

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 two main goals:

1. 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.

2. 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

Hilltop Middle School 2018-2019

School Colors: Blue and Gold



Mascot: Fishermen

Daily Schedule

We want your child to be safe and supervised at all times. Please do not allow your child to arrive before the times listed here.

8:00	Cafeteria Opens
8:15	Breakfast will stop being served
8:20	School Begins
3:15	Student Dismissal
2:15	Friday Dismissal

Hilltop Middle School office hours are from 7:30 a.m. to 3:45 p.m. Below is the bell schedule for 7th and 8th grade. The 5th and 6th grade schedule will be worked out amongst all 5th & 6th grade teachers.

Regular Schedule		Early Dismissal Friday Schedule	
Breakfast	8:00-8:15	Breakfast	8:00-8:15
Period 1	8:20-9:20	Period 1	8:20-9:09
Period 2	9:24-10:14	Period 2	9:13-9:55
Period 3	10:18-11:08	Period 3	9:59-10:41
5 th Lunch	10:55-11:25	Period 4	10:45-11:27
6 th Lunch	11:30-12:00	5 th Lunch	10:30-11:00
Period 4	11:12-12:02	6 th Lunch	11:00-11:30
7 th /8 th Lunch	12:02-12:36	Period 5	11:31-12:13
Period 5	12:36-1:26	7 th /8 th Lunch	12:13-12:43
Period 6	1:30-2:20	Period 6	12:47-1:29
Period 7	2:24-3:15	Period 7	1:33-2:15
Passing to Buses	3:15-3:20	Passing to Buses	2:15-2:20

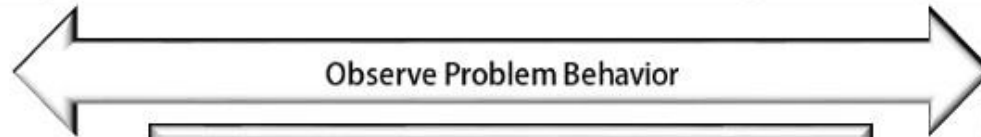
For your child's security, all entry doors will be locked with the exception of the main office entry. Please check in at the office if you have business at the school.

