbols or double meanings.



# School Information (Cont.)

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## **Athletes Dress Up Days (G/B)**

Students who participate in athletics will be able to dress up on game days. (Nice attire, no sports uniform unless a game jersey is allowed by the coach)

- Students will be allowed to wear dresses, dress pants, and button up shirts with ties.
- Dresses must be modest and school appropriate:
  - Shoulders must be covered, no spaghetti straps
  - No shorter than mid-thigh when sitting, standing, or bending
  - Must have a solid back, no see-through clothing
- Ties: May not contain inappropriate graphics, drugs, or suggestive/double meaning content.

**\*All Clothing may not contain inappropriate graphics, drugs, or suggestive/double meaning content.**

## **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).
- 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.
- 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.
- School appropriate close-toed shoes

**\*\*\* Outfits that are deemed provocative, suggestive, or revealing will not be allowed at school. Administration reserves the right to determine what constitutes appropriate dress. \*\*\***

(Revised 6/2022)



# School Information (Cont.)

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## 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.
    - Students will create their own password. Encourage your student to keep their password to themselves and **not to share it with their peers**. Passwords should be kept in a safe place. In the event a student forgets their password they will need to have their password reset.
  - Classlink for Students: [Classlink Instructions](#)
  - Technical Support: email [helpdesk@vvuhsd.org](mailto: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](mailto: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](http://fevtutor.com)
  - Email: [ca@fevtutor.com](mailto:ca@fevtutor.com)
  - Call to schedule: (855)763-2607
- Lost and Found Items:



# School Information (Cont.)

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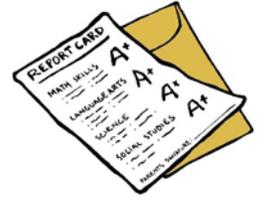
- Items will be housed for one month only in the Student Support Office. All unclaimed items will be donated to local charities after that.

## 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@vvhhsd.org](mailto:enrollment@vvhhsd.org)
  - Call (760) 955-3201 ext. 10400
  - Fax: (760) 955-3337 or (760) 951-7710
  - Website: <https://www.vvhhsd.org/departments/business-services-division/central-enrollment-center>
  - Enrollment Link: <https://victorvalleyuhhsd.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 GPA
B = Above Average Achievement	3.0 GPA
C = Grade Level Standards Mastery	2.0 GPA
D = Not Proficient	1.0 GPA
F = Failing	0 GPA

- 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 located on campus to register for an Aeries Parent Portal account. Please check in with the Main Office for a visitors pass.
  - When an absence occurs, **students and/or parents must request makeup work from their teacher** (please see each class policy/syllabus for more information) 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.)

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- **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:** 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 on 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 the 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 the 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.)

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- **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: **Jay Hutchinson (760)686-5287** or [HJH@AYA.LLC](mailto:HJH@AYA.LLC)
- **Tutoring:** Tutoring is available for specific subjects: homework, study skills, note taking or test taking.
  - Appointments must be pre-scheduled 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](mailto: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.
- **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 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.*

## Academics, Curriculum, and Instruction (Cont.)

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- **Library:** The library is open: Monday-Friday 7:00 a.m. to 3:20 p.m.
  - 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 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.



## Academics, Curriculum, and Instruction (Cont.)

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- For more information regarding student technology use or opting your student out of utilizing technology, please contact your child's school principal.

- **P.E. Uniforms:** All students enrolled in P.E. classes 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.

***\*Hook Student Store Online is currently under construction. Please contact the office regarding online purchase.***

- **Physical Education:** In addition to your student's general physical education activities, 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 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.



## Academics, Curriculum, and Instruction (Cont.)

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- **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. Intervention teams seek to work with families to provide support to students in need. If your student is identified as a student in need, a permission slip will be sent home for your signature. Please call the school with any questions that you may have regarding these intervention programs or if you feel your student would benefit from an intervention program.
  - [Boys Council](#)
  - [Girls Circle](#)
  - [Rescue A Generation](#)
  - Anger Management
- **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.
- **Mental Health Clinician:** Mental health services/support is offered to students on a referral basis. The Mental Health office will offer a Wellness Room for students to visit.
- **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



## Academics, Curriculum, and Instruction (Cont.)

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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.

