



Hook Jr. High School

**Parent and  
Student  
Handbook**

2025-2026

# **Carlos Cerna**

Principal

# **Michelle Rask**

Assistant Principal

# **Kristina Madrigal**

Counselor (A-L)

# **Kristina Kamiyama**

Counselor (M-Z)

# **Ruth Avila Ocampo**

Family Engagement Liaison

# **Caroline Reyna**

Mental Health Clinician



**BE SAFE BE RESPECTFUL BE RESPONSIBLE**

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# Letter from the Principal

**Greetings Hook Junior High School Students and Families!**

Welcome to the 2025-2026 school year at Hook Junior High! We are thrilled to open our doors to a year filled with new opportunities, exciting challenges, and limitless possibilities. Our entire staff has been working diligently to prepare for your return, and we look forward to seeing our campus filled with your energy and enthusiasm.

At Hook Junior High, we are dedicated to providing a nurturing and stimulating environment where every student can thrive. This year, we will continue to focus on our academic pillars of success:

1. **Professional Learning Communities (PLC):** Our teachers collaborate regularly to ensure that every student receives the highest quality education. By working together, we identify essential standards and create innovative strategies to support student learning.
2. **Advisory and Reading Intervention:** We understand the importance of personalized support in helping students reach their full potential. Our advisory program and targeted reading interventions are designed to meet the unique needs of each student to include, but not limited to, social and emotional learning, increasing literacy, character development, etc. and providing them with the guidance and skills necessary for academic success and personal growth.
3. **Schoolwide AVID (Advancement Via Individual Determination):** We are proud to be an AVID school, committed to closing the achievement gap by preparing all students for college readiness and success in a global society. Our AVID program equips students with organizational skills, critical thinking abilities, and the confidence to pursue their College and Career dreams.
4. **Positive Behavioral Interventions and Supports (PBIS):** At Hook Junior High, we believe in fostering a positive school culture where every student feels valued and respected. Our PBIS framework encourages positive behavior and recognizes students for their efforts in creating a supportive and inclusive community.

Our mission is to prepare students for high school and beyond, and our purpose is to empower them to live a life of unlimited possibilities. We are committed to providing a well-rounded education that nurtures academic excellence, personal growth, and social responsibility. Along with our VVUHSD academic focus, we will continue to focus on:

- **Essential Standards:** Ensuring that all students master the key concepts and skills necessary for success in high school and beyond.
- **Literacy:** Support/increase student literacy across all subject areas.

We extend a special welcome to our new students and families joining us this year. We are excited to have you as part of our Hook Junior High family and look forward to getting to know you. We encourage you to get involved in our school community and take advantage of the many opportunities available.

As we embark on this new school year, we invite students and families to join us on this journey of growth, discovery, and achievement. Together, we can create a positive and dynamic learning environment where every student has the opportunity to succeed and shine.

Again, welcome to **Hook Junior High School**, and I am extremely humbled and honored to have this opportunity to serve as your Principal. Thank you for your continued support and partnership. Let's make this a fantastic 2025-2026 school year at Hook Junior High!

Respectfully,  
Carlos Cerna

# Staff Contact Information

Hook Junior High School: (760) 955-3360

<b>ADMINISTRATION</b>			
Carlos Cerna	Principal	Ext. 43111	<a href="mailto:ccerna@vvuhsd.org">ccerna@vvuhsd.org</a>
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<b>BOARD OF TRUSTEES</b>	
Jose "Joe" Berrios	Penny Edminson
Kent Crosby	Rosalio "Rosie" Hinojos
Barbara Dew	

# Staff Contact Information

DISTRICT OFFICE ADMINISTRATION
Carl Coles - Superintendent
Michael Williford - Assistant Superintendent of Human Resources
Dr. Ratmoney Yee, Ed. D. - Assistant Superintendent of Educational Services
Shawntee Milton - Assistant Superintendent of Business Services
Tiffany Hampton - Director of Student Services
Larry Brunson - Director of Special Education Services

# Staff Contact Information

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# School Information

## Hook Junior High School Bell Schedules

School Start Time: 8:00 AM Monday - Friday. Gates open at 7:30 for breakfast

REGULAR DAY	
Breakfast	7:30 am - 7:55 am
Period 1	8:00 am - 8:51 am
Period 2	8:56 am - 9:45 am
Period 3	9:50 am - 10:39 am
Period 4	10:44 am - 11:33 am
<b>A Lunch</b>	11:33 am - 12:03 pm
Period 5A	11:38 am - 12:27 pm
Period 5B	12:08 pm - 12:57 pm
<b>B 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 3/4/2026	
Breakfast	7:30 am - 7:55 am
Period 1	8:00 am - 8:43 am
Period 2	8:48 am - 9:29 am
Period 3	9:34 am - 10:15 am
Period 4	10:20 am - 11:01 am
<b>A Lunch</b>	11:01 am - 11:31 am
Period 5A	11:07 am - 11:48 am
Period 5B	11:37 am - 12:18 am
<b>B 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 of Each Semester: 12/17, 12/18 & 12/19 and 5/27 & 5/28	
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
<b>A Lunch</b>	10:49 am - 11:19 am
Period 5A	10:54 am - 11:32 am
Period 5B	11:24 am - 12:02 pm
<b>B Lunch</b>	11:32 am - 12:02 pm
Period 6	12:07 pm - 12:45 pm
Period 7	12:50 pm - 1:28 pm

# School Information

**\*\*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.\*\***

LONG ASSEMBLY SCHEDULE	
Breakfast	7:30 am - 7:55 am
Period 1	8:00 am - 10:30 am
Assembly A (7th)	8:15 am - 9:15 am
Assembly B (8th)	9:30 am - 10:30 am
Period 2	10:35 am - 11:07 am
<b>A Lunch</b>	11:07 am - 11:37 am
Period 5A	11:13 am - 11:45 am
Period 5B	11:43 am - 12:15 pm
<b>B 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 will take place during first period)	
Period 2	9:20 am - 10:05 am
Period 3	10:10 am - 10:55 am
<b>A Lunch</b>	10:55 am - 11:25 am
Period 5A	11:00 am - 11:45 am
Period 5B	11:30 am - 12:15 pm
<b>B Lunch</b>	11:45 am - 12:15 pm
Period 4	12:20 pm - 1:05 pm
Period 6	1:10 pm - 1:55 pm
Period 7	2:00 pm - 2:46 pm

TESTING SCHEDULE	
Breakfast	7:30 am - 7:55 am
Period 7	8:00 am - 8:20 am
TESTING	8:30 am - 10:30 am
Period 6	10:40 am - 11:10 am
<b>A Lunch</b>	11:10 am - 11:40 am
Period 5A	11:15 am - 11:56 am
Period 5B	11:45 am - 12:26 pm
<b>B Lunch</b>	11:56 am - 12:26 pm
Period 4	12:31 pm - 1:01 pm
Period 3	1:06 pm - 1:36 pm
Period 2	1:14 pm - 2:11 pm
Period 1	2:16 pm - 2:46 pm

# School Information

## Hook Junior High School Map

Please see the Front Office Receptionist 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)

#### 2025 – 2026 STUDENT CALENDAR

July 2025							August 2025							September 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	9		1	2	3	4	5	6
13	14	15	16	17	18	19	10	11	12	13	14	15	16	7	8	9	10	11	12	13
20	21	22	23	24	25	26	17	18	19	20	21	22	23	14	15	16	17	18	19	20
27	28	29	30	31			24	25	26	27	28	29	30	21	22	23	24	25	26	27
							31						19	28	29	30				21

  