Hilltop Middle School Behavior Matrix

	Auditorium	Gymnasium & Locker room	Classroom Settings	Library	Cafeteria	Hallways & Stairs	Office	Outside Areas	Restroom	Bus
Responsible	<p>Voices at a level 0 during presentations.</p> <p>Eyes on the speaker.</p>	<p>Voices at a level 0 during presentations and a level 3-4 during activities.</p>	<p>Be on time.</p> <p>Complete tasks on time.</p> <p>Be honest.</p> <p>Clean up your area.</p>	<p>Use materials as intended.</p> <p>Return books on time.</p>	<p>Enter lunch number quickly.</p> <p>Place trash in trash cans.</p> <p>Wait your turn.</p>	<p>Have a pass during non-passing times.</p> <p>Go directly to your class.</p>	<p>Enter & exit with a level 0 voice.</p> <p>Have a pass to be in the office.</p>	<p>Enter and exit building with a level 1 voice.</p> <p>Line up in when signaled.</p> <p>Accept ownership of actions.</p>	<p>Flush toilet.</p> <p>Wash hands with soap and water.</p> <p>Put paper towels in the trash can.</p>	<p>Enter and exit with a level 1 voice.</p> <p>Get on the correct bus route.</p>
Orderly	<p>Walk in a single file line to your seat.</p> <p>Wait for your class to be dismissed.</p>	<p>Use your locker.</p> <p>Wait to be dismissed.</p>	<p>Have supplies ready at the bell.</p> <p>Stay in assigned seat.</p> <p>Wait your turn.</p>	<p>Return items after use.</p> <p>Ask for help if needed.</p>	<p>Get all items needed while in line.</p> <p>Clean up after yourself.</p> <p>Walk.</p>	<p>Use your locker.</p> <p>Collect all materials during passing time.</p> <p>Stay to the right.</p>	<p>Wait your turn.</p>	<p>Report to assigned areas.</p> <p>Wear/bring appropriate clothing.</p>	<p>Report vandalism.</p> <p>Return to class promptly.</p>	<p>Sit in assigned seat.</p> <p>Keep bus clean.</p> <p>Keep isles clear.</p>
Cooperative	<p>Respect others personal space.</p> <p>Respect yourself, others, and others' property.</p>	<p>Use equipment as its intended.</p> <p>Follow directions.</p>	<p>Follow directions the first time.</p> <p>Share materials.</p>	<p>Use a level 1 voice.</p> <p>Maintain personal space.</p>	<p>Use a level 2 voice.</p> <p>Help clean up.</p>	<p>Walk quietly.</p> <p>Report any problems to your teacher.</p>	<p>Follow instructions from adults.</p>	<p>Keep body and belongings to yourself.</p> <p>Include others in play.</p> <p>Share equipment.</p>	<p>Wait your turns.</p> <p>Maintain personal space.</p>	<p>Wait for your turn on or off the bus.</p>
Kind	<p>Be courteous to the presenter.</p>	<p>Use school appropriate language.</p>	<p>Use school appropriate language.</p> <p>Help and support others.</p>	<p>Use school appropriate language.</p>	<p>Invite others to sit next to you.</p>	<p>Help and support others.</p> <p>Use school appropriate language.</p>	<p>Speak with a level 2 voice.</p> <p>Welcome visitors.</p>	<p>Help and support others.</p> <p>Use school appropriate language.</p>	<p>Allow others with emergencies to go first.</p> <p>Report supply shortages.</p>	<p>Use a level 1 voice.</p> <p>Use school appropriate language.</p>
Safety	<p>Keep your body and belongings to yourself.</p> <p>Report problems.</p> <p>Walk.</p>	<p>On the bleachers, use one step at a time.</p> <p>Maintain personal space.</p> <p>Keep body and belongings to yourself.</p>	<p>Keep your body and belongings to yourself.</p> <p>Use materials as they were intended.</p>	<p>Walk.</p> <p>Push chairs in.</p> <p>Keep body and belongings to yourself.</p>	<p>Keep your body and belongings to yourself.</p> <p>Eat your own food.</p> <p>Clean up any spills.</p> <p>Report problems.</p>	<p>Use one step at a time.</p> <p>Maintain personal space.</p> <p>Keep your body and belongings to yourself AND in hand.</p>	<p>Walk.</p> <p>Maintain personal space.</p>	<p>Use equipment as intended.</p> <p>Stay in approved areas.</p> <p>Ask an adult for help when needed.</p>	<p>Report problems immediately.</p>	<p>Keep body and belongings inside the bus.</p> <p>Keep body and belongings to yourself.</p> <p>Stay seated.</p>



Hilltop Middle School — Behavior Response System



Minor Incident

Major Incident

Minors

Non-Egregious

- Written Referral to the Dean of Students.
- Office manages discipline and contact the student.
- Teacher or Dean of Students will notify parents.

OR

Egregious

- Immediate assistance from office for student removal is requested.
- Referral written and sent to Dean of Students.
- Dean of Students will notify parents.

Non-Verbal Redirect

Does the behavior change? **YES**

Positive Recognition

Verbal Redirect
(Clear Reminder of Expected Behavior)

Does the behavior change? **YES**

Positive Recognition

2nd Verbal Redirect and Physical Environment Change within Classroom
(Conference with Student, Possible Loss of Privilege, Contact Parent)

Does the behavior change? **YES**

Positive Recognition

Solutions Room, Buddy Room, or Counselor
(Complete Minor Form, Assign Detention if Necessary, Contact Parent, and Follow-Up Conversation with Student)

