

HOPKINS MIDDLE SCHOOL

“KEEP CALM, H.A.W.K. ON!”



SCHOOL HANDBOOK

2023-2024

Principal:	Nancy Kuei
Asst. Principal:	Joanna Jensen
Asst. Principal:	Jennifer Moore

600 Driscoll Road
Fremont, CA 94539

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[Hopkins Website](#)

The H.A.W.K. ON Guide

Honest – Taking responsibility for something that may have a negative consequence, admitting mistakes (i.e. pointing out grading discrepancies).

Assertive – This can be used synonymously with “upstander”; noticing a wrong and taking courageous action to correct it; choosing to do the right thing, especially if it would be easier to be passive (do nothing) or aggressive (overreacting); willingness to respectfully address a peer or teacher in order to resolve a conflict or solve a problem. **An upstander** speaks up so that a problem can be solved before it becomes a bigger problem.

Wise – Applying knowledge to solve real-world problems through careful assessment and informed decision making; making decisions by using good judgment; choosing to work with one who will have a positive influence vs. a friend who might distract.

Kind – Doing good for another; including those who are often left out; welcoming new students; noticing when another may need help or encouragement and taking action.

On The Rise – Showing improvement; celebrating achievements

Never Give Up – Keep trying; not letting frustration stop you from achieving your goals; persistence

SCHOOL STAFF

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Hopkins 2023-2024 Bell Schedules

MON/TUES/THURS/FRI		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 1	8:15	9:06
PERIOD 2	9:11	9:58
PERIOD 3	10:03	10:50
PERIOD 4	10:55	11:42
LUNCH	11:42	12:17
READ/FLEX	12:22	12:45
PERIOD 5	12:48	1:35
PERIOD 6	1:40	2:27

EARLY RELEASE WEDNESDAYS		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 1	8:15	8:58
PERIOD 2	9:03	9:44
PERIOD 3	9:49	10:30
PERIOD 4	10:35	11:16
LUNCH	11:16	11:51
PERIOD 5	11:56	12:37
PERIOD 6	12:42	1:23

MINIMUM DAYS		
<i>Nov 1, Nov 8, Feb 16, May 31</i>		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 1	8:15	8:54
PERIOD 2	8:59	9:33
PERIOD 3	9:40	10:15
BRUNCH	10:15	10:35
PERIOD 4	10:40	11:15
PERIOD 5	11:20	11:55
PERIOD 6	12:00	12:35

END OF SEMESTER #1		
<i>Dec 21, May 29</i>		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 1	8:15	9:33
PERIOD 2	9:38	10:54
BRUNCH	10:54	11:14
PERIOD 3	11:19	12:35

END OF SEMESTER #2		
<i>Dec 22, May 30</i>		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 4	8:15	9:33
PERIOD 5	9:38	10:54
BRUNCH	10:54	11:14
PERIOD 6	11:19	12:35

SBAC TESTING #1		
<i>APR 18, 22, 25</i>		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 1	8:15	10:03
BREAK	10:03	10:08
PERIOD 2	10:18	12:00
LUNCH	12:00	12:35
PERIOD 3	12:45	2:27

SBAC TESTING #2		
<i>APR 19, 23, 26</i>		
	Start	End
PERIOD 0	7:25	8:10
PERIOD 4	8:15	10:03
BREAK	10:03	10:08
PERIOD 5	10:18	12:00
LUNCH	12:00	12:35
PERIOD 6	12:45	2:27

OUR DAILY ENVIRONMENT

It is the right of every eligible pupil to enroll in school and to learn in a safe environment free from distraction. All pupils shall comply with regulations, pursue the required course of study, and respect the authority of adults. Students must assume responsibility for their own actions and accept any consequences that follow.

FUSD/HOPKINS is committed to a learning environment free from harassment, intimidation, or insult. The school will not tolerate discrimination in any form, nor will it tolerate behavior which harasses, insults, degrades, or stereotypes any person on the basis of race, color, national origin, ethnicity, religion, age, gender, disability, or sexual orientation.