October 2025							November 2025							December 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1							
5	6	7	8	9	10	11	2	3	4	5	6	7	8		1	2	3	4	5	6
12	13	14	15	16	17	18	9	10	11	12	13	14	15	7	8	9	10	11	12	13
19	20	21	22	23	24	25	16	17	18	19	20	21	22	14	15	16	17 <sup>m</sup>	18 <sup>m</sup>	19 <sup>m</sup>	20
26	27	28	29	30	31		23	24	25	26	27	28	29	21	22	23	24	25	26	27
						18	30						14	28	29	30	31			15 17

  

January 2026							February 2026							March 2026						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3														
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28
						18						18	29	30	31				17	

  

April 2026							May 2026							June 2026						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2							
5	6	7	8	9	10	11	3	4	5	6	7	8	9		1	2	3	4	5	6
12	13	14	15	16	17	18	10	11	12	13	14	15	16	7	8	9	10	11	12	13
19	20	21	22	23	24	25	17	18	19	20	21	22	23	14	15	16	17	18	19	20
26	27	28	29	30			24	25	26	27 <sup>m</sup>	28 <sup>th</sup>	29	30	21	22	23	24	25	26	27
						21	31						19 23	28	29	30				

- FIRST DAY OF SCHOOL – August 5, 2025
- HOLIDAYS
- OCTOBER, FALL, WINTER & SPRING BREAKS
- LAST DAY OF SCHOOL – May 28, 2026
- NON-STUDENT DAY
- <sup>m</sup> MINIMUM DAY
- 180 INSTRUCTIONAL DAYS

Revised 5/22/2025

# School Information

## Hook Junior High School Dress Code Policy

In accordance with Victor Valley Union High School District's **Board Policy (BP) 5132**, Students: *The Governing Board believes that **appropriate dress and grooming contribute to a productive learning environment**. The Board **expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate**. Students' clothing must **not** present a health or safety hazard or a distraction which would interfere with the educational process.* In addition to Board Policy, VVUHSD's **Administrative Regulation (AR) 5132** states; *The primary goal of the Victor Valley Union High School District is to promote academic achievement. **Any apparel which draws undue attention to the wearer or detracts from the educational process shall be considered inappropriate. In order to provide a safe, nurturing environment where students can learn, free from distractions, threats, intimidation, or harmful influence, each school site shall develop a dress code policy.***

Clothing, adornment, or grooming which is obscene, libelous, slanderous, unsafe, or which causes a substantial disruption of the orderly operation of the campus is not allowed (including but not limited to references, words, symbols, or graphics referring to alcohol, tobacco products, drugs, gangs, violence, sexual references, sexist, racist, vulgar, or hate messages on any ground of class referred to in EC 220).

Students are required to follow the dress code to ensure the safety of all and to promote a positive learning environment. Student clothing should be clean, modest, and comfortable. In addition to the school day, the dress code must be adhered to during all school-sponsored events. All Hook Junior High School staff members will strictly enforce the Dress Code. Students in violation of the dress code will receive disciplinary action and will change into loaner clothing.

- Tube tops, crop tops, low cut tops, bare midribs, open back shirts, and open side (muscle) shirts are not allowed. Strapless and spaghetti/thin style tops and dresses are not allowed.
- Clothing may not be sagging, see-through, sheer, netted, too tight, too short, or too revealing. Shirts must be worn at all times.

- Underwear, undergarment straps, straps less than one inch in width, or cleavage may not show while standing, sitting, or bending over. Bra straps or spaghetti straps may not show.
- Shorts and skirts must be long enough to cover the buttocks and upper/mid (*fingertip length*) thigh while standing, sitting, and/or bending.
- Clothing must be properly sized and cannot be ripped or torn above the mid-thigh, including designer wear that is sold with holes or tears.
- Pants, jeans, shorts, and skirts must fit properly at the waist. Overall straps must be correctly fastened. No trench coats or oversized outerwear may be worn.
- Appropriate footwear shall be worn securely fastened at all times. Backless shoes or sandals, flip-flops, **slides**, **bubble shoes**, "wheelies" (shoes with wheels), slippers/house shoes, or sock-like footwear may not be worn on campus.
- Pajamas, robes, nightgowns, blankets, pillows, stuffed animals, or other bed clothing **may not be worn or brought to school**. Beachwear is also not allowed. (Exception: school spirit Pajama Day, Hawaiian Day, etc.).
- **Hats, visors, beanies, hoods or sunglasses are not to be worn inside**

# School Information

**any school building.** Hats, visors, and sunglasses must be worn properly. Hats must be worn facing forward only during outdoor passing periods/lunch times. **Full head/face coverings will not be permitted to be worn.** This includes the intended use of covering undone hair.

- Shirts, jackets, shorts, or headwear that are identifiable with gangs or gang activity are not allowed. Clothing or items that are determined to be dangerous or that signify gang association are not permitted (e.g. shoe strings, bandanas, jewelry, wristbands, etc.).
- Graphics or wording on clothing, backpacks, binders, jewelry, wristbands, belts, etc. that suggest hateful, racist, obscene, violent, morbid, or are of a sexual nature are not allowed. Graphics or wording depicting weapons, alcohol, drug, or occult-related messages are also prohibited. Specific brands of clothing (*i.e.*; *Cookies/Backwoods, etc.*) that endorse these messages are also forbidden.
- Sharp or spiky piercings, earrings, bracelets, necklaces, extra-long belts, wallet chains, etc. that are considered safety hazards or that could be used as weapons are not allowed.
- A student's dress and general appearance should not be of such extremes that it would interfere with teaching and learning in the classroom. Clothing not worn in the traditional style for which it was originally intended is not permitted.

## PE Athletic Wear

- The Hook Junior High School Physical Education Uniform must be worn with appropriate athletic shoes and socks during Physical Education class for all students.
- **PE uniform:**
  - **Tops:** T-shirts must be white, gray, green, or yellow.

- **Bottoms:** shorts/sweats/capri must be gray, green, or yellow (solid colors).
- **Shoes:** must wear an athletic shoe that lace up securely to the foot.

- Over the head ski mask and/ or face zip-up sweatshirt hoodies must be worn to reveal the student's face at all times.
- Due to excessive heat during the months of August, September, October, and possibly May (depending on the weather conditions at the time), students will not be allowed to wear sweatpants during PE due to heat exhaustion concerns.

## Gang Attire

The Victor Valley Union High School District and Hook Junior High School have defined gang-related apparel and behavior as the following. This attire is **NOT** allowed at school.

- Oversized apparel, including baggy pants, which do not fit the waist without a belt, and are worn on or below the hipbone.
- Overalls with unfastened straps.
- Pants that are cut off.
- Baggy, oversized pants with cut off, un-hemmed bottoms.
- Sleeveless undershirts.
- Wool/flannel shirts buttoned only with the top button(s) worn over white t-shirts.
- Belts that are extra long with an excess of 3" past the buckle.
- Belt buckles with initials.
- Belts for buckles with gang or drug related insignias.
- Chains looped from wallet to belt or pants.
- Large, dog-type collar/leash chains worn around the neck or wrist as jewelry.
- Hair nets, clippies, hair curlers, do-rags.

# School Information

- Bandanas hanging from pockets, carried in the hand, or worn around the arm, legs, or head.
- Jewelry portraying gang, drug, occult, or cult symbols.
- Graffiti/markings on clothing, belts, school supplies, or person.
- Groups of three or more students wearing the same style or color of clothing appear to maintain a uniform that intimidates others from joining them.

As styles change and additional items are identified to be gang related, these guidelines may be amended at any time at the discretion of the Victor Valley Union High School District Board, District Office, Site Administration, or local Law Enforcement.

These guidelines shall be in effect at all school related activities, except where modified by the principal for specific extracurricular activities, or specific cases where a doctor's note is provided.