- Defiance (Low Levels)**
- Not following directions
 - Refusal to work or comply
- Disrespect**
- Insults
 - Name Calling
 - Taking other's things
 - Talking back
 - Yelling/shouting/swearing at others
 - Argumentative
- Disruption**
- Distracting others
 - Not patiently waiting turn
 - Out of seat
 - Off task
 - Talking out/blurring out/ interrupting
- Dress Code Violations**
- Inappropriate Language**

- Physical Contact/ Aggression**
- Not keeping hands to self
 - Picking on others
 - Running
 - Throwing things
- Property Misuse**
- Not cleaning up /
 - Misuse of Materials
- Technology Violation**
- Other**
- Not Prepared for class
 - Cheating/Plagiarism

Repeated Minor Infractions
4 + Minors = Major

Majors

- Non-Egregious Majors**
- Defiance (high level)
 - Harassment/Bullying
 - Racial slurs
 - Swearing @ staff/Calling staff names
 - 5+ Tardies
 - Stealing/Taking Items
 - Vandalism
 - Gambling
 - Mocking the teacher/speaker
 - Truancy/Leaving class without permission

- Egregious Majors**
- Exceptional Misconduct
 - Criminal Acts
 - Assault
 - Drugs/Alcohol
 - False Alarms/ Fire & Arson
 - Sexual Harassment
 - Major Theft
 - Threats /Intimidation
 - Weapons

Reminders!

- Consistency is important!
- Relationships matter!
- The minor form is not meant to be filled out every time a student is redirected. It is a form of communication that a student may need additional behavioral supports.
- Repeated minors (4 or more) will result in office follow up, but will not necessarily result in immediate consequences for specific incidents.

** More in-depth definitions and consequences can be viewed in the office.*

Absences: Official excuses for absences are illness, doctor and dental appointments, religious observance requested by the parent, a school activity, and family emergencies (Board Policy 3122). Students who are more than 30 minutes late to school or who are excused from school for more than 30 minutes will be considered as having a half-day absence. Absences for other purposes must be *pre-approved* through contact with the school office. **If your child cannot attend school for any reason, please call the school by 9:00 am at 642.1234.** If it is determined by the child’s teacher or the administration that poor attendance is affecting progress in school, a doctor’s note may be required to excuse further student absences.

Excused Absences:	
5 in a month	Required conference within 30 days with Principal, Dean of Students, Teacher, and Counselor to make a plan for better attendance.
10 in a year	Will only be considered excused with a doctor’s note or permission from the Principal.
18 in a year	Required meeting with the Superintendent and Principal.

Unexcused Absences:	
1	Phone call home and information given on consequences of missing school.
3 in a month	Required conference with Principal, student, and parent.
5 in a year	Referral to community truancy board which can lead to possible petition to juvenile court.

Athletics: Student athletic participation is a privilege, not a right. The mission of the athletic program at Hilltop shall reflect the following stances:

- Positive sportsmanship will be developed, modeled, and expected of administrators, coaches, parents, spectators, and student athletes.
- Participation in the athletic program at Hilltop is predicated upon success in the school-both **behaviorally and academically**.
- The primary goal of the athletic program at Hilltop is to ensure athletic opportunities for all students who wish to participate.
- Hilltop Middle School coach staff have identified five major athletic goals for the upcoming school year:
 1. Keeping student active and involved in their school.
 2. Providing students with opportunities to make new friends.
 3. Developing athletic skills and talents.
 4. Fostering positive levels of sportsmanship.
 5. Emphasizing the importance of positive citizenship and role modeling positive behavior in our school.

Academic Expectations: Each player will earn passing grades in all of their classes. We will do our best to assist players who are having academic difficulty and we will conduct weekly grade check on all students participating in sports.

Students not maintaining academic expectations:		
VIOLATION	STATUS	ACTION TAKEN
1st Offense	Probation	Student will attend ICU during lunch or after school. Student is allowed to attend practice and games with signed ICU pass.
2nd Offense	Exclusion	Student will attend ICU during lunch or after school. Student is unable to attend practice and games.