Any student who is threatened, bullied, or harassed should report the incident to the office or an adult. Sexual harassment in any form will **not** be tolerated. All students will receive a copy of FUSD's Sexual Harassment Policy.

Knowledge or information about weapons, drug use, sale of illegal substances, threats, potential fights, robbery, or extortion should be reported to a teacher, counselor, secretary, or administrator so that the situation can be addressed immediately. Students must cooperate with and help staff to ensure school safety. Strict confidentiality will be maintained and student identities protected.

Students must respect the rights of other students and treat others as they would like to be treated.

Students must demonstrate respect for all adults, including substitute teachers, in the school community.

Students must respect the property of others and make every effort to protect personal and school property.

Students willfully defacing or causing damage to school property or the property of others may be required to pay for the damages they cause. School consequences may result.

ATTENDANCE PROCEDURES

First School Day Absences

Students are expected to be in school the first day of the school year except for those students who are ill. Parents or guardians must contact school about the illness on the same day the student is absent. Students who have not attended the first day of school will be dropped at the end of the first day.

Absences

It is very important for a parent/guardian to report their child's absence from school. Please call the attendance clerk **before 9:00 A.M.** at **510-656-3500**, press **7** and press **1** (24 hour absence recorder is available) on **each day the child is absent**. If the school does not receive a phone call, the school will call the parent to verify the absence. If parent contact is not made, the absence will be listed as unexcused. Please note: After two unexcused absences the student will be considered truant.

An absence must be reported with either a phone call, an email, or a note signed by the parent/guardian. Please note that only illness, medical appointment, or bereavement are excused absence. Refer to the FUSD Parent/Guardian & Student Handbook for more about excused absences.

When calling about an absence, please leave the following information:

- Student's legal full name (**please spell slowly**), student ID number, and grade level
- Reason for the absence
- Call back phone number
- Person calling and relationship to the student

When emailing about an absence, please send from the parent email address on the student's school record and include:

- Student's legal full name, student ID number, and grade level
- Reason for the absence
- Contact phone number
- Sender's legal full name and relationship to the student

If the parent/guardian cannot phone or email, the school must have a note explaining the absence. The student can bring a note verifying an absence to the office before school begins on the date of his/her return.

The note should include:

1. The student's legal full name
2. The date of the absence
3. The reason for the absence
4. Parent/guardian's legal full name, signature, and relationship to the student

Also, please keep in mind that if a student incurs an unexcused absence, make-up work, quizzes, and tests are at the teacher's discretion. Please remember the school and district miss out on Average Daily Attendance funding from the state even with excused absences such as "sick".

TARDINESS

Tardiness is anytime students arrive to class after the late bell or per teacher's tardy policy. Students arriving more than 5 minutes late to school MUST first report to the office. Parents/guardians should call, email, or write a note explaining the tardy. Unexcused tardies are monitored and are subject to disciplinary action. Students attending zero period must maintain good attendance or they may be dropped from zero period. A student who is tardy/absent to zero period 10 times may be dropped from that class, which means they will lose their 2nd elective. Progressive discipline is used for tardies:

- 1) Tardies will be managed with class-level progressive consequences until a student reaches beyond a total of 5 tardies overall.

- 2) Once a student has more than 5 tardies, they receive their first office-managed consequence – Reflection with parent/guardian signature and administrator check-in.
- 3) If a student has 0 tardies for 5 consecutive school days, they are back to Step 0.
- 4) Once a student has their:
 - a) 7th tardy overall → Paper pickup
 - b) 9th → Double paper pickups
 - c) 11th → 30 min detention
 - d) 13th → 1 hour detention
- 5) At a student's 15th tardy, an administrator will arrange for a parent meeting to go over an attendance contract that remains in effect for the remainder of the semester.

Positive Awards

- 1) Each month, students at Step 0 will automatically be entered into a drawing for rewards.

