

Dear Parents and Students,

Welcome to Hilltop Middle School! This handbook has been prepared to help answer some of the most commonly asked questions about our school. We hope it meets that purpose and also acquaints you with school policies. (Board Policy 3200, RCW 28A3600.040)

We believe that a strong partnership between students, parents and school is essential for the success of each Hilltop Middle School student. We invite you to join the staff in working toward our schools three main goals:

1. Attendance:

Every day counts at Hilltop. At Hilltop Middle school students and staff are committed to being present and on time. Learning doesn't happen if you're not present and engaged in the lesson.

2. Behavior:

Hilltop Middle School ROCKS! At Hilltop Middle school we are committed to celebrate the good behavioral choices students make. Last year we become a PBIS school. PBIS stands for Positive Behavioral Interventions and Supports.

Hilltop students are:

Responsible

Orderly

Cooperative

Kind

Safe

Our staff has put into place lessons and supports to help students be their best selves.

3. Academic:

Hilltop students complete every assignment. Hilltop Middle School is also committed to ensure students engage in their learning. We use a program called ICU to notify parents and other teachers when assignments are not completed. We provide extra resources to those students until each assignment is completed.

Together we can provide the best education for our children. Thank you for reading this handbook with your family. It will serve as a useful communication tool and resource for you throughout the school year. It also fulfills many legal notification requirements.

Sincerely,

The Hilltop Middle School Staff

ATTENDANCE: If your child cannot attend school for any reason, please call the school by 9:00 am at 642.1234.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

1. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
2. **Absence due to:** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

3. **Absence for parental-approved activities.** This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.
4. **Absence resulting from disciplinary actions – or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
5. **Absence resulting from disciplinary actions – or long-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on long-term suspension will have the right to receive educational services out of school. Students who accept these services and meet requirements for the service will have their absences excused. Students who do not accept or follow through with these services will be considered truant and will result in truancy proceedings.
6. **Excused absences for special circumstances.** Students who are homeless or in foster care may have absences excused for appointments and activities related to their homelessness or foster care situation. Students in migrant families may have absences of less than 10 days excused for out of district employment for their family.

7. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
8. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

Required conference for students

If a student has **five or more excused absences in a single month** during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Limits to Excused Absences

After ten excused absences, further absences will not be excused without a doctor's note or permission from the building principal. After 18 absences (both excused and unexcused) the student and parent will be required to meet with the district superintendent and the building administrator to discuss the reasons for the absences and remedies to correct the situation. Extensive absences may cause a student to be retained in their current grade if their skills have been adversely affected by the absences.

Family Vacations/Extended Absences

To have an extended absence from school for a family trip, parents must work with the building administrator to establish a plan for the student. Parents are reminded that Washington law requires compulsory attendance for students. We strongly encourage families to plan their vacations during the non-school days such as summer vacation, spring break, winter break, etc. One family vacation a year of 5 days or less will be excused if: 1. the absence is prearranged with the child's teacher to help to minimize the effects of the absence; 2. the student has had 93 percent attendance or better up to the time of the vacation.

Any vacation that causes a child to be absent for 6 to 10 days will only be excused if the teacher agrees that the child can handle the make-up work or the child contracts to complete educational activities while on vacation. If you decide to be gone for more than 10 consecutive school days or take more than one family vacation beyond five days, you have the following options:

1. Withdraw your child and register him/her as a home schooled student at the district office;
2. Enroll your child in a school where you are going to visit;
3. Take the absences as unexcused absences; or
4. Contract with the school for assignments and work to be completed while on vacation.

Choosing option 3 will result in truancy proceedings possibly including a petition being filed in the Pacific County Court to compel better attendance. Absences in excess of 20 days without a contract for completing work will cause your child to be withdrawn from the district and will result in truancy proceedings.

Unexcused Absences

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences occur when:

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, a conference will be held between the principal, student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and principal. However, the parent will be notified of the steps to be taken to eliminate or reduce the student's absences.

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.

The district will designate a staff member to apply WARNS and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- adjusting the student's course assignments;

- providing the student more individualized instruction;
- providing appropriate vocational courses or work experience;
- requiring the student to attend an alternative school or program;
- assisting the parent or student to obtain supplementary services; or
- referring the student to a community truancy board.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student. The sending district will use the standard choice transfer form for releasing a student to a nonresident school district for the purposes of accessing an alternative learning experience program.

Not later than a student's fifth unexcused absence in a month, the district will:

- a. enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
- b. refer the student to a community truancy board; or
- c. file a petition to juvenile court (see below).

Community Truancy Board

A "community truancy board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school.

The district will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

Not later than a student's **seventh unexcused absence within any month during the current school year, or a tenth unexcused absence during the current school year**, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

ASSAULTIVE BEHAVIORS: Assaultive Behaviors appear to be on the rise. It is our primary concern to keep children safe while at school and these behaviors both interrupt the educational process and make children unsafe. Please be aware that the district will take these behaviors very seriously at all ages. Students with repeated incidents of violence or threats will have consequences.

Students with repeated incidents will have consequences that may include – suspension or expulsion, alternative placements or schedules, required counseling and behavior/safety plans, calls to Child Protective Services if warranted, and referrals to law enforcement. It is important to note that in RCW 9A.04.050 children age 8 and over may be held legally accountable for their assaultive behaviors.

We will employ every school, community, and legal tool available to us to keep children safe and to help children learn to manage their

emotions in a safe manner. We work with Willapa Behavioral Health, the WISE Team, our own Family Resource Coordinator, and many other groups to help children. Our goal is to keep all children in school and safe whenever possible, but we will not jeopardize the safety of our schools for the behavior of a few.

BIKES/SKATE BOARDS & SCOOTERS: Any student who rides one of these to school should also obey all safety rules. A bike rack is provided for the safety of the student bikes, and must be used for bike storage during the school day. Students who ride one of these to school must wear an approved safety helmet. Students must walk their bike/skate board/scooter while on school property. Skateboards will need to be checked into the office.