Behavioral Expectations: All Hilltop student athletes are expected to exemplify good citizenship and positive sportsmanship. We will do our best to help students make good behavioral choices and we will teach

Students not maintaining behavioral expectations:		
VIOLATION	STATUS	ACTION TAKEN
1st Offense - Major Referral	Probation	Student is expected to have a Solution Plan in place. Student is allowed to attend practice and games.
2nd Offense - Major Referral	Exclusion	Student's Solution Plan will be reviewed and revised. Student is unable to attend practice or games until consequence fulfilled.

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.

Attendance Incentive Program: Hilltop Middle School recognizes that regular school attendance contributes to successful student achievement. Days lost from school cannot be “made up,” even if the class work and homework are done, because there is no substitute for uninterrupted personal contact between teacher and student. Attendance at school is a shared responsibility of the parent(s)/guardian(s), student and school personnel. Hilltop Middle School provides incentives for good attendance.

- Students who have perfect attendance each month will be recognized at monthly student recognition assemblies.
- Students who have outstanding attendance (97%) or better for the entire year will be given the Outstanding Attendance Award at the end of the year assembly. A student must have fewer than 5 tardies to be eligible for this award.
- Students who have perfect attendance (no absences for any reason) for the entire year will receive the Perfect Attendance Award at the end of the year assembly and have their name placed on a plaque in the school's trophy case. There will also be a tardy standard to receive this recognition.

Activities: All students at Hilltop Middle School are encouraged to become actively involved beyond the school day if at all possible. This allows student to develop a greater sense of membership in the Hilltop community. In order to foster active student involvement, see a list of clubs and sports in the office. Students interested in forming a school club or organization should discuss the idea with the ASB advisor and fill out the appropriate ASB paperwork. Students

should also listen to the daily announcements to receive information about active groups and groups that are being formed outside of the school such as community sponsored activities. Each of these groups will have guidelines, rules, or constitutions specific to their activity. Some of these groups may have been chosen from a tryout or elected by the student body. Students are encouraged to apply for/or join several team and clubs.

After School Activity Policy: During the school year there are a number of after-school-activities available to students. Please follow these expectations for the enjoyment of all:

- Students must go directly to the location where the activity is taking place.
- Once the student enters the activity they must remain inside. If you leave, you may not re-enter.
- Understand that all school rules apply during the course of the activity. The excuse that “school is out” does not apply.

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.

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, at lunch 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.

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.

Dances/Student Activities: The following guidelines will apply to dances and evening events at Hilltop Middle School.

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 not 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.

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/zipped. 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.
 - 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.

Family Vacations/Extended Absences: 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 miss 6 to 10 days will only be excused if the teacher agrees that the child can handle the make-up work. Any extended absence over 10 days will not be excused without a note from a medical practitioner and will fall under the above guidelines. 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. Unenroll 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;

Take the absences as unexcused absences. Choosing this option may result in a petition being filed in the Pacific County Court to compel better attendance.

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 signed by a staff member while classes are in session. 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.

High School Sporting Events: Middle school students 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.

Helping Your Child in School: The following are some things you as parents can do to help your child with his/her school life:

1. Work with teachers, principals, nurse, counselor, and other school personnel.
2. Show enthusiasm and interest in the things your child is doing in school.
3. Help your child understand the need to be considerate of others and to respect property and rights.
4. Encourage your child to tell about school activities and listen sincerely when he/she is sharing.
5. Call the school when unsure of school-related matters.
6. Hear both the child's and the teacher's version of a controversial issue.
7. Praise your child for work well done and praise them for improvement. Improvement may take place in work and study habits, conduct, attitude, and specific skills.
8. Visit the school often and accept invitations to classroom and school activities.
9. Help your child schedule time so that he or she has an opportunity for study time at home when necessary.

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.