- **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 the 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:
  - **Promotion Expectations:**
    - Maintain a 2.0 GPA
    - No more than one (1) F on the first semester report card or 3rd quarter report card
    - No excessive disciplinary infractions
    - No excessive absences (10% or more of days in enrolled).
  
  - **8th Grade Trip**
    - No excessive absences (10% or more of days in enrolled).
    - Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
    - Satisfactory Behavior/No excessive disciplinary infractions/No Suspensions
  
  - **8th Grade Dance**
    - No excessive absences (10% or more of days in enrolled).
    - No excessive tardies (10 or more tardies)
    - Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
    - Satisfactory Behavior/No excessive disciplinary infractions/No Suspensions
  
  - **7th Grade Field Day**
    - Maintain a 2.0 GPA
    - Satisfactory Behavior/No excessive disciplinary infractions/No Suspensions



## Academics, Curriculum, and Instruction (Cont.)

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- No more than one (1) F on the first semester report card or 3rd quarter report card.
  - No excessive absences (10% or more of days in enrolled).
  - No excessive tardies (10 or more tardies)
  - Students who have outstanding fines WILL NOT be permitted to attend the end of year activities.
- ★ *Site administration reserves the right to restrict students from activities in the event a student engages in any misconduct in which any part of the Ed Code has been violated.*

# Attendance

Attendance is a key component and a leading indicator for success in school and beyond. Vital curriculum and information is missed if your child is absent from school. It is the parent/guardian's responsibility to assure his/her student is in class, on time, each day school is in session.



- **Student Drop Off/Pickup:** For security purposes (parking lot and on campus) and to ensure your student receives full class instruction, students will need to be escorted into the office and signed in if they are late. If they are unaccompanied, they will receive a tardy that is unexcused, or an unexcused absence depending on the time of arrival. We **will not** release students **within the last 30 minutes** of the school day. Please plan accordingly when you have a doctor's appointment or other purposes for picking up your student early.
  - **Please make sure to pick up your student prior to their lunch** as we will not be able to release students at lunch (*we may be unable to locate them among the other students at lunch*).
  - **We also ask that you are mindful of your student's PE class as they do not have a staff member to let them into the locker room to retrieve their items during PE class time and security may not be available right away. If students will be leaving items in the locker room, our school will not be responsible for those items.**
  - Please note: We do not release students from class without permission from the office to be picked up by parent or guardian. Please DO NOT contact your student via text, phone call, or messenger to wait in the office to meet you as this is a safety concern and they are unaccounted for and considered cutting class. This contributes to learning loss.
  - You **MUST be present with valid ID before students will be called out for release.** If a student is found in the office waiting without permission, they will be returned to their classroom and if they refuse to report to class, they will be sent to student support. Reminder: This is an interruption in their learning.
  - **Emergency Drills:** During emergency drills, we will at times evacuate the classrooms or be unable to leave the classroom. If the front gate is locked due to a drill, please understand this is to practice safety in potential emergency situations and you will have to wait to retrieve your student when the drill has ended and all students are back in class. If there are any appointments that your student must attend, please plan in advance as most of these drills take up to a full class period.
  - **Testing Days:** In the month of April, there will be many days that students will be in an extended class period for state and mandated testing. Please do not pull your student out of class during this important testing time as this is an interruption to your student and other students and could impact their performance. This is a mandatory requirement as we ask that you please make sure your student is in attendance for the full allotted time to complete this requirement successfully. If you are able to, please ensure attendance for these days as they are vital to your student's success beyond middle school.