BUSES: Our drivers do their best to keep to their schedule so that students will be at school on time. Usually students are expected to share bus seats with one or two other students. If your student arrives home late or the bus is late in picking them up, please notify the bus garage as soon as possible. The number to call is 642-2104. If your student has a problem on the bus or at a particular bus stop, please call the bus garage at the same number. *Only students participating in after school sponsored activities may ride the late activities bus home.

Bus Rules:

Don't Lose Your Bus Riding Privilege. See Behavior Matrix

Bus Discipline: If it becomes necessary to write a referral for misbehavior on the school bus the following discipline will be issued:

- 1st Written Offense: Verbal Warning*
- 2nd Written Offense: Three day bus suspension*
- 3rd Written Offense: Five day bus suspension
- 4th Written Offense: Suspension from the bus for the balance of the semester

*Exception to the above include issues of harassment, intimidation and bullying and using a laser pointer on the bus. These offenses will receive a 5-day suspension from the school bus.

If your child is to ride a bus he/she does not normally ride, we must have either a dated and signed permission slip or a call from the parent. Otherwise, the child will be put on the bus that he/she normally rides. Please do not call us after 2:00 (12:00 on Fridays) with a bus change unless a true emergency occurs. Once a student is on a bus, they may only be removed from the bus through the school office.

CELL PHONES: Students are allowed to have cell phones at school as long as they are turned off and put away. They must be put away and not seen. If students have them out or if they go off during school time the following procedures will take place (School time is defined as 8:00 AM to 3:15 PM):

- | | |
|-----------------|--|
| First offense: | Taken away and given back at the end of the day |
| Second offense: | Taken away and given back to parent/guardian |
| Third offense: | Taken away and given back to parents and the student will not be allowed to bring a cell phone to school |
| All other: | Treated as insubordination |

Students should have all personal portable electronic devices turned off and stored away during the school day including headphones and earbuds. The student phone, located in the office, is available for students during the school day. It may be used before school and after school for emergency purposes only. Any student who attempts to use their portable electronic device during the school day will result in the device being confiscated. Excuses such as, "it fell out of my pocket," "my parent was calling/texting me," "I was turning it off", "I was just checking the time, or "I was just putting it away" are not valid excuses. This includes classrooms, hallways, the commons, bathrooms, the cafeteria and all other locations at the school. Headphones must also be stored and out of sight during the school day.

School is a place of business and learning where work needs to be done. Students are not allowed to use any electronic device to photograph or record another student on school property at any time without that person's permission. Students choosing to photograph or record another person on school property without that person's permission will be subject to discipline and possible suspension. Students who use their cell phones or other electronic media to harass, bully, intimidate or otherwise be mean to other students will not be allowed to have a cell phone at school. Any student who takes pictures or videos at school that contain images of unwilling persons, inappropriate matters, or have been taken in inappropriate areas (bathrooms, locker rooms, etc.) and posts those pictures or videos online or makes them public in any way, will be subject to further discipline and may be referred to the police.

EXTRA-CURRICULAR CODE: THIS CODE APPLIES TO all participants in every ASB funded and sanctioned activity and athletic program

Many rewards are gained through participation in athletics and activities and likewise, many sacrifices are made. The student who sets his/her mind to do what is required in order to be successful will be the one who gets the most out of our programs and who will succeed.

Participation in athletics and/or extra-curricular activities is *a privilege*, not a right. We hope that all students will choose to participate in one of the many options available to them.

Furthermore, students who do choose to participate should understand that high standards of academic performance, citizenship, sportsmanship, and overall appropriate conduct is expected at all times.

This is a part of our effort to develop well-rounded, young people with character and integrity who will be prepared to succeed beyond high school in post-secondary training, career, citizenship, and life.

The season of participation is defined as **beginning with the first day of practice and lasting through the end of the season, including school holidays, (winter break, spring break, weekends, etc.), and during school-related summer activities.**

Students are subject to the rules as outlined by the Washington Interscholastic Activities Association (WIAA), the Ocean Beach School District, the Extra-Curricular Code, and their coaches/advisors for conduct and outcomes throughout the season(s) of participation *which will include school-related summer activities.*

Attendance: Participation in practice and/or games/contests **is dependent upon the student's attendance at school the entire day** (all periods/the full day) **of the practice/game or contest.** Exceptions to this rule include:

Reasonable time for medical and dental appointments. When students miss school for such appointments, **they must bring a note from the medical/dental office** confirming the appointment, **and** that they are cleared to participate, in order to practice or compete/participate. We also ask that the parent/guardian pre-arrange these absences with a note or phone call to the school. **School-sponsored activities** **Family Emergencies** (Cleared by Athletic Director and/or Principal) **Funeral Attendance** Any **other reasonable absences cleared in advance** by the Athletic Director and/or Principal

In addition:

Students are expected to *arrive on time* to school *following any & all away contests!* *Occasional "Unexcused" tardiness* is sometimes unavoidable. If the student arrives at school by 9:00 AM, participation WILL be allowed. However, this exception will only be allowed for the first 3 occurrences in any given school year.

P.E. Participation: Athletes that are enrolled in physical education and/or weight training classes during the season **are expected to participate just like any other student.** If a student gets a discipline referral for not participating in PE class, they may not participate that day in practice or game.

Academic Eligibility Guidelines: A student participating in WIAA sanctioned activities and extracurricular activities with the Ocean Beach School District, **must be enrolled as a full-time student** in an approved, full-time program.

Academic Probation: If a student-athlete/activity participant is found to be academically ineligible until the next 6 week grading period concludes.

(1) **By WIAA Standards: Two or more F's means that you are ineligible (WIAA).** You can practice but may not compete/perform. You must attend a 30 minutes ICU each day and bring an ICU voucher to your coach/advisor in order to practice.