HUG Program: HUG stands for: Hello, Update, and Goodbye. Despite all the positive behavior support programs at Hilltop Middle School, some students still need a little more support. That is where the HUG program comes in. This program provides:

- A check in/check out system that provides support for students experiencing challenging behaviors
- Reinforcement and positive attention from adults
- A team approach connecting school and home

Before any student enters the HUG program a referral is made by a staff member, parent, or student self-referral. A meeting with all teachers, administrators, parents and the student is held to determine if the HUG program is a viable option for the student. At that time, individual goals will be set and the program will be further explained.

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.

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.

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
Rights Compliance Coordinator
Sundberg/HR Supervisor

PO Box 778, Long Beach, WA 98631 Tel: 360-642-3739 Email:
dawna.sundberg@oceanbeachschools.org **Section**

504/ADA Coordinator

CivilAmy Huntley/Dir. Of Student Services
DawnaPO 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. If your child is going to have a birthday party and you want to use school time to pass out invitations to their party, all students in your child's class must be invited. If you are going to provide treats for your child on their birthday, then 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.

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 Shop.

Progress Reports: Report cards regarding student progress are issued at each conference, mid-year 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.

Physical Education Requirements:

1. Students will participate in all physical education activities to the best of their abilities.
2. 7th and 8th grade students will “suit-up” for PE and 5th & 6th grade students will come to physical education class in clothing that allows for freedom of movement.

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	360-642-3787 (After-hours)
Family Reconciliation Services	1-800-562-5624	Wellspring Community	360-783-1090
Community Service Center (DSHS)	360-8756012	Network	

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. Only students that have PE first period are allowed in the locker rooms before school.

Report Cards: 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.

School Supplies: The school district will supply required school supplies for students at Hilltop Middle School. If you would like to donate to the classroom or school, please contact teachers or the office.

School to Home Communication: You will receive a monthly newsletter from Hilltop about what is happening at school. Each family may choose to get a paper copy or electronic copy of the newsletter. Families will receive an electronic copy of the newsletter. If you prefer a paper copy please contact the office.

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.

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 8:20 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. Please give the teachers 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 Your Child's Teacher

If you would like to talk with your child's teacher, please contact the office at 642.3242 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:

Fifth Grade:

Crystal Bell	crystal.bell@oceanbeachschools.org
Sheena Burke	sheena.burke@oceanbeachschools.org
Ann Breitenfield	ann.breitenfield@oceanbeachschools.org

Sixth Grade

Sue Anderson	sue.anderson@oceanbeachschools.org
Kristen Mathison	kristen.mathison@oceanbeachschools.org
Lynn Whealdon	lynn.whealdon@oceanbeachschools.org
David Blaylock	david.blaylock@oceanbeachschools.org

Seventh & Eight Grade

Jake Gold	jake.gold@oceanbeachschools.org
Hannah Bolden	hannah.bolden@oceanbeachschools.org
Kelly Jacobsen	kelly.jacobsen@oceanbeachschools.org
Melissa Nesbitt	melissa.nesbitt@oceanbeachschools.org

The Arts

Brian Bergman	brian.bergman@oceanbeachschools.org
Rachel Lake	rachel.lake@oceanbeachschools.org
Lesa Stremick	lesa.stremick@oceanbeachschools.org

Physical Education

Doug Pellerin	doug.pellerin@oceanbeachschools.org
Kip Meinhardt	kip.meinhardt@oceanbeachschools.org
Brianne Cline	brianne.cline@oceanbeachschools.org

Special Education

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

Other

Tracie Lorimor (Intervention Specialist)	tracie.lorimor@oceanbeachschools.org
Valerie Clementi (Counselor)	valerie.clementi@oceanbeachschools.org

Office Staff

Sara Ryan (Secretary)	sara.ryan@oceanbeachschools.org
Johanna Gustafson (Secretary II)	johanna.gustafson@oceanbeachschools.org
Mark Westley (Principal)	mark.westley@oceanbeachschools.org
Cheri Lloyd (Dean of Students)	cheri.lloyd@oceanbeachschools.org