# Attendance

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- **Attendance Policy:** All students are expected to attend all classes and be on time. Violations of this policy will result in an initial meeting with students and parents regarding the student's attendance. Students will be issued a SART (Student Attendance Review Team) contract. If the student's attendance does not improve, then the student and parent will be referred to SARB (Student Attendance Review Board) and possible CleanSWEEP Citation being issued (citations may land you in Juvenile Traffic Court with a possible judgment/fine).

- **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 the Central Enrollment Center, located at the District Office. ***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 and they must provide identification 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), &

- **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



# Attendance

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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 a 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. The school nurse will assess the severity of the illness and will contact the parent/guardian to inform you of the status of your child. The nurse may ask that you come to school to pick your child up and take them home. 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 the student's age, ill students may not be released to walk home for safety reasons. By law [EC § 48205] illness is an



# Attendance

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excused absence. Please do not send your child to school if they have a fever of 100° or more (your child's 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/guardian 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

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- **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 retention.

**Tardies:** Tardies are counted cumulatively for the school year. Students who are excessively tardy will receive disciplinary consequences. Each quarter there is an activity for students to participate in. Students who seek to participate in these activities will need to maintain eligibility; students may not exceed 6 tardies per quarter in order to participate in quarterly activities. Tardies will "reset" each quarter for activity eligibility. \*Please note that students may also be ineligible for activities if they have had other disciplinary incidents. Attendance is a factor for the end of the year activities and tardies could affect your student negatively. Please keep in mind, this could lead to disqualifying a student from attending the end of the year activities (see pages 21 and 22 for end of the year activity requirements). It is as follows for the school year:

**1st= Warning**

**2nd-4th= Lunch Retention/SSICA Message**

**5th= Lunch Retention and Letter to Parent/Attendance Contract (SART)**

**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



# Attendance

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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.

- **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:
      - 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](mailto:enrollment@vvuhsd.org)
    - Call (760) 955-3201 ext. 10400
    - Fax: (760) 955-3337 or (760) 951-7710



# Attendance

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- Website: <https://www.vvuhd.org/departments/business-services-division/central-enrollment-center>
- Enrollment Link: <https://victorvalleyuhd.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 1 -F 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 into 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.
- **Student and Non-Student Attendance at Extra-Curricular Activities:** In order to ensure safety, proper etiquette and respect of Hook Junior High School policies, student and non-student spectators MUST attend these events with an adult parent/guardian. If there is any misconduct of that student/non-student, it may result in forfeiture of any paid ticket, exclusion from future events, and a call to the current school of the non-student to speak with



# Activities

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their current administration team.

- **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](http://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 and a behavior contract. In the event that an athlete continues to engage in unsportsmanlike behavior and/or cannot maintain appropriate behavior while on school grounds, the student risks being removed from the team for the season.
- **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 (10% or more of the school year)
  - Satisfactory Behavior/ No suspensions (to include any behavior transferring in from another school)



# Activities

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- Not attending Hook Junior High School on a "stay of expulsion" or pending expulsion
  - No "Fs" on 1<sup>st</sup> Semester Report Card AND 3<sup>rd</sup> Quarter Report Card (Must remain eligible after 3<sup>rd</sup> Quarter Report Card)
- 
- **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

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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 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

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- 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.
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- **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

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- 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.



# Behavior and Student Support

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- **Food Fights:** Throwing food or any item(s) is (are) prohibited and is subject to disciplinary action.
- **Outside Food:** Outside food or drinks are not allowed, with the exception of lunch brought from home. Students who bring items from the grocery store (large quantities of goodies to share/hand out/ or sell) will be confiscated. The Admin team will meet with the student to remind them this behavior is not allowed. Items may become parent pick up. Students will not be allowed to have fast food delivered to school. Students who come to school with an outside coffee or treat will be asked to finish their drink before entering campus.
- **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



# Behavior and Student Support

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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:
  - 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.