A. Ineligibility lasts until the next grading period. It will, however, be reviewed at 3 weeks.

B. If at the end of 3-weeks, you have no F's, you will be deemed eligible to compete/perform. However, you must continue with Study Table for the remainder of the 6-week grading period in order to remain eligible.

C. Students not meeting the WIAA eligibility criteria (at the end of the previous (spring) semester) will be ineligible for the first five weeks of the fall semester.

Grades for these students will be checked on the fourth Saturday in September for possible eligibility beginning the following Monday.

(2) **By the Ocean Beach School District standards: No more than 1 F ...** in order to maintain your eligibility, you must attend a 30 minute ICU daily and bring an ICU voucher to your coach/advisor in order to practice or play/perform for the next 6 weeks.

A. If at the next 6-week grading period the student does not meet the OBSD eligibility policy of maintaining 1 F or less, they will be deemed ineligible until the next six-week grading period.

The ICU List: In order to compete or perform, you must NOT be on the ICU list on the day of the contest/performance.

Exceptions include:

A. From the time an assignment is put on the ICU list you have 24 hours before that assignment will keep you from participating.

(1) Assignments put on the ICU list after school the day prior to an event or on the day of the event itself.

(2) Tests/Quizzes/Projects if not taken/completed, must at least, have a time arranged between the teacher and the student.

Individual Education Program (I.E.P.) students will be evaluated for eligibility on the basis of their own I.E.P.

No voucher form = No practice or performance!

Additional Notes Regarding Student Eligibility:

1. **ASB Card:** Each extra-curricular participant (Athletics; Activities; Clubs, etc.) must possess a current ASB Card prior to participating in any sport/activity. (\$30.00)
2. **General:** Each athlete/participant is subject to WIAA, OBSD rules of conduct, attendance, etc. in order to maintain their eligibility.
3. **Sport & Activity Guidelines:** Each coach/advisor will establish and distribute approved team rules/expectations. Eligibility will also be based on these guidelines and be subject to the Coach's discretion. Expectations may include issues such as dress, conduct, attitude, effort, respect, teamwork, practice attendance, etc.

Note: If the length of the suspension (for all steps and any of the infraction listed below) is longer than the remainder of his/her suspension during their next sports season or activity. For example: If there is an infraction with only six days left in the fall season, the 7th day of suspension will not occur until the first day of that participants next season (which could be the winter, spring, or even the next fall).

Tobacco (any and all forms), Alcohol, Marijuana, other drugs, AND any drug paraphernalia:

STEP 1: Ineligible 21 in-season calendar days from the day of discovery.

- Continued practice is encouraged, at the coach's discretion Assessment is recommended!

STEP 2: Ineligible 60 in-season calendar days from the day of discovery.

- Assessment is strongly recommended prior to return to play
 Continued practice will be determined by the coach, player and Athletic Director.

Considerations will include, but not be limited to, the amount of time left in the season, what is best for the player and for the team.
Review after 30 days (See below)

STEP 3: One calendar year suspension from all athletics and activities

- Assessment is strongly recommended and encouraged prior to return to play Review after Six-Months (See below)

STEP 4: Sanctions may range from one calendar year suspension from all athletics and activities to a high school career-ending suspension. Subject to review. (See below)

LEGEND DRUGS: (Per WIAA Policy) Penalties for the possession, use, and/or sale of legend drugs (drugs obtained through **prescription** RCW 69.41.020-050) and/or **controlled substances** (RCW 69.50) shall be as follows:

1st Violation: A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program (or activity season) for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to

participate unless the student accesses the assistance program outlined in B (below). Any athlete/participant who is found to be in violation of the Legend drugs and controlled substances rule shall have two options.

- A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season (activity season) and must meet the school's requirements in order to be eligible to compete/participate in the next interscholastic sports season. The school principal will have the final authority regarding the student's participation in further interscholastic sports (or activity) programs.
- B. The athlete may choose to seek and receive help for a problem with the use of legend drugs or controlled substances. Successful utilization of school and/or community assistance programs may allow him/her to have eligibility reinstated in that athletic/activity season, pending recommendation by the school.

2nd Violation: A participant who again violates any provision of RCW 69.41.020-050 or of RCW 69.50 shall be ineligible for interscholastic competition (and/or activity participation) for a period of one (1) calendar year from the date of the second violation.

3rd Violation: A participant who violates for a third time RCW 69.41.020-050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition (activity participation). (WIAA)

GUILT BY ASSOCIATION (GBA): Proximity is a factor for any tobacco, alcohol, or legend drug issue ... If a student is in the presence of minors who are in possession of, using, or distributing tobacco, alcohol, and/or drugs they are obligated to leave the area immediately. If the student does not leave immediately they run the risk that it may *not* be considered GBA. The student in proximity is expected to report the offense, to school authorities immediately.

STEP 1: Warning! **STEP 2:** The second offense equals the next step on the extra-curricular code (Step 1 ... 21 calendar day suspension from the activity/sport) A. A MINOR IS DEFINED AS being under the age of 21 for tobacco in any form (electronic, vape, Juul, chewing, etc.) and under the age of 21 for alcohol and/or any other drug. It is expected that all students will immediately remove themselves from any situation where illegal drugs, alcohol and/or tobacco are being used by anyone defined as a minor or the guilt by association (proximity) rule will be in effect. (Step 1: Warning ... Step 2: The next step on the extra-curricular code).

ASSESSMENT PROCESS: Evaluation/Assessment of the student can be done at Ilwaco High School (free of charge) or at another location at the expense of the participants family. Potential outside of school resources include:

- Willapa Behavioral Health (Long Beach) (360) 642-3787
- Life Works (Astoria) (503) 338-6990
- Addictions and Family Counseling (503) 717-1698

FELONY OR GROSS MISDEMEANOR: Arrest, conviction, or diversion. Each case is to be individually reviewed. If charges are dropped, the student may reapply for eligibility. **STEP 1:** One calendar year suspension from all athletics/activities.