OFF-GROUNDS PASSES

If a student must be absent for any part of the school day, a parent/guardian must notify the office with a note or telephone call. The office needs such notifications by the end of the first period. When a student leaves, the parent/designee must sign out the student in the office. If a student is returning to school with an off-grounds pass, he/she must report to the office for an admit slip to class. Please note that students' cell phones must be turned off during school hours. Do not call their cell phones to have them come and meet you. This will not excuse them and will only cause their cell phones to be confiscated for the day.

Only adults listed on the emergency card are permitted to sign students out. If you are unable to pick up your child, you will need to send an email from the email address recorded in the student school file authorizing release of your child to another adult. Please remind the other adult to bring their photo ID. Verbal permission to release a student will not be sufficient.

OUR ACADEMIC EXPECTATIONS

EVERY STUDENT SHOULD COME TO SCHOOL PREPARED TO LEARN

TEXTBOOK POLICY

1. Textbooks, if applicable, must be covered at all times.
2. **Books issued to students become their responsibility for the school year.** Books lost or stolen while assigned to a student must be paid for before the school will issue replacements.
3. Students should not loan their textbooks to friends.
4. Students should show teachers any torn or folded pages, writing, cover damage, etc. when books are issued in class to avoid being held responsible later.
5. Some teachers check out supplementary texts on a daily basis. If these books are damaged, students must pay for them.
6. A student who loses or damages a book beyond repair is required to pay the current replacement cost.

Before the end of the school year, teachers check for lost or damaged textbooks. Report card grades/transcripts and privileges at school are withheld until payment is received.

ACADEMIC DISHONESTY

Academic dishonesty in any form, including giving and receiving inappropriate assistance on projects, homework assignments or tests, is not acceptable and will result in both academic and disciplinary consequences as described in our Academic Honesty Policy. Unsure about anything? Ask your teachers.

PLAGIARISM

Plagiarism is becoming increasingly easy, compromising the academic integrity of students. Regardless of the source (internet, book, magazine, newspaper, video, or any other), students must give credit when using the ideas or phrasing of someone else. All work a student presents as his/her own must be original. If a student uses the words or phrasing from a source, proper citation is required. Plagiarism is a serious breach of academic ethics and will result in academic and disciplinary consequences. We use progressive discipline. The first offense of academic dishonesty or plagiarism will result in an "F"(zero) on the assignment. The second offense or more will result in an "F" (zero) and disciplinary action (i.e. detention, suspension). When in doubt, ask a teacher.

HOMEWORK POLICY

Homework is given to review and reinforce classroom learning. Students will not usually have more than five to ten minutes to begin homework in class. All students are expected to do nightly homework. Each teacher announces his/her homework requirements during the first week of the course. Flex Time on Tuesdays and Thursdays will be opportunities for students to work on homework during the school day (Homework BP/AR 6154)

ELIGIBILITY

Students must earn a 2.0 (C) grade point average with no F's at the completion of the last regular grading period to maintain eligibility for sports and other extracurricular activities (i.e. socials, field trips).

GRADING

Report cards are issued four times each year. The grades indicated are:

- A: Outstanding achievement
- B: Good achievement
- C: Satisfactory or average achievement
- D: Minimum achievement
- F: Failure due to unsatisfactory achievement
- S: Effort satisfactory but below grade level

I: Incomplete work

The purpose of this report is to indicate academic progress to students and parents/guardians. In addition to the report card, a student may receive a progress report (cinch notice or TCP) or notice of failure (NOF) prior to the issuance of the report card. We recommend parents stay informed through their Infinite Campus portals.

INDEPENDENT STUDY CONTRACT

Vacations and trips which cause students to miss school are strongly discouraged; however, when it is necessary for students to miss class for longer than five days and less than ten days, special arrangements for an Independent Study Contract may sometimes be made with the office and teachers. This allows students to take work with them and avoid falling too far behind.

Important Information Regarding the Board Policy 6158 on Independent Study Contracts

Short term voluntary Independent Study program may extend for not less than five (5) **and not more than ten (10) consecutive school days. Only one (1) Independent Student per school year in K to 12.**

The student/parent must notify the school administrator and attendance clerk of intentions to go on a trip or to be absent for other non-medical reasons **at least ten (10) school days prior to the absence.**

Students whose achievement is below grade level standards, based on multiple measures, in Language Arts or Math may not be eligible for short term Independent Study.