***In the case of questionable attire, items, or grooming, an administrator will determine appropriateness and make a final decision.***

## ***Procedures for Dress-Code Violations***

Students violating the dress code will be expected to remove or cover the inappropriate clothing, at the discretion of the office staff. The office may provide loaner shirts or shorts.

**1st Offense:** Warning, call home for parent to bring a change of clothing

**2nd Offense:** Behavior Contract, parent contact for a change of clothing, and/or loaner clothing will be offered/provided.

**3rd Offense:** Loaner clothing, Lunch Detention, parent meeting.

**4th-6th Offense:** Lunch detention, community service, parent notification.

**7th-9th Offense:** After school detention, parent notification

**10th+ Offense:** On Campus Intervention (full day) for each day the student has violated the dress code.

\*In the event that a parent/guardian cannot bring a change of clothing and the student refuses to wear loaner clothing the student will be referred to On Campus Intervention (OCI) for the day.

**Revised June 2025**

# Attendance Policy

## Closed Campus

Supervision of the school grounds begins at 7:30 AM when our school breakfast program begins. Students may not arrive for school before this time. All students will enter the school through the Evolv Express System which detects unsafe items for school. There will be devices set up in the bus circle, as well as the front of the school. When other visitors, including parents, come to campus, they must also pass through the Evolv system, must check in at the front desk, and receive a badge to wear while on campus.

Once students arrive on campus, they may not leave campus for any reason unless signed out by an approved adult. Students will **NOT** be called out of class within 30 minutes of the final bell.

## Enrollment/Withdrawal Procedures

- **Enrollments:** All new students, including those coming from our feeder schools must enroll with Hook Junior High School. Parents/Guardians will begin the [enrollment process online](#). If you are unable to complete the online portion from home, Hook Junior High School computers on site for families to use if needed. Once the online forms are completed, the second phase of enrollment processing and completion will be done at the school site. Students will then be activated and the school counselors will develop your student's schedule. 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 49069.7, 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. Attendance Office hours are from 8:00 AM - 3:30 PM Monday through Friday.
  - 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.

# Attendance Policy

- o **Records/Registration:** The Enrollment Office is open from 8:00 AM to 11:30 AM Monday - Friday. Records may be requested from the Enrollment Office at Hook Junior High School.
  - Email questions to [Hookenrollment@vvhhsd.org](mailto:Hookenrollment@vvhhsd.org)
  - Call (760) 955-3360 ext 43108
  - Fax: (760) 907-0268 or (760) 245-5839

## Absences

Attendance is a key component and indicator for success in school and beyond. Vital learning experience and important information is missed if your student is absent from school. It is the parent's/guardian's responsibility to ensure that his/her student is in class on time each day that school is in session.

If your student is absent from school, he or she must return to school with a written excuse signed by the parent/guardian, stating the reason the student was not in school and the date(s) of the absence(s). Absences may also be verified by leaving a message on our attendance hotline at (760) 955-3360, ext. 43100 or 43101. Staff will listen to messages left on the hotline twice during each school day, and make the appropriate adjustments to attendance.

## Valid Excused Absences

The state of California only recognizes the following reasons as valid excused absences:

- Illness
- Bereavement
- Medical or dental care
- Quarantine
- Court appearance for the student
- Deployment of an immediate family member
- Observance of a religious holiday

An unverified absence is any absence that has not been verified by phone or note from a parent/guardian explaining the absence. **Absences become unverified within 72 hours of the absence.** Excessive absences for illness may require a doctor's note.

# Attendance Policy

## The SARB Process

Repeated, unexcused/unverified absences or tardies are reported to the attendance administrator and may result in disciplinary action and referral to the School District Attendance Review Board (SARB) which could result in a citation from the District Attorney. Before we reach that step in the process, letters are generated and sent home, letting parents know that a student is on a watch list. If absences continue to be an issue, we ask that you meet with site administration for a School Attendance Review Team (SART) meeting, and to sign a SART contract.

The mission of the Victor Valley Union High School District is to prepare every student with the knowledge and skills needed for lifelong success in a changing world. Students who are chronically absent from school are not able to accomplish their educational goals.

According to the California Compulsory Attendance Law (Ed. Code 48200), students are required to attend school on a regular basis from the ages of 6 to 18 years of age. The District also requires students enrolled in Independent Study and Virtual Academy to attend school on a regular basis.

***A Chronic Absentee is a pupil who is absent for any reason, 10 percent or more of the school days the pupil is enrolled during the school year [Ed. Code 60901(c)(1)]. Please contact the school with either a note or phone call to document the reason for your student's absence(s).***

The State law states:

- Any pupil subject to compulsory education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or a combination of each, is considered a truant and shall be reported to the District's attendance supervisor. (Ed. Code 48260).
- Once a student has received their third truancy, the District will notify the parent/guardian in writing that the student is considered a truant and that the parent/guardian is subject to prosecution if the matter is not corrected. (Ed. Code 48260.5).

District policy states:

- Once a student has received six truanancies, a second letter will be mailed to the parent/guardian informing them that their child is truant. The school will also

# Attendance Policy

schedule a Student Attendance Review Team meeting (SART) to place the student and parent/guardian on an SART attendance contract. The school will also refer the student and parent/guardian to the District Attorney's office through the Let's End Truancy program (LET). Students can also be placed on a SART contract for being chronically absent, despite the reason.

- If a student violates the SART contract, the student and parent/guardian may receive a subpoena to attend a Student Attendance Review Board (SARB) to discuss the attendance issues with the Director of Student Services, the District Attorney, and County Probation. The student and parent/guardian will then be placed on a SARB contract. Violation of the SARB contract will result in the citation of the parent/guardian and/or student with the minimum fine of \$100 to a maximum penalty toward the parent/guardian of \$2,500 and/or one year in jail. (Penal Code 272).

Your cooperation is needed to help us give your student a quality education.

**If you have questions regarding this policy, please contact Michelle Rask at (760) 955-3360 ext. 43109. [POLÍTICA DE ASISTENCIA A CLASES](#)**

## Cut Policy

Unexcused period absences that are not verified are considered a "Cut." Cutting class is prohibited. During the first and last ten minutes of class, no passes will be given to students except admin passes. After 30 minutes, a student's tardiness can be considered a cut and a call home is made. (Ed Code 48260). Students who cut class WILL NOT be given the right to make up work or turn in any tests, quizzes, reports, homework, class assignments, etc., due on any day or period he/she is given a "Cut" or "Unexcused" absence. Excessive cutting is considered truancy and may result in fines and other penalties. Students who are off campus or out of class without a proper hall or off-grounds pass may be assigned On Campus Intervention (OCI) and may not be allowed to participate in extracurricular or afterschool activities or attend school events including games or dances. Excessive truancy will result in placing families into the SARB Process.

## Weekend School Academy

One intervention that may be offered to students with an unexcused absence is the opportunity to attend a Weekend (Saturday) School Academy. These will be advertised, and students may sign up to attend school on Saturday from 8:00 AM -12:00 PM, work on any missing assignments, and receive credit for one day of missed school.

# Attendance Policy

## Short Term Independent Study (STIS)

Please try to schedule vacations and non-emergency medical and dental appointments while school is **NOT** in session. District calendars can be downloaded from the district web page at [www.vvuhsd.org](http://www.vvuhsd.org).

In the event that a student needs to be absent from school for reasons other than illness, Education Code 51747 provides the option for Short Term Independent Study (STIS) for absences of 15 or fewer school days. To arrange for a planned absence, parents/guardians should contact the attendance clerk in the attendance office to request a Short Term Independent Study contract. Whenever possible, requests should be submitted at least one week in advance to allow sufficient preparation time.