- Review after six months (See below) **STEP 2:** Additional sanctions ranging from a one-year suspension from all activities/athletics to

ineligibility for the remainder of their high school career upon review.

REVIEW PROCESS: The following criteria (at a minimum) will be used in the review of any suspension to determine readiness for return to participation.

Grades Attendance Behavior Attitude If the student meets the criteria and is deemed ready to return to participation...

They will be placed on a contract and allowed to participate. If any of these criteria areas become unsatisfactory...

The contract will be canceled and the student placed back on suspension for the duration of the original suspension.

APPEAL PROCESS: Any disagreement with the application of the above policy may be appealed first, to the Athletic Director ... then, to the Building Principal ... to the Superintendent ... and, finally, to the School Board. For more information on the appeal process, you may contact the School Administration.

Insurance: It is extremely important for all students to be covered by either school insurance or insurance provided through home. School insurance forms are available in the office throughout the year. If you sign up for this insurance and need to file a claim and have other medical insurance, you should file a claim with both companies. This policy will coordinate benefits with other available insurance. Forms to file a claim are available in the school office. Board Policy 6535.

- Our athletic program consists of four seasons for 7th & 8th grade students:
 - 1st Season Football, Volleyball, Cross-country
 - 2nd Season Boys Basketball
 - 3rd Season Girls Basketball, Wrestling
 - 4th Season Track and Field
- All students must complete the following prior to participating in a sport.
 - Turn in their required physical form (forms are available in the office)
 - Turn in the athletic registration and emergency cards to the office (forms are available in the office)
 - Purchase your ASB card.
 - Have no fines or overdue library books.

Dances and Other After School Activities:

1. Students must have written permission slips signed by a guardian to attend.
2. No outside guests will be allowed to attend any Hilltop Middle School dance.
3. Students attending activities and dances are to remain in the designated area. If you must leave the activity or dance early, a signed note from a parent is required. Anyone leaving the building before the end of the activity or dance will not be re-admitted.
4. Please inform your parents when you are to be picked up for a ride home.
5. Students demonstrating unacceptable behavior at an extra-curricular event will be dismissed from the activity and lose the privilege to attend future activities.
6. Students must be in the activity no later than 15 minutes after it begins unless previously arranged with an administrator. Attendance after this deadline is prohibited.

7. Students must be present at school the entire day to attend, exception for prearranged medical or dental appointments.

EMERGENCY SCHOOL CLOSURES/DELAYS: All local radio and Portland/Seattle TV station will be notified of closure or delay in case of ice, snow, power outages, or other emergencies impacting the schools in the Ocean Beach School District. You can receive an e-mail when we decide to close schools if you sign up for **Flash Alert** at www.flashalert.net/news.html?id=716. You can also check the district web page at www.ocean.k12.wa.us and the Hilltop Middle School Facebook page. Please refrain from calling the school. If we are not listed as a school that is closing or delayed, then we are having school at the regular time.

CLOSED CAMPUS: Hilltop Middle School is a closed campus. Students shall not be removed from school grounds, any school building, or school function during school hours except by a person authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present evidence of his/her proper authority to remove the student. Prior written authorization from the residential parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver. No student shall be removed from campus by anyone without first getting permission from the student's parent or guardian, unless the safety of the student is at stake. Students may not leave school once they have arrived at school without specific permission from the school office.
(Board Policy 3124 RCW 28A.605.010)

COLOGNE/PERFUME AT SCHOOL: Students are not to use cologne or perfume at school. We have many students with allergies to these scents and students tend to put too much on when they have it at school.

DETENTION: Students may be assigned a lunch detention in response of a minor and/or major referral. Detention is served during student's regular lunch time. Students are to get their lunch and meet in the detention room for the entire length of lunch. If a student does not to serve a detention when assigned, the student will be expected to serve two detentions. Multiple violations will result in a major referral.

DRESS CODE: *Please read and review with your child. Students will dress appropriately so that they are not a distraction or disruption to the educational process. The school administrator has the right to designate which types of dress or appearance are not acceptable. Students must adhere to the following guidelines regarding school dress.*

1. Students are suggested to wear shoes with safe/hard soles. Slippers, socks and/or flip-flops are not considered appropriate, as they do not offer sanitary or safety protection. Shoes with wheels in them are not allowed at Hilltop Middle School.
2. Items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, gangs or other socially inappropriate message demeaning to any race, religion, gender, ethnic group, sexual orientation or advocates the violation of the law are prohibited.
3. All clothing must be appropriately buttoned/zippered. The length of shirts/blouses must extend beyond the belt level and the student's midriff must not be visible. See-through mesh type shirts or blouses may only be worn over the top of another non-mesh shirt. Tank tops or other tops that are low cut in the neck or arms are inappropriate.
4. All bottoms must be at least to fingertip length. Note: Fingertip length means that the hem must be at or below the point reached when the student's arm, hand and fingers are fully extended against the student's leg.
5. Pajamas may not be worn at school (Tops or Bottoms) unless a school wide activity permits it. The administrator has the final say about what is or is not pajamas.
6. Clothing that exposes undergarments is prohibited.
7. Hooded sweatshirts must have hoods down off heads inside the building and in classrooms.

Consequences for wearing inappropriate items can include:

You will be asked to make a "change" for the positive.

Continued dress code violations may include parent notification and office referrals.

As with any policy, inclusion of all possible situations is difficult and there are “grey” areas when dealing with a dress code. Please remember the Hilltop Middle School staff may sometimes have to use its discretion regarding student dress.

ELEVATOR: The elevator is available for students and adults who have difficulty using the stairs. All students must have permission from a school staff member in order to use the elevator.