# Behavior and Student Support

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- **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.
- **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



# Behavior and Student Support

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- 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
  - 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(c) which require the Principal to recommend expulsion:
    - **Mandatory Recommendations for Expulsion:**
      1. **Firearm:** Possessing, selling, or otherwise furnishing a firearm as verified by an employee of the district.
      2. **Brandishing a knife:** Brandishing a knife at another person.
      3. **Sale of a controlled substance:** Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11503) of Division 10 of the Health and Safety Code.
      4. **Sexual assault/battery:** Committing or attempting to commit a sexual assault of defined in subdivision (n) of section 48900.
      5. **Explosives:** Possession of an explosive.
    - Furthermore, the following Ed Code 48915 (a) violations require the Principal to recommend and the Board of Trustees to expel:
      - **Permissive Expulsion**
        1. **Fighting:** Causing serious physical injury to another person (that leads to a need for medical

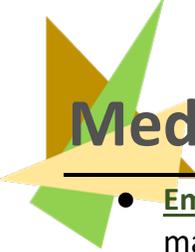


# Behavior and Student Support

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attention).

2. **Weapon:** Possession of any knife or other dangerous object of no reasonable use to the pupil.
  3. **Possession of controlled substance:** Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11503) of Division 10 of the Health and Safety Code except for the first offense of the possession of not more than one ounce of marijuana other than concentrated cannabis.
  4. **Robbery/Extortion:** Robbery or extortion.
  5. **Assault/battery of staff:** Assault or battery as defined in Section 240 (assault) & 242 (battery) of the PEnal Code upon any school employee.
- **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 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 the parent/guardian 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 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

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- **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

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- ***"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 PE lockers 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

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The Family Engagement Center is ready to help answer any questions that you may have regarding the school and is a great way to get involved here on campus. Please contact our Family Engagement Liaison at ext. 43382 or email Mr. Justin De Santiago at [jdesantiago@vvuhsd.org](mailto: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 1<sup>st</sup> School Site Council Meeting (virtual) on August 17<sup>th</sup>, 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 19<sup>th</sup>, 2021, at 4:00 PM\*\*

[School Site Council Nomination Form Link](#)

- COVID-19 Updates:
  - We look 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 –
    - At this time, there is no requirement for students or staff to wear masks on campus regardless of their vaccination status. Please follow our district news for further information on this.
  - 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 the 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 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. 43382)
- **Confiscated Items:** Confiscated items from a student (i.e. cell phones, electronic devices, perfumes/cologne, etc.) will require a parent/guardian 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 the student or guardian. Confiscated items will only be released to the parent/guardian of the student from which the item was confiscated 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.***
  - **PICKUP TIMES FOR CONFISCATED ITEMS:** Due to our school start time, confiscated items will only be available to be picked up at the end of the day (2:46 to 3:30 pm) only. Teachers do not drop off these items until the end of the day and we may not be able to retrieve the item from the classroom due to instructional time in progress. If you do not want your student's item confiscated, please speak with them about responsible use.



# Safety

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- **Bicycles, Skateboards, Scooters, Roller Blades:** Bicycles, skateboards and scooters are ridden at the student's own risk and MAY NOT BE RIDDEN ON CAMPUS OR SURROUNDING SCHOOL GROUNDS. Bicycles, skateboards & scooters are to be parked and locked in the bike rack or skateboard lockers. Roller blades are not allowed at school and are subject to confiscation. Bicycles, skateboards, and scooters must be walked to and from the bike rack. The school is not responsible for theft or destruction of any of these items. Locks left on lockers overnight are subject to being cut off. Pursuant to Vehicle Code Section 21212 Youth Bicycle Helmets: Minors, students are required to wear helmets when riding bicycles, scooters, and skateboards.
- **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.
- **Food:** We do not allow outside food or drinks on campus. We will not approve snacks in the classroom for any reason as there are many students with allergies. The only exception would be if the classroom receives prior permission from all parents to have a celebration within the classroom. Any items that are brought to campus for student distribution will be denied and will be required to be picked up by the parent and guardian. Please contact the teacher who will receive written permission from administration for approval of all celebrations and other various activities.
  - **There is no eating or drinking, other than water, in the classroom.** Accidents may happen and there is technology that can be affected by spilled drinks or food crumbs. Food and various beverages have also become HUGE distractions in the past and for cleanliness and safety, they are not tolerated in the classroom.
  - **Coffee, fast food, various drinks and glass containers:**
    - Students will need to finish all coffee, hot chocolate, etc. prior to entering the campus and will not be allowed to sit in the office and finish if they are already late to class. All items will need to be disposed of prior to entering the campus.
    - Fast food is not allowed (morning or at lunch). Please do not bring any fast food items for your student as they will not be allowed on campus or to be shared with other students. **NO DOOR DASH or GRUB HUB or other delivery companies are allowed to**