For the STIS contract to be valid, it must be signed by both the parent/guardian and the student. If the student requires a Chromebook to access learning materials during their absence, this should be noted at the time of the request to ensure the necessary resources are available before the absence begins.

The STIS contract allows students to receive attendance credit if all assigned work is completed and submitted on time upon their return to school. Teachers will evaluate and grade the submitted work. Please note, students who fail to complete and submit work will not receive attendance credit, resulting in unexcused absences. This may also lead to truancy notifications and/or a referral to the School Attendance Review Board (SARB). Additionally, students will not receive academic credit for incomplete work.

It is important to note that the site can only provide up to 15 total days of Short Term Independent Study. Any absences extending beyond 15 days are considered Long Term Independent Study and require a referral to Goodwill Education Center. This referral must be reviewed and approved by the site administrator. Upon approval, the student will transfer from Hook Junior High School to Goodwill Education Center.

For further details or assistance with the STIS process, please contact the attendance office.

# Attendance Policy

## Tardies

We expect students to arrive on time for school and on time to their classes during the day. A student arriving late to school and other classes not only misses important parts of daily instruction, but also disrupts the learning process of the other student in his or her class. All students who arrive late for school must first check in at the attendance office and will receive a digital hall pass before they go to their classroom. Students with an excessive number of tardies will be referred to the Student Support Office.

During the school day, we will conduct regular tardy sweeps to ensure students are adhering to the established schedule. Students are provided with a five-minute passing period between classes, which includes a one-minute warning bell prior to the final bell signaling the start of class. Any student who is not in their designated classroom when the tardy bell rings will be assigned to On-Campus Intervention (OCI) for the period during which they were tardy. Students who are assigned PE during the period(s) of tardy sweep must be inside of the locker room before the final bell rings. Any student who is not in the locker room will be considered tardy and will be referred to the Student Support Office.

Students who are tardy more than once in a single school day will face additional consequences, including after-school detention or community service. Furthermore, students who accumulate more than five tardies within a quarter will lose eligibility to participate in activities and extracurricular events, such as sports, dances, and other school-sponsored functions.

Students who miss 30 minutes or more of a class period will be marked absent.

## Early Dismissal

Students may not leave campus before the end of the school day unless they are signed out by an approved adult. All adults who have permission to pick up your child must be listed on your child's current emergency card. **Any adult must provide valid identification to sign a student out.**

Once identification has been presented, the office staff will call your student out of class. Please note that students will not be excused from class until you arrive. We kindly ask that you carefully consider your student's lunch and physical education (PE) schedule, as it may be challenging to locate students during these times. Additionally, staff may not be available to assist with retrieving students' belongings during these periods.

# Attendance Policy

Students will not be called out of class within 30 minutes prior to the dismissal bell. Furthermore, during emergency drills or situations, the front gate may be locked until the drill is completed. This measure ensures that we are prepared to address potential emergencies effectively.

## Emergency Cards

It is the responsibility of the parent or guardian to promptly update their contact information whenever changes occur. In the event of a change to your address, home, work, or emergency contact phone number(s), email, and/or address, parents/guardians are required to complete and submit an updated emergency form to the attendance office. Submissions may be made either in person or in writing.

Once submitted, address changes will be updated in our system, and physical copies of the updated forms will be securely maintained within the attendance office. *Keeping this information current is crucial to ensuring effective communication, particularly in the case of an emergency.*

Please note that any returned mail will be kept on file. Additionally, we request that parents/guardians ensure the accuracy of emergency contact information and include at least one additional contact who can be reached if you are unavailable.

[EMERGENCY CARD](#)

# Activities

## Eligibility

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:

- o Maintain a 2.0 overall grade point average in all classes.
- o Display satisfactory or better citizenship in all classes.
- o A student may not have more than 1 - F on a report card, even if they still have a 2.0 grade point average.
- o No more than 5 tardies that quarter.
- o 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 Junior High School.

- o **Athletic Programs (All programs are for both boys and girls):**
  - Fall Season (Begins in August):
    - Wrestling, Volleyball, Cross Country
  - Winter Season (Begins in November):
    - Basketball
  - Spring Season (Begins in February):
    - Soccer and Track
- o **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 in completed 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

# Activities

could take up to a week to complete, so please be sure to start the process early!

- o **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 their current administration team.
- o **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.
- o **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.
- o **Student Spectator Attendance:** We welcome students to come and cheer on their peers during sporting events, however, any student who wishes to attend an event **MUST** be accompanied by their parent/guardian. Any student who enters with an adult who is not legally responsible for them and that student is involved in behaviors that disrupt the event and family atmosphere will be removed from the event and may be subject to disciplinary action and prohibited from participating in future events.

## Associated Student Body Cards (ASB)

ASB Cards are **FREE** to all students in the student store. ASB cards include **DISCOUNTED** admission to all after school ASB sponsored events, all dances including the 8th Grade dance, as well as other ASB membership deals, for all students with their ID or 5 Star digital ID. It also includes free admission to all home sporting events, for the students with their ID or 5 Star.

# Activities

## Dances

School dances are held in the cafeteria for current eligible 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

### 8th Grade Promotion:

- 1. No more than 1 F on the 1st Semester and/or 3rd Quarter Report Card.
- 2. No excessive disciplinary infractions (No more than one (1) suspension for serious offenses [Ed. Code 48900/48915] and/or No more than five (5) excessive office referrals.)
- 3. No excessive unexcused absences - absences that impact 10% or more of the school year.
- 4. No outstanding fees

### 8th Grade Trip and Dance:

- 1. No more than 1 F on the 1st Semester and/or 3rd Quarter Report Card.
- 2. No excessive disciplinary infractions (No more than one (1) suspension for serious offenses [Ed. Code 48900/48915] and/or No more than five (5) excessive office referrals.)
- 3. No excessive unexcused absences - absences that impact 10% or more of the school year.
- 4. No excessive tardies - 20 period tardies (5 per quarter is considered excessive).
- 5. No outstanding fees

### 7th Grade:

- 1. No more than 1 F on the 1st Semester and/or 3rd Quarter Report Card.
- 2. No excessive disciplinary infractions (No more than one (1) suspension for serious offenses [Ed. Code 48900/48915] and/or No more than five (5) excessive office referrals.)
- 3. No excessive unexcused absences - absences that impact 10% or more of the school year.
- 4. No excessive tardies - 20 period tardies (5 per quarter is considered excessive).
- 5. No outstanding fees

# Academic Program

## Core Courses

Student instruction is based on the state and district-adopted, standards-based curriculum for each grade level in the core content areas: English/Language Arts, Mathematics, History, and Science. Lesson planning and assessment are based on multiple measures, including district and state standards-based tests. Our Professional Learning Communities (PLC) are teams of teachers who plan units of instruction and create common formative assessments to focus instruction and plan for any necessary reteaching.

All 7th and 8th grade students will be scheduled into the following four core courses:

- English/Language Arts
- Mathematics
- History
- Science

## Electives

Students will be enrolled in one of the following electives. (Some electives may have application/approval/grade level requirements.)

- Leadership (ASB)
- AVID
- Advisory
- Drama
- Reading
- Cadet Corps
- Spanish
- Computer Literacy
- Financial Literacy
- Robotics
- Medical Detective
- Office Aide
- Library Aide

## Physical Education

All students must receive at least 400 minutes of physical education every 10 days of instruction, per California Education Code. Students are required to dress out for PE each day. All students enrolled in P.E. classes are required to have a P.E. Uniform.

# Academic Program

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 solid color green, yellow, gray, or white T-shirt or sweatshirt** (weather permitting and with P.E. teacher approval) and **solid green, gray or yellow athletic shorts or sweatpants** (as weather permits and with P.E. teacher approval) ONLY as a P.E. Uniform. Students will be provided with a locker and a lock to secure their personal belongings while in PE. Students are responsible for securing their items in their lockers. Locks will be checked out to students and checked back in at the end of the school year. Any missing locks will be added to student charges.