FACEBOOK: Hilltop Middle School has an active Facebook page. This site is for parents, students and community members that are 13 years of age and older that want to stay informed about what is happening at our school. We want to keep this site open for our parents and community to keep up-to-date about what is going on at our school. We also want to allow parents and community members the freedom to post exciting things that are going on in their family and to ask questions about procedures and events. In return, we ask that our Facebook page not be used to voice frustrations, complaints, or concerns about staff, procedures, etc. at the school. Please contact the building principal or the teacher directly for these types of issues.

FIELD TRIPS: A permission slip will be sent home for school-sponsored field trips. We must have a signed permission slip by a parent/guardian to allow a child to leave school. We cannot accept phone calls in place of the field trip form. All chaperones on a school-sponsored field trip must have a completed and current criminal background check on file in the district/school office. Volunteers are not permitted to bring their spouse, relatives, children (other than the participating student), friends, or pets on field trips. Excessive behavior referrals and missing academic work may lead to exclusion from field trips.

GRADING POLICY: Each teacher develops a system of evaluating student progress based on the criteria for their individual classes. Each teacher at The Hilltop Middle School has aligned their curriculum to meet Washington state standards as outlined in the Common Core standards. Classroom grading systems will be shared with both students and parents, and teachers will explain how that system translates to a letter grade on student report cards. Grades will be averaged according to the following scale to determine the grade point average (GPA):

A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 C+ = 2.7 C = 2.3 C- = 2.0 D+ = 1.7 D = 1.0 F = 0.0

HALL PASSES: Students are not to be in the halls without a hall pass. Passes will be issued for appropriate reasons only. Students out of class without a pass are considered truant and may be subject to discipline. In the hallways, students are expected to walk, stay to the right when walking, use Level 2 voices, and keep their hands feet and objects to themselves. Disruptions in the hallway will result in disciplinary action.

HEAD LICE: Lice is an issue that comes up every year in almost every school in the country. There is not a Board Policy on what to do when a student has head lice. The Health Department and the National Nurses Association do not believe it is necessary to send children home just because they have nits or live lice. We will work with families whose children are infected with lice. If there is an infestation in any area of the school, we will send kids home and institute a temporary no nit policy. The school does not do regular “head checks” for lice. We follow the recommendation of the Office of Superintendent of Public Instruction. If a student is found with head lice, students of concern will have their heads checked by school personnel.

HEALTH: School health services are provided to appraise, protect and promote the health of students and school personnel. The primary emphasis of our program is promoting wellness so the child enjoys optimum physical and mental health. Each year, a variety of health screenings are provided to assess vision, hearing, scoliosis and dental health. Other wellness programs include health teaching and counseling. The programs offered at school are not substitutes for routine health exams, and we recommend that your child receive regular check-ups by your family doctor and dentist. Note: There is not a full-time nurse at Hilltop School. Guardians will be called in any case of injury or health concern. No medications can be disseminated without proper paperwork through the school nurse.

HEALTHY, HUNGER-FREE KIDS ACT: All foods, for sale, on school grounds from midnight until 30 minutes past the end of school must meet nutritional standards of the 2010 Healthy, Hunger-Free Kids Act.

HIGH SCHOOL SPORTING EVENTS: Middle school student are encouraged and welcome to attend high school sporting events. If you attend the event, you need to sit in the stands and watch the event. Students are not to hang out behind the stadium, run around, hang out in the foyer, etc. Students who do not comply with this policy will not be allowed to attend high school sporting events without sitting with their parents. A second violation of this policy will lead to loss of the privilege to attend high school sporting events.

HILLTOP PARENT-TEACHER ORGANIZATION: Hilltop Middle School does have an active Parent-Teacher Organization (PTO). Their main purpose is to promote, support and generate interest in all activities occurring within the school program. Typically, they raise funds to help support student activities and instruction, as well as promoting opportunities for parental involvement and understanding of school programs. Parents are encouraged and **welcomed** to get involved in this team effort.

HIV/SEXUAL HEALTH CURRICULUM: In the middle school students will receive instruction in HIV/AIDS prevention. At least one month prior to this instruction, parents will be given the opportunity to review the curriculum and ask questions. Parents may also come in and review the curriculum on their own time by setting up an appointment through the office. **A student may be removed from HIV/AIDS prevention education if the student's parent or guardian, having reviewed the curriculum, objects in writing to such participation.**

ICU: ICU stands for Intensive Care Unit for academic assignments at Hilltop. We expect all students to complete every quality assignment. This program provides students with opportunities during lunch and after school to get additional assistance completing their assignments. This can include re-teaching, review, retesting and re-doing of assignments. ICU is mandatory when any quality assignment is missing. Students may choose to come in during lunch or after school. Students are not eligible to attend school events and activities until assignments are completed.

I.D. CARDS AND VALIDATION STICKERS: All students will receive a free ID card. Any student participating in a sport or club is required to purchase an ASB validation sticker for \$25 which is then put on your free ID card. The ASB sticker indicates your official membership in the student body. This will entitle you to take part in clubs and activities as well as provide discounts to sporting events, dances and the yearbook. Join the ASB by purchasing your validation sticker from the Hilltop Main Office.

ID BADGES: All adults that are supposed to be at Hilltop Middle School during the school day will be required to have an ID badge on them at all times that is visible to our students. This includes staff members, volunteers, and parents. Students will be instructed not to approach or go with any adult that does not have the ID badge. All visitors to our school (this includes district staff that are not part of the Hilltop Middle School Staff) must sign in at the office and either get a visitor's badge or display their district ID badge.

INSURANCE:

(Board Policy 6535) It is extremely important for all students to be covered by either school insurance or insurance provided through home. School insurance forms are available in the office throughout the year. If you sign up for this insurance and need to file a claim and have other medical insurance, you should file a claim with both companies. This policy will coordinate benefits with other available insurance. Forms to file a claim are available in the school office.

LIFE THREATENING HEALTH CONDITIONS:

(Board Policy 3413) Prior to attendance at school, each child with a life-threatening health condition will present a medication and treatment order from a Licensed Health Care Provider addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school

day if a medication and treatment order, providing authority to a registered nurse, and a nursing care plan are not in place. Following submission of the medication and treatment order, the registered nurse will develop the nursing care plan.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the due process requirements in School District Procedure 3413P.