**deliver to students as this is a safety violation.**

- Tall iced tea drinks, large soda bottles, etc. will not be allowed. There are water bottle refill stations that students can utilize or they can purchase a selection of items from food services and various clubs ONLY.
  - Glass bottles are not allowed at all as they could break and cause injury.
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- **Loitering:** Students are not permitted to be on campus earlier than 7:30 A.M. and must leave campus by 3:00 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 proactive stance with regards to safety. Hook Junior High School will continue to maintain a vigilant guard in order to keep the campus as safe as possible. Some of our procedures create a minor inconvenience for visitors. Please understand that security measures are not meant to prevent visitations or seem unfriendly. They are meant to keep our campus and students as safe as possible in an unpredictable world. We welcome all parents who wish to visit our school.
    - 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



# Safety

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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. classes 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

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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 30</u>	<u>PICK UP</u>	<u>DROP OFF</u>	<u>ROUTE 33</u>		
ETO CAMINO RD & CONDOR RD	7:14	3:00	NAT'L TRAILS HWY & MILL ST (O.G. market)	6:45	3:34
CALGO LN & CONDOR RD	7:18	3:04	DANTE ST & MARS AVE	7:06	3:17
			STODDARD WELLS RD just past ABBEY LN	7:10	3:21
			TAWNEY RIDGE LN & SUENO RD	7:18	2:58
			TAWNEY RIDGE LN & PUESTA DEL SOL DR	7:20	3:02
			PUESTA DEL SOL DR & BARRANCA WAY	7:22	3:05
<u>ROUTE 31</u>			<u>ROUTE 34</u>		
NORTHSTAR AVE & COBALT RD	7:03	3:19	VASQUEZ AVE & ODELL AVE	7:15	2:59
LUNA RD & FALCON TRAIL	7:10	3:10	ORICK AVE & CLOVIS ST	7:19	3:01
LUNA RD & POWERLINES	7:13	3:06			
COBALT RD & BEGONIA RD	7:19	3:00	<u>ROUTE 37</u>		
			NORTHSTAR AVE & PACOIMA RD	7:13	3:02
<u>ROUTE 32</u>			<u>ROUTE 39</u>		
EL EVADO RD & PONDEROSA RANCH RD	6:59	3:08	CONDOR RD & TERN RD	7:15	2:57
LUNA RD & EL EVADO RD	7:05	3:01	HEATHERDALE RD & PATTON ST	7:19	3:06
DEL GADO RD & OLIVERA RD	7:09	3:13			
BOREGO RD & MARICOPA RD	7:13	3:18	<u>ROUTE 40</u>		
EL CARISO RD & DEL GADO RD	7:16	3:22	NORTHSTAR AVE & AMETHYST RD	7:14	3:02
DEL GADO RD & CHOLAME RD	7:19	3:25			
BOREGO RD & CHOLAME RD	7:22	3:29			

Revised 6-16-2022

**★ Parents/Guardians, please expect your student(s) to be dropped off at their bus stops approximately an hour earlier on Collaboration Wednesdays.**



## 5 CCR & 4622 Uniform Complaint Procedures

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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

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Please see the below attachment as helpful references to find the many necessary forms for your student and experience here at Hook.

★ *Hook Jr. High School reserves the right to update the Handbook as needed during the school year.*