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 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.

## 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:

# Academic Program

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

## Homework Policy

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.

## Intervention Classes

Students who are performing below grade level on multiple assessments will be enrolled into an intervention class for extra support. Those performing at grade level will be enrolled into an Advisory class.

## 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.

# Academic Resources

## Tutoring (Teacher Led)

Beginning in September, after-school tutoring will be available across all disciplines for both grade levels. A detailed schedule of each teacher's tutoring sessions will be developed, distributed to families, and posted on the school website.

Students are welcome to attend tutoring sessions with any of the teachers offering assistance during their scheduled times. If a student attends tutoring, they are required to either sign in with the teacher or check in digitally using the 5 Star Student platform. This process ensures that the office can quickly locate students in case they need to be picked up early.

## PLC Pull Out

Our teachers work in Professional Learning Communities (PLC) to develop focused lesson plans, share teaching strategies, and create common formative assessments (CFAs). These CFAs are administered to students in their core classes. Students who do not pass the CFAs will be provided with opportunities for reteaching and retesting to help them reach mastery of state standards.

## AYA (After School Program)

Action Youth America (AYA) works in partnership with Hook Junior High School to provide an after school program. This program offers homework assistance, as well as enrichment activities including, but not limited to cheer, sports, esports, and more! An application must be completed before joining the AYA program. **ALL applications will be completed online**, please see [HJH AYA Application 2025-2026](#). For more information, please contact: **AYA (760)686-5287** or [HJH@AYA.LLC](mailto:HJH@AYA.LLC)

### AYA Weekly Schedule:

Monday	2:45 pm - 6:00 pm
Tuesday	2:45 pm - 6:00 pm
Wednesday	1:50 pm - 6:00 pm
Thursday	2:45 pm - 6:00 pm
Friday	2:45 pm - 6:00 pm

**Please note: Any student who is assigned OCI for disciplinary reasons will NOT be permitted to attend AYA on the days that they have been assigned OCI.**

# Academic Resources

## Weekend School Academy/Intervention

Hook Junior High School will offer Weekend School Academy sessions to allow students to make up missed days of school, as well as missed school work. These sessions will run from 8:00 AM to 12:00 PM, and students will be expected to attend the full four hours to receive credit for attendance. Students will receive support from teachers during these sessions, designed to help them improve grades and to complete missing work. Please watch for a schedule of Weekend School Academy sessions.

## 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

# Academic Resources

arising from the use of technology. Any additional charges a user accrues due to the use of VVUHSD technology shall be paid by the user.

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

## Student Email

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.

- o Classlink for Students: [Classlink Instructions](#)
- o Technical Support: email [helpdesk@vvuhsd.org](mailto:helpdesk@vvuhsd.org)

## Library

Our school library is the place to be! The library is open every school day before school, after school, and at lunch. It is also open during class time for checking out books, class visits and research. "On your time" is when the fun happens - students may come in to read, do homework and study, of course, but students may also enjoy time to draw, color, play games, and hang out with friends.

The library carries manga, graphic novels, picture books, the latest fiction and classic literature. Library books are checked out for three weeks at a time. Each genre has its own color making it easy for students to find the kind of books they love, as well as try something new. We also have a generous selection of non-fiction from which students can learn facts about subjects that are of interest to them.

Be sure to make use of the Original Search Engine - Your Librarian!

Mrs. Gibson is happy to help you find something you like. If we don't have what you are looking for, we can add it to our Wishlist!

~ When in doubt - go to the Library ~

# Academic Resources

## Fees

All Library books and hardcover textbooks must be returned in May or when a student is no longer enrolled at our school. Fees up to and including the entire cost of the book will be assessed and a fee will be applied accordingly to all unreturned books and any damage to the materials.

Other fees include, but are not limited to, unreturned sports uniforms, lost PE locks, and technology charges. Students who check out a chromebook through VVUHSD may retain that chromebook for the duration of their enrollment with VVUHSD. In the event that a chromebook is damaged, lost, or stolen, the student will be issued a fine for the cost to fix or replace the chromebook.

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 materials are returned (*Ed Code 48904*).

## Aeries Portal Student/Parent

With Aeries Parent Portal Web Access, parents can monitor their student'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 for more information.

## Report Cards/Academic Warnings

Grades are issued twice each semester. Progress reports are sent home at the quarter, but will not be displayed on student transcripts. Semester report cards are issued after each 18-week period and are recorded on the student's permanent transcript.

"Academic Warnings" are issued as needed every 4 weeks if a student is at-risk of failing a course. Report cards are distributed by mail. Please make sure that your address is accurate with our office. 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, please contact the library.

# Academic Resources

## School Counselors

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.

- SST (Student Support Team): Students who may exhibit signs of a considerable academic or behavioral need that interferes with their ability to make adequate progress will be referred to the counseling department to set up an SST with parents and teachers to determine the best course of action to support the student.
- Section 504 Plan: A student with an identified disability that substantially limits one or more basic life activities, such as learning, can be provided with agreed-upon accommodations to support that student in accessing their learning. Counselors will set up and conduct these meetings annually.
- Scheduling and Schedule 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)

# Medical

## 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)

## 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 both a 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.
4. Asthma and epi-pens are 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.

## Health Screenings

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)

# Safety

## Anti- Bullying Policy

Hook Junior High School believes that all students have the right to a safe and healthy learning environment free from bullying and harassment. Hook Junior High School is committed to promoting mutual respect, tolerance, acceptance and understanding to all students - including parents, guardians, community members, and staff.

Hook Junior High School will not tolerate behavior that negatively impacts the learning and progress of students. Bullying can lead to many challenges, including, but not limited to depression, low self-esteem, decreased productivity, and achievement.

### **Bullying is defined by the following:**

Bullying is aggressive behavior or intentional harm-doing, carried out repeatedly over time and occurring within a relationship characterized by a created imbalance of power.

### **Bullying takes many forms including the following:**

Physical bullying – physical acts of aggression such as hitting, kicking, tripping or pushing perpetrated by individuals or groups against other individuals or groups.

Verbal bullying – making threats of physical insult, name-calling or other insults, making faces or obscene gestures, graffiti on lockers, bathroom walls or any other school property.

Relational bullying – spreading rumors, intentional exclusion of others, passing harmful notes about another person.

Cyber bullying – the spreading of harmful information or lies (rumors) about others through email, online chats or blogs, text messages, cell phones or photos.

Sexual bullying – unwanted touching, obscene gestures or comments made about a person's body, body type or physical features, spreading rumors (harmful lies) about another person's sexual conduct.

In accordance with Education Code Section 234.1(a), 234.1(b)(1), 234.1(b) & (f), Hook Junior High School will promptly investigate reports of bullying and/or harassment. The Assistant Principal will conduct a thorough investigation of the alleged incident in order to verify the validity and seriousness of the reported incident.

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Following the investigation and depending upon the validity and seriousness of the alleged incident, persons who are responsible for causing harm to another person will be issued disciplinary consequences. Incidents may result in suspension and/or the recommendation for expulsion. The behavior matrix of consequences will be used as a basis for determining the level of disciplinary action that will be taken to address the wrong doing.

[VVUHSD Anti-Bullying Notice for Parents and Guardians](#)

[VVUHSD Anti-Bullying Notice for Parents and Guardians \(Spanish\)](#)

## Cell Phone Policy

In accordance with Assembly Bill (AB) - 3216 Phone- Free Schools Act, students are allowed to have their digital devices (cell phone/smart phone, smart watch, tablet, or other electronic signalling device) silenced and put away during the school day. In an effort to limit distractions that smartphones/ smart devices offer, such as social media, cyberbullying, and other influences that elicit inappropriate behaviors that often result in disciplinary action. Hook Junior High School strives to provide students with an educational environment that promotes educational rigor and achievement in an environment that promotes high levels of safety.