LOCKERS: Each student is assigned a locker at the beginning of the school year. Students are responsible for the condition of their lockers. It is very important that students not share their locker and/or combination with others. Students must use only the locker that is assigned to them, and no personal locks may be attached. Do not leave items of value in your locker. If there is an item of extreme value, it is probably in the student's best interest to leave it at home and not bring that item to school. The school is not responsible for items taken from lockers.

- Lockers are school property and may be opened by school authorities at any time deemed necessary.
- Lockers should not be marked on with ink or felt pens or decorated inside with anything that cannot easily be removed. Fines will be assessed for any damage done to any locker.
- Lockers must be used to store backpacks and other items while students are in class. Students may not leave their backpacks, etc. in the hallways.

LOST AND FOUND: The school provides an area for lost and found items. It is the student's responsibility to check for lost personal items. Parents are encouraged to mark clothing items, such as jackets, lunch boxes, etc. with their child's name. Lost clothing will be periodically displayed throughout the school year. At the seasonal breaks, unclaimed articles are donated to a local charity. Lost and Found is located up the stairs in the hallway outside of the Main Office. There is also lost and found items that are kept in the locker rooms.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT: The McKinney-Vento Homeless Assistance Act of 1986 is a federal law that helps to provide assistance to school children experiencing degrees of homelessness.

Homelessness is defined as "individuals who lack a fixed, regular and adequate nighttime residence;" however it is further defined as...

- Children sharing housing due to economic hardship or loss of housing – this includes living with relatives
- Children living in "motels, hotels, trailer parks, or camp grounds due to a lack of alternative accommodations
- Children living in "emergency or transitional shelters"
- Children awaiting foster care placement
- Children whose ordinary nighttime residence is not ordinarily used as a regular sleeping accommodation,
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Unaccompanied minors including runaways.

As you can probably see, many families in our area are experiencing levels of homelessness by these definitions.

What does Mckinney-Vento provide?

Students who are homeless per the definitions provided are eligible for a number of services.

- Assistance with immediate school registration, even if you lack typical registration documents.
- Transportation for students to continue to attend the same school even if they move out of school boundaries for the remainder of the school year
- Providing school supplies, clothing needs, and assisting with other fees
- Direct access to free school breakfast and lunch
- Assistance in finding resources in the community.
- Assistance with college entrance and FAFSA.

Your student's status is confidential and they will not be isolated or stigmatized because of their situation. Our goal is to provide services, so that your child can have the tools to be successful in school.

These services continue throughout the school year. Your status is re-evaluated at the start of each school year.

Who do I contact for McKinney-Vento services?

Your school secretary or counselor can help connect you with the district family resource staff including the homeless liaison. You may also contact the liaison directly: Amy Huntley 360-642-3739 Amy.huntley@oceanbeachschools.org 500 Washington Ave. S., Long Beach, WA 98631 Board Policy 3115.

MEAL PROGRAMS: The Ocean Beach School District offers breakfast and lunch service which is available to all students. This is a federally funded program and some students may qualify for free or reduced priced meals. Applications and information will be sent home the first day of school and are also available in the office. Parents and guardians may apply for this program anytime during the school year. The use of the previous year's qualifying free or reduced lunch status will be used until new applications are received and processed; or through the first 30 school days. It is the parents' responsibility to provide lunch money or a sack lunch each day. Parents will be called if a lunch or lunch money is not provided.

A district-wide computer system is used to record payments and purchases in lunch accounts. Payment, in cash or by check, may be made in the office. You will be notified when your account falls below a set amount (usually \$10.00) as it is important to pre-pay for meals; meals may not be charged. You can also sign up on "Family Access" to receive an automatic e-mail when your child's balance falls below \$5.00. See "Skyward Family Access" for more details. Purchases are recorded when a student enters their PIN number. This process is closely monitored by school staff. For questions about your account, you may check with the school office.

We believe that it is important that all students eat a healthy lunch each day they are at school. We want this to take place for our students who eat a hot lunch at school or for our students that bring a lunch from home.

When packing your student's lunch, please keep the following in mind:

1. Provide a healthy main course
2. Most juices and waters are appropriate for lunch
3. Soda pop is not allowed at Hilltop Middle School unless it is a special occasion in the classroom
4. Energy drinks are not allowed at Hilltop Middle School
5. Limit bags of chips to the snack size or put them in a sandwich size baggie
6. Desserts need to be limited to one reasonably sized piece of candy or treat

Students who bring inappropriate items for lunch will have them confiscated and a parent or guardian can pick them up. Students are not allowed to share food items at lunch whether they bring them from home or participate in our hot lunch program. When students bring big bags of chips or lots of candy it is not only unhealthy, it causes a distraction in the cafeteria.

It is the District's intent to ensure all students have access to healthy and nutritional food regardless of income levels. The District acknowledges that there can be financial barriers which prevent families from being able to pay for meals in a timely manner. As a result, the District has established procedures for food service meal charges. The District will provide written notification of our charge policy to all parents at the beginning of each school year.

All families are encouraged to complete a free and reduced-price meal application at the beginning of the school year. Applications are provided to families in August. The form and our charge policy will also be posted on our website (www.ocean.k12.wa.us) under Business Operations/Food Services, or can be picked up from any school office.

Important: A new application must be submitted within 30 school days of the beginning of the school year to re-establish your child's eligibility from the prior year. They will revert from free or reduced to paid on the 31st day.

MOVING: Sometimes families have to move during the school year. If your family is planning to move out of the Ocean Beach School District during the school year, please let the office know as early as possible. This will help your student have as smooth of a transition as possible to their new school. Students are asked to complete the following steps before withdrawing from school:

1. Return all books and equipment.
2. Pay all outstanding fines.
3. Clean out lockers.
4. Complete office check-out form.