Students may possess a personal electronic device while on campus or at school-sponsored activities provided that such devices **do not disrupt** the educational program or school activity. Electronic signaling devices shall be silenced and put away during class time and at any other time directed by a school/district employee. If disruption occurs, the employee may direct the student to turn off the device/put away or the device will be confiscated due to non-compliant behavior. (BP 5131.8).

No student shall be prohibited from possessing or using any personal electronic device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5). Students will report to the nurse's office for medical needs and will be allowed to contact parent/guardian for status updates as per student's health care plan.

Cell phone/ communication devices 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

# Safety

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.

## 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.***

Due to our school start time, confiscated items will only be available to be picked up at the end of the day (3:00 pm to 3:30 pm) only. In the event a teacher confiscates an item, it may not be dropped off until the end of the day. We will not disrupt the instructional time if an item has not yet made it to the Student Support Office. If you do not want your student's item confiscated, please speak with them about responsible use. Please contact the Student Support Office regarding questions of confiscated items; (760) 955-3360 ext. 43102.

## Restrooms

Students may use the restroom before school, during passing periods and lunch. If a student needs to use the restroom during class time, he/she must get a hall pass from his/her teacher, but only ***after the first 10 minutes of class and before the last 10 minutes of class.*** Bathroom passes are only issued for 1 student at a time in each class.

## Bikes, 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

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Youth Bicycle Helmets: Minors, students are required to wear helmets when riding bicycles, scooters, and skateboards.

## Inappropriate/Illegal Photography or Video

To protect student privacy, cameras of all types—both still and video, whether stand alone or built into cell phones or entertainment devices—may not be used at school without permission from a teacher or administrator. Filming an altercation at school and distributing the video via airdrop, social media, or other means is prohibited and will result in disciplinary action. The use of cell phones in the locker room and restrooms is also prohibited. In the event that these devices are out, they will be confiscated and turned into the Student Support Office. An investigation by administration will be conducted and consequences will be administered accordingly. In certain situations egregious infractions may also result in law enforcement involvement.

## Video Camera Surveillance

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.

## Food

We do not allow outside food or drinks on campus due to student allergies without permission from a teacher/administrator for an approved celebration. **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. 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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## Searches/Search and Seizure

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.

VVUHSD partners with local law enforcement agencies and will conduct random classroom searches throughout the school year using drug dogs. Dogs may visit classrooms and be used to detect illegal items in student belongings. Students will be subject to search by campus staff if the dog detects illegal items in their backpacks or bags.

## 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.
- When visiting your student's classroom or shadowing them on campus Hook Junior High School requires 24 hour prior notice.
- 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. Hook Junior High School believes in educating and supporting the whole student. It is our mission to provide students with an environment that supports their social, emotional, behavioral and academic achievements. We seek to provide the resources and skills necessary for students to become productive and responsible members of the community.

Parents/guardians should never speak with their student or any other student through the gate. In the event a parent or guardian needs to connect with their student, they must check in to the front office and the student will be called up. If the parent/guardian needs to have a moment with their student, they may sign the student out and sign them back in. If the staff observes an adult speaking with a student through the gate they will be asked to check into the front office or may be asked to leave the campus.

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## Interventions

Hook Junior High School provided opportunities for students throughout the year to receive support beyond the academic supports within the classroom. The following classes are available to students on a referral basis:

- Boy’s Council (offered and facilitated by the County of San Bernardino Probation Department)
- Girl’s Circle (offered and facilitated by the County of San Bernardino Probation Department)
- Anger Management (offered and facilitated by the County of San Bernardino Probation Department and SELPA)
- Drug and Alcohol Awareness (offered and facilitated by Essential School Solutions)
- Mental Health Counseling

For a detailed description of the classes offered [click here](#) to be taken to our interventions page.

## Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Interventions and Supports (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.

The “3 B’s”	“Get HOOKED”
Students will become familiar with the “3 B’s” <ul style="list-style-type: none"><li>● Be Safe</li><li>● Be Respectful</li><li>● Be Responsible</li></ul>	Students will also become familiar with “Get HOOKED” <ul style="list-style-type: none"><li>● Honest</li><li>● Organized</li><li>● Optimistic</li><li>● Kind</li><li>● Engaged</li><li>● Driven</li></ul>

# Safety

## Hook Junior High School Behavior Expectations Matrix

<b>Area</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<i>Classrooms</i>	<ul style="list-style-type: none"> <li>● Use materials and furniture properly</li> <li>● Keep hands, feet, and objects to self</li> <li>● Know emergency procedures and take practice seriously</li> </ul>	<ul style="list-style-type: none"> <li>● Always get permission to speak or get out of your seat</li> <li>● Treat others and their property with respect</li> <li>● Use kind words and actions towards others</li> </ul>	<ul style="list-style-type: none"> <li>● Show up to class prepared and on time</li> <li>● Return materials to designated areas</li> <li>● Try your best each and everyday</li> <li>● Food, drinks, or gum are prohibited</li> </ul>
<i>Cafeteria</i>	<ul style="list-style-type: none"> <li>● Walk facing forward at all times</li> <li>● Keep walkways clear</li> <li>● Keep hands, feet and objects to self</li> <li>● Sit only in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>● Use good manners towards all students and staff</li> <li>● Remind others to follow the rules</li> <li>● Clean up your area</li> <li>● Keep public displays of affection off campus</li> </ul>	<ul style="list-style-type: none"> <li>● Always have your ID</li> <li>● wait in line patiently</li> <li>● All food and drinks stay in the appropriate dining areas</li> <li>● Dispose of all trash properly</li> <li>● Place recyclables in proper containers</li> <li>● Use proper voice and language</li> </ul>
<i>Lunch/Shelter Area</i>	<ul style="list-style-type: none"> <li>● walk facing forward at all times</li> <li>● sit at tables properly</li> <li>● keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>● use respectful language and actions</li> <li>● keep public displays of affection off campus</li> <li>● stay inside the quad area</li> </ul>	<ul style="list-style-type: none"> <li>● always have your ID</li> <li>● wait in line patiently</li> <li>● dispose of trash appropriately</li> <li>● keep food and drinks in lunch area</li> </ul>
<i>PE Areas</i>	<ul style="list-style-type: none"> <li>● Sit properly when asked</li> <li>● Use equipment properly</li> <li>● Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>● Be a team player, encourage others</li> <li>● Respect property: schools, yours, and others</li> <li>● Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Food, drinks, or gum are prohibited</li> <li>● Show good sportsmanship</li> <li>● Return equipment to designated area</li> <li>● Stay in designated PE area</li> </ul>
<i>Locker Room</i>	<ul style="list-style-type: none"> <li>● Walk facing forward at all times</li> <li>● Food, drinks, or gum are prohibited</li> <li>● Stay within supervised areas at all times</li> <li>● Keep hands, feet and objects to self</li> <li>● Use lockers and equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>● Keep your area clean</li> <li>● Respect property: schools, yours, and others</li> <li>● Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Dress promptly</li> <li>● Wait patiently until dismissal from your teacher</li> <li>● Touch only your own property</li> <li>● Report vandalism</li> <li>● Report inappropriate activity to a teacher</li> <li>● Use only your locker and PE clothes</li> <li>● Lock-up your items</li> </ul>
<i>Gym</i>	<ul style="list-style-type: none"> <li>● Refrain from going behind bleachers</li> <li>● Engage in activities appropriately</li> <li>● Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and follow directions</li> <li>● Model appropriate sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>● Enter gym with adult supervision</li> <li>● Food, drinks and gum are prohibited</li> </ul>
<i>Multipurpose Room (Assemblies / Special Events)</i>	<ul style="list-style-type: none"> <li>● Enter in straight lines and in an orderly manner</li> <li>● Sit properly on the floor or chairs</li> <li>● Wait for arrival and dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>● Listen attentively</li> <li>● Sit quietly during presentations</li> <li>● Applaud appropriately</li> <li>● Raise your hand when asking a question</li> </ul>	<ul style="list-style-type: none"> <li>● Focus on the presentation</li> <li>● Food, drinks, or gum are prohibited</li> </ul>