NEWSPAPER & OTHER MASS MEDIA: On a regular basis, pictures of students involved in school activities are submitted with articles about the activity to the local newspaper. When appropriate, the student is identified in the picture. *If parents **do not** want their child to appear in these pictures or articles, please contact the principal in writing as soon as possible with your request. Please know that we do not control the local newspapers, but will do our best to inform them when not to publish a picture with a name if we are notified.*

NONDISCRIMINATION AND AFFIRMATIVE ACTION: The Ocean Beach School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Dawna Sundberg/HR Supervisor
PO Box 778, Long Beach, WA 98631
Tel: 360-642-3739
Email:
dawna.sundberg@oceanbeachschools.org

Civil Rights Compliance Coordinator

Dawna Sundberg/HR Supervisor
PO Box 778, Long Beach, WA 98631
Tel: 360-642-3739
Email:
dawna.sundberg@oceanbeachschools.org

Section 504/ADA Coordinator

Amy Huntley/Dir. Of Student Services
PO Box 778, Long Beach, WA 98631
Tel: 360-642-3739
Email:
amy.huntley@oceanbeachschools.org

PARENTAL CUSTODY: (Board Policy 3126) In the case that a custody issue restricts parental rights to a child, the office must have written notification. In order to protect children from unauthorized adults taking a child from school, we **must** have on file a copy of a restraining order issued in the state of Washington. Contact your lawyer for assistance.

PARENT/TEACHER CONFERENCE: Conferences are scheduled for all students in the fall and spring. Details about conferences will come out about a month prior to the scheduled conferences. See calendar for approximate dates.

PARTIES AND BIRTHDAYS: Throughout the year classes may celebrate special occasions by having a classroom party during non-instructional time. If you would be willing to assist the teacher with parties, please let them know. If your child's birthday falls during the school year and you would like to recognize the occasion with treats at school, please contact the teacher to arrange a day and time. You must supply store bought treats for the entire class. To avoid disrupting the school day, we request that you not have balloons or special items delivered at school.

PERSONAL MATERIAL AT SCHOOL: Personal materials from home will be permitted with the teachers' permission. They should be clearly marked with the student's name. Care and security of personal items remain the responsibility of the individual. The school cannot take responsibility for lost or damaged items brought from home, this includes cell phones and electronics.

PICTURES: School pictures are taken of individual students in the fall so families will have them for the holidays. Students are not expected or required to buy these pictures. If you are absent on picture day, there will be a retake day scheduled.

PBIS: PBIS stands for Positive Behavioral Interventions and Supports. At Hilltop, we believe that recognizing and teaching positive behaviors to students leads to better school safety and school culture. During the beginning of the school year and throughout the year, we teach behavioral expectations as listed in the behavioral matrix. When students are showing positive behaviors, they are rewarded with points that allow for special privileges and/or currency to purchase items at the Hilltop ROCKS Shop. Parents and guardians are encouraged to download the PBIS app to stay informed on their child's behaviors at school.

PROGRESS REPORTS AND REPORT CARDS: Report cards regarding student progress are issued at each conference and at the end of the school year. Students are evaluated in relation to their own work and progress, as well as in comparison with grade level expectations. The report card is seen as only one way to communicate with parents about their children's progress. Personal conferences, phone calls and notes between teacher and parent are felt to be important additional ways to exchange information. Report cards will be mailed home to parents after each grading period. If you have concerns or questions about your child's progress, please contact your son or daughter's teacher directly.

PHYSICAL EDUCATION REQUIREMENTS:

1. Students will participate in all physical education activities to the best of their abilities.
2. All students will "suit-up" for PE and will come to physical education class in clothing that allows for freedom of movement and appropriate footwear. Non suit or sitting out of PE will result in lower participation grades and could also result in behavior referrals. A doctors note is required for any lengthy PE participation refusal.
3. A PE locker will be provided to all students to keep PE clothing and shoes secure.

RESOURCE NUMBERS FOR STUDENTS/FAMILY: For additional information please contact the Hilltop Student Services office at (360) 642-1234

Home and Community Services	360-642-6220	Peninsula Food Bank	360-642-3634
Crisis Support Network	1-800-435-7276	Willapa Bay Behavioral Health (After-hours)	360-6423787
Family Reconciliation Services	1-800-562-5624	Wellspring Community Network	360-783-1090
Community Service Center (DSHS)	360-8756012		

RESTROOMS/LOCKER ROOMS: Students are not to "hang out" in the restrooms or locker rooms. They are not places to socialize with friends, listen to music, do homework, etc.

SCHOOL SUPPLIES: See the school website for the current supply list. If your family needs assistance, please contact the school and look for the Pack to School event in the community before school starts.

SKYWARD FAMILY ACCESS: Family Access is a web-based student information system which provides a way for parents/guardians to access specific information about their student(s) at Hilltop Middle School. For our school you can access information about attendance, report cards, lunch accounts, and other general student information. You can set it up so that you get an automatic e-mail every time anything is entered for your student's attendance and when your child's lunch account balance falls below \$5.00.

To get to Family Access, you need to follow these steps:

1. Go to www.ocean.k12.wa.us
2. Click on the "Family Access" link to the left of that page
3. Click on the "Family Access Login" link near the bottom of the page
4. Enter your personal Login and Password information*

*If you don't have your personal Login and Password information, please contact the school and it will be given to you.

SOLUTIONS ROOM: This is a supervised room where students may be sent to cool down, calm down, and come up with a solution to an inappropriate behavior in the classroom or other school areas. This room is designed to help students come up with solutions to issues without losing much class time and preventing further disciplinary actions. Multiple teacher referrals to the Solutions Room will be followed up by the Dean of Students.

STAFF QUALIFICATIONS: In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Ocean Beach School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications.

Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journeycard or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Dawna Sundberg, HR Director, dawna.sundberg@oceanbeachschools.org or 360-642-3739.