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		<ul style="list-style-type: none"> <li>• Wait for your turn to speak</li> <li>• Remove hoods</li> </ul>	
<i>Library</i>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Use chairs, tables, and materials appropriately</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Use courteous voice and language</li> <li>• Use good manners</li> <li>• Follow directions</li> <li>• Wait in line patiently for check-out and check-in</li> <li>• Respect property: schools, yours, and others</li> </ul>	<ul style="list-style-type: none"> <li>• Always have your ID</li> <li>• Get teacher's permission</li> <li>• Always have a valid pass</li> <li>• Return materials to designated areas</li> <li>• Food, drinks, or gum are prohibited</li> </ul>
<i>Quad/Passing Area</i> <i>Walkways</i>	<ul style="list-style-type: none"> <li>• Walk facing forward at all times</li> <li>• Keep hands, feet and objects to self</li> <li>• Go to class on time without unnecessary delays</li> <li>• Use drinking fountains appropriately</li> <li>• Report problems to an adult promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful language and actions</li> <li>• Wait patiently until acknowledged</li> <li>• Speak only when permission is given</li> </ul> <p>Respect property: schools, yours, and others</p>	<ul style="list-style-type: none"> <li>• Remind others to follow school expectations</li> <li>• Always have your ID</li> <li>• Food, drinks, or gum are prohibited</li> <li>• Take proper care of all personal belongings and school equipment</li> <li>• Move to class on time</li> </ul>
<i>Offices</i>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Use chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Respect property: schools, yours, and others</li> </ul>	<ul style="list-style-type: none"> <li>• Always have your ID</li> <li>• Have a valid pass</li> <li>• State your purpose politely</li> <li>• Obtain permission to use phone</li> <li>• Food, drinks, or gum are prohibited</li> <li>• Be mindful of your own business</li> </ul>
<i>Bathrooms</i>	<ul style="list-style-type: none"> <li>• Keep water in sinks</li> <li>• Wash hands</li> <li>• Use sanitary products appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Make room for others</li> <li>• Use quiet voices</li> <li>• Use kind respectful language and actions</li> <li>• Keep hands, feet and belongings to self</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilets</li> <li>• Report inappropriate activity (i.e. vandalism) or behavior to an adult</li> <li>• Place trash in proper containers</li> </ul>
<i>Bus Area</i>	<ul style="list-style-type: none"> <li>• Stay clear of the doors</li> <li>• Stay in line while waiting to board</li> <li>• Keep hands, feet, and objects out of the aisles and inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Use courteous voice and language</li> <li>• Use good manners</li> <li>• Follow directions</li> <li>• Wait in line patiently for check-out and check-in</li> </ul> <p>Respect property: schools, yours, and others</p>	<ul style="list-style-type: none"> <li>• Arrive to bus stop on time</li> <li>• Enter and exit appropriately</li> <li>• Always have your ID</li> <li>• Wait in line patiently and quietly</li> <li>• Food, drinks, or gum are prohibited</li> <li>• Ride <b>only</b> your assigned bus</li> </ul>

## On Campus Intervention (OCI)

Students may be referred to OCI for support, intervention or for disciplinary action. OCI is intended to support students reflect upon poor choices and support them in using an alternative way to communicate their needs.

- o Restorative Practice is a model used to proactively support students in responding to challenging situations that may arise at school or may spill over

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onto school grounds.

- o 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.
- o In a restorative meeting/conference, the “victim(s)” 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.

In some cases, students may be issued a period of OCI for behaviors that occurred in the classroom. This can be issued by the teacher ‘classroom suspension’, and must be in accordance with Education Code 48910. This may also occur by administrative placement. 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. OCI is provided in lieu of an off-campus suspension and may not exceed three (3) consecutive days. Students serving suspension pending expulsions do not qualify for placement in OCI.

## Referrals to the 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

## Defiance/Interference/Obstruction-Disobedience/Disruptive Behavior

Defiance is the refusal to obey lawful authority. All staff members are required by District

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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.

## Noncompliance

Students who fail to comply with disciplinary action (i.e. detention, community service, Saturday School, etc.) 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.

## Disciplinary Actions, Suspension, Involuntary Transfer or Expulsion

The following are completed codes under Administrative Regulation 5144.1 and Education Code 48900 and 48915 which may be causes for disciplinary action, suspension, involuntary transfer or expulsion:

### [California Ed. Code Spanish](#)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid,

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substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

# Safety

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to

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this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. 48900.2

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233. 48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her

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own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

48915.

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

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- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

## In-School Suspension

Administrators may assign an in-school suspension for more serious or repeat offenses. Students on in-school suspension report to OCI which is located in the Student Support Office. Students on an in-school suspension may serve one or more days and will not be allowed on campus during unstructured time (breakfast period, passing period, and lunch period).

## At-Home Suspension

Students are suspended from school because of very serious offenses or failure to show improvement after receiving detentions and/or in-school suspensions or interventions. The student is in the complete custody of the parent or guardian during the period of the suspension.

***The student may not enter any Victor Valley Union High School District campus for any reason, nor attend any school activity during the period of suspension.***

# Safety

## Expulsion

The following are complete codes under Education Code 48915(c) which require the Principal to recommend expulsion and law enforcement will be contacted and notified:

### o **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:**

1. **Fighting:** Causing serious physical injury to another person (that leads to a need for medical 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.

## Self Defense

Students have the right to defend themselves by law. Defensive fighting is defined as the student being attacked by an aggressor and having **NO** alternative to escape the attack by running or walking away or by yelling out for help or stating that they do not want to fight. Any student who is cornered or is being held has the right to fight back to protect themselves until they are able to escape.

# Communication and Support

It is important to maintain communication between families and the school. Hook Junior High School employs a number of methods to ensure that we are communicating effectively with families.

## School Marquee

The lighted sign over the entrance to the school provides reminders and announcements about important school events or celebrations. Please check out our sign as you drive by, drop off, or pick up your student at school.

## Website

Our school website provides the latest news and information about our school, highlighting student recognition and upcoming special events. Go to [www.vvuhsd.org](http://www.vvuhsd.org), click the “Schools” tab, and then scroll down to the “Hook Junior High School” link.

## ParentSquare

We use the ParentSquare app for automated telephone, email, or text messages to keep you informed about specific events or activities that are taking place. You can use the Aeries Parent Portal app to view student grades and attendance information.

## Family Engagement Center

Hook Junior High School has an active Family Engagement Center, led by our Family Engagement Liaison, Ruth Avila Ocampo. Ms. Avila Ocampo offers support to parents in a variety of ways, including facilitating a number of helpful parent workshops. Please watch for announcements of the latest opportunities to connect with other parents and increase your support for your student’s education.

## Student Planners

Each student will receive a student planner (aka “Binder Reminder”) at the beginning of the school year or when they register. All students are expected to record their daily assignments and other important information in their planners to help develop responsibility and organizational skills. Parents and teachers may use the Binder Reminder to communicate regularly with each other and to check that students are recording and completing assignments. Students need to be responsible for their Binder Reminders. A limited number of replacement planners are available in the office for \$5.00 each. All students are required to have and use their planners each day.