STUDENT CHECK OUT: To ensure the safety of our students, students are only released to individuals listed on the registration form, or those the parent or legal guardian has approved on the "Student Check-Out" form. *Students will not be released to other individuals without parent approval.*

STUDENT RECORDS (FERPA): The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. **Please see the Administration Handbook in the office for more information.**

TARDIES (MORNING): A student is considered tardy if he/she comes to school after 8:00 AM. Students who report to school after the 8:20 bell are required to check in at the main office where they will be issued a hall pass to class.

TARDY POLICY: Students are expected to be on time for all of their classes. Any student who is five or fewer minutes late to class will be considered tardy. Students more than five minutes late to class will be considered truant.

- 1st Tardy Verbal warning
- 2nd Tardy Parent notification
- 3rd Tardy Minor referral, parent notification, 1 lunch detention
- 4th Tardy Minor referral, parent notification, 2 lunch detentions
- 5th Tardy Major referral

TELEPHONE PROCEDURES: Students may use the school telephone ONLY in an emergency situation or at the discretion of a staff member. Students will be called from classes to answer the telephone in an emergency ONLY. At all other times, the office will take messages for the students. Telephone messages must be received in the office by 1:00 p.m. (12:00 p.m. on Fridays) to assure delivery to the individual before school dismissal.

TOBACCO USE ON SCHOOL PROPERTY: Any use of tobacco products by staff, students, visitors and community members shall be prohibited on school district property. This shall include all district buildings, grounds, and district owned vehicles. This includes vaping. Students are subject to discipline for violation of this policy, and school district employees are responsible for the enforcement of this policy. (Board Policy 4215, 3241, 5281 RCW 28A.210.310 and 70.155.80)

TRADING/GIVING AWAY/SELLING ITEMS AT SCHOOL: Students are not allowed to trade personal items at school or sell personal items at school. This will be dealt with as a discipline issue if necessary. Students may not give their personal property to another student at school.

VISITATIONS: Sometimes a visit to your child's classroom is a good way to learn first-hand about your child's educational program and his/her adjustment to the school setting. We would like to encourage you to visit your child's room any time. Contact your child's teacher or the office about arranging for a visit prior to the visitation. According to contract, teachers need to be provided 24 hours advance notice. **All** persons who come into the building, who are not regular staff members or regularly registered students, are to register at the office as visitors. Volunteers and visitors will sign in and be given badges to wear while in the building. This includes any and all types of visitors or volunteers. Parents who wish to visit the classes that are providing special education services must make this request to the resource room teacher and the Director of Special Education. There are other legal requirements for visiting these classes that revolve around FERPA laws.

VISITORS: All visitors must check in at the main office and obtain a Hilltop Visitor's Pass. The pass must be displayed at all times and returned to the main office at the end of the visit/business. Students are not allowed to bring friends/visitors from outside of Hilltop Middle School with them to school.

VOLUNTEERS: Volunteering is a great way to ensure the success of our students. Hilltop parents log many volunteer hours through tutoring students, helping in classrooms, assisting in the work, chaperoning field trips, and fund raising. Through our parents' group, parents help plan and implement a variety of

community building events and programs. If you are interested in volunteering, there are plenty of opportunities. All volunteers are required to pass a criminal background check. Applications to volunteer are available in the office.

CONTACTING US:

If you would like to talk with your child's teacher, please contact the office at 642.1234 and leave a message with the school secretary. The teacher will contact you within one school day if possible.

You may also contact our teachers via e-mail at the following addresses:

6th Grade Cohort

Kelly Jacobsen (ELA/ SS)	kelly.jacobsen@oceanbeachschools.org
Doug Pellerin (Math)	doug.pellerin@oceanbeachschools.org
Kristen Mathison (Science)	kristen.mathison@oceanbeachschools.org
Linda Martin (Art 6-8)	linda.martin@oceanbeachschools.org
Justin Jackson (SpEd)	justin.jackson@oceanbeachschools.org

7th Grade Cohort

Randy Bloom (ELA/ SS)	randy.bloom@oceanbeachschools.org
Hannah Bolden (Math)	hannah.bolden@oceanbeachschools.org
Jake Gold (Science)	jake.gold@oceanbeachschools.org

8th Grade Cohort

Jodie Housley (ELA/ SS)	jodie.housley@oceanbeachschools.org
David Blaylock (Math)	david.blaylock@oceanbeachschools.org
Andrea Deatruck (Science)	andrea.deatruck@oceanbeachschools.org
Brianne Cline (Health/PE)	brianne.cline@oceanbeachschools.org

HiC (Highly Capable)

Karen Humber	karen.humber@oceanbeachschools.org
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Alternative School

Karyn Veland (Teacher)	karyn.veland@oceanbeachschools.org
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Paraeducators

Jeff Hightower (Para)	jeff.hightower@oceanbeachschools.org
Kristina Salas (Para)	kristina.salas@oceanbeachschools.org
Dora Hubbard (OT)	dora.hubbard@oceanbeachschools.org
Laurie Hazen (Para)	laurie.hazen@oceanbeachschools.org
Tim McDonnell (Solutions)	tim.mcdonnell@oceanbeachschools.org
Rebecca Morales (Para)	rebecca.morales@oceanbeachschools.org
Joyce Ashby (Para)	joyce.ashby@oceanbeachschools.org
Antoinette Jones (Para)	antoinette.jones@oceanbeachschools.org
Cyndi Stephenson (Para)	cyndi.stephenson@oceanbeachschools.org
Anne Rogers (Para)	anne.rogers@oceanbeachschools.org

The Arts

Brian Bergman (Music) brian.bergman@oceanbeachschools.org
Linda Martin (Art) linda.martin@oceanbeachschools.org

Special Education

Cheryl Cochran cheryl.cochran@oceanbeachschools.org
Michael Cline michael.cline@oceanbeachschools.org
Justin Jackson justin.jackson@oceanbeachschools.org
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