# Communication and Support

## Parent Portal

To check student grades and attendance online, parents should set up their Aeries Parent Portal accounts. An email was sent to your email address on file when you enrolled, helping you understand the steps to setting up and using the Parent Portal. Please call the office if you need further assistance in using this valuable tool.

## School Site Council and ELAC (English Learner Advisory Committee)

Parents are integral members of the School Site Council. This group is responsible for carrying out the Single Plan for Student Achievement (SPSA), which determines the area in which the school plans to make improvements, creates a plan with specific time lines, and approves a budget to accomplish those improvements. Parents and staff always have student safety and achievement as their ultimate goals. The Council evaluates the effectiveness of the site improvement plan and makes revisions whenever appropriate. Staff and parents are members of the School Site Council. New members for any open positions will be nominated in the first few weeks of school, and voting will take place soon after. Members will serve a two-year term. If you are interested in becoming a School Site Council member, please contact our office for more specific information.

The ELAC (English Learner Advisory Committee) meets regularly during the school year to review and develop the site and district plans for meeting the needs of our English learners. Parents are encouraged to attend the quarterly meetings and provide feedback, as well as learn more about the redesignation process. The ELAC also provides input to the School Site Council.

# 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.

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 (Transportation Department) or,
4. Submit an application to the front office.

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 2025-2026 school year. If you have questions related to your closest bus stop, please contact the Transportation Department at (760) 955-3450.

# VVUHSD Uniform Complaint Procedures



## *Victor Valley Union High School District Legal Notices for Pupils and Parents/Guardians 2025/2026*

### **Nondiscrimination/Harassment - NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS/STAFF**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, registered domestic partner status, political beliefs or affiliation, pregnancy, childbirth, breastfeeding, pregnancy related medical conditions, physical or mental status, disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, Penal code 422.55 or based on a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. The Governing Board shall ensure equal opportunities for all pupils in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures and other activities. Eligibility for extra and co-curricular activities shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

### **Uniform Complaint Procedures (UCP) - PUPILS/PARENTS/GUARDIAN/EMPLOYEES/COMMITTEES**

The Victor Valley Union High School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. The Victor Valley Union High School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, registered domestic partner status, political beliefs or affiliation, pregnancy, childbirth, breastfeeding, pregnancy related medical conditions, physical or mental status, disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, Penal Code 422.55 or based on a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance or in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

<ul style="list-style-type: none"> <li>Adult Education</li> <li>After School Education and Safety</li> <li>Agricultural Career Technical Education</li> <li>American Indian Education Centers and Early Childhood Education Program Assessments</li> <li>Bilingual Education</li> <li>California Peer Assistance and Review Programs for Teachers</li> <li>Career Technical and Technical Education, Career Technical, Technical Training, Career Technical Education</li> <li>Child Care and Development</li> <li>Child Nutrition</li> <li>Compensatory Education</li> <li>Consolidated Categorical Aid</li> <li>Course Periods without Educational Content</li> <li>Deficiencies in Pre-School Health and Safety requirements</li> <li>Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) resources</li> <li>Economic Impact Aid</li> <li>Every Student Succeeds Act/ No Child Left Behind (2001) Titles I-VII</li> <li>Foster and Homeless Students</li> </ul>	<ul style="list-style-type: none"> <li>Former Juvenile Court Pupils now enrolled in a school district</li> <li>Lactation Accommodations for Pupils</li> <li>Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP)</li> <li>Migrant Education</li> <li>Physical Education Instructional Minutes</li> <li>Pupil Fees</li> <li>Pupils of Military Families</li> <li>Regional Occupational Centers and Programs</li> <li>School Safety Plans</li> <li>Special Education</li> <li>State Preschool</li> <li>Tobacco Use Prevention Education</li> <li>Unlawful Pupil Fees</li> </ul>
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# VVUHSD Uniform Complaint Procedures

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes but is not limited to, all of the following:

1. A fee charged to a pupil as a condition to registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer: Director of Student Services, 16350 Mojave Dr., Victorville Ca 92395/ (760)-955-3201 x10271

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence of information to support an allegation of noncompliance with laws relating to pupil fees. Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee. Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. The complainant has a right to appeal the Victor Valley Union High School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the Victor Valley Union High School District and a copy of the LEA's Decision. Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of the Victor Valley Union High School District's UCP policy and complaint procedures shall be available free of charge.

## **Williams Uniform Complaint Rights - NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS/STAFF**

Pursuant to California Education Code 35186, you are hereby notified that: There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Mis-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. A complaint form may be obtained at the school office, district office, or downloaded from the school's web site at <https://www.vvuhd.org/>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following web site: <http://www.cde.ca.gov/re/cp/ucmonitoring.asp> Complaints should be submitted to: Director of Student Services, 16350 Mojave Dr., Victorville Ca 92395 (760)-955-3201 All complaints must be resolved within 30 days.

# VVUHSD Uniform Complaint Procedures

California Department of Education

Williams Complaint Classroom Notice



**VICTOR VALLEY UNION HIGH SCHOOL DISTRICT**  
16350 MOJAVE DRIVE  
VICTORVILLE, CALIFORNIA 92395-3655  
(760) 955-3201

**Notice to Parents, Guardians, Pupils, and Teachers**

**2025-2026**

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site.

You may also download a copy of the Sample Williams Complaint Form in English and in other languages from the California Department of Education Website.

Revised May 2025

# VVUHSD Uniform Complaint Procedures

Departamento de Educación del Estado de California

Aviso de clase de quejas de Williams



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT  
16350 MOJAVE DRIVE  
VICTORVILLE, CALIFORNIA 92395-3655  
(760) 955-3201

## Notificación para padres de familia, tutores legales y maestros

**2025-2026**

1. Debe haber suficientes libros y materiales de instrucción. Eso significa que cada alumno, incluyendo a los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.
2. Los predios escolares deben estar limpios, seguros, y deben mantenerse en buen estado.
3. No debe haber falta de maestros ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la certificación apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a alumnos que aprenden inglés, si es que están presentes en la clase. Falta de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación al principio del año escolar y por todo un año, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y por un semestre completo. Una asignación incorrecta significa que un empleado con certificación es colocado en un puesto de maestro o proveedor de servicios sin tener una certificación o credencial legalmente reconocida, o colocado en un puesto de maestro o proveedor de servicios que el empleado no está legalmente autorizado a ocupar.
4. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o por medio del sitio Web que se indica a continuación: [www.vvuhd.org](http://www.vvuhd.org)

Revised May 2025

### **Sexual Harassment - NOTICE TO PUPILS AND EMPLOYEES**

It is unlawful for pupils or employees to engage in sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone in the work or educational setting. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive environment. Any pupil or employee who feels he or she has been subject to sexual harassment may file a formal complaint by completing a District "Bullying/Harassment Complaint" Form (available at any school or at the District Office) or provide a letter outlining the complaint. The letter must include the name, address and telephone number of the person making the complaint, the name of the school or department, the name of the employee or student involved, the statement of complaint, including all

# VVUHSD Uniform Complaint Procedures

facts, dates and policy involved, a statement of relief sought and signature of the person filing the complaint. An investigation will take place within 30 days.

<p><b>Complaints involving employees:</b> <b>Assistant Superintendent, Human Resources</b> 16350 Mojave Dr. Victorville Ca 92395 (760)-955-3201</p>	<p><b>Complaints involving students</b> <b>Director of Student Services</b> 16350 Mojave Dr. Victorville Ca 92395 (760)-955-3201 x10271</p>
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[Uniform Complaint Procedure \(Spanish\)](#)