Students may not be on a short term Independent Study **more than three (3) times while in Grades K-12.**

Students who have previously been granted an Independent Study agreement but did not successfully complete are NOT eligible for any subsequent short term Independent Study agreements.

There are no Independent Study agreements issued **the first twenty (20) school days of the year. No Independent Study agreements will be given for any of the last twenty (20) school days of the school year.**

All Independent Study work must be completed and turned in on return date. It cannot be turned in late. If your child is unable to return to school on the planned due date, you must make arrangements to turn in the work on or by the due date anyway. The teachers will evaluate the work for both class credit (grades) and for time earned (to clear absence).

YEAR-END ACTIVITIES FOR EIGHTH GRADERS

Past activities have included a class trip and/or a promotion activity (e.g., Aqua Adventure). Details will be announced.

Students must meet academic and behavior requirements to participate. Multiple detentions and/or suspension can result in activity disqualification. Students with chronic tardies/absences will lose eligibility to attend.

In addition, according to district policy, if a student earns two or more second semester "F's," he or she may not participate in the promotion activity. Students who earn 2 or more Fs by the end of third quarter may not be able to attend the eighth- grade field trip.

OUR SAFETY PRECAUTIONS

BACKPACKS

Due to injuries caused by rolling backpacks in the past, narrow walkways, staircases, and the number of students in our shared spaces, we do not allow rolling backpacks on campus. All of our classrooms either utilize an online curriculum or have class sets of textbooks -- students do not need to carry textbooks in their backpacks every day.

CLASS DISRUPTIONS

In an effort to keep from disrupting classes, messages are ONLY delivered directly to students in EMERGENCIES. It is the students' responsibility to check the office if they have forgotten PE clothes, instruments, books, homework, papers, etc. The office will not send notes to classes for students to pick up these items. Parents/guardians are required to drop off forgotten items in the office. For safety reasons, students are not to meet parents/guardians in their cars. Please do not call/text your student on their cell phone to avoid confiscation. Cell phones need to be turned off during the school day.

CLOSED CAMPUS

Once students arrive at school, they must stay on campus unless they have checked out through the office. They may not leave at lunch without special permission. No visitation is allowed.

The gates will close after the last morning bell. Students may not exit the gates during the school day. They may reach the office from the courtyard. Enter the hallway near A113 to go to the office. This is only to visit the office, for pickup of items left at home, counselors, health room, and wellness room, use the office phone, or parent/guardian is signing you out early.

CONSTRUCTION ZONES

Students and visitors must remain in the designated areas and avoid construction zones.

CROSSWALK SAFETY/STREET SAFETY

All students are expected to use the traffic signals when crossing the main street in front of the school. Once the crossing traffic light reads "12" or under, do not step into the street. You must wait for the next light. Books and cell phones should be put away when crossing the street. Be aware of your surroundings. Please be mindful of all crossings and make sure to cross safely. Follow all traffic safety signs.

Students are not allowed to use the Driscoll sidewalk which runs along the staff parking lot (driveway to driveway). They must cross the street at the light (Driscoll/Amapola) or use the Creek Path, which runs behind and along the school.

Students are NOT allowed to walk through the staff parking/visitor parking lot to enter/leave school.

LOOP SAFETY

The parking lots are NOT for student drop-off/pick-up (even on rainy days!). Parents/Drivers must use the loop or use a side street. NO STUDENT DROP-OFF/PICK-UP ON DRISCOLL.

Drivers need to pull forward as much as possible in the loop. Once the line stops, students need to exit/enter the vehicle. Students MUST exit/enter the car on the CURB SIDE only (not the driver's side). Parents/Drivers should stay in their vehicle for efficiency.

DAILY DISMISSAL

Once students are dismissed for the day it is expected that they begin their journey home. Only students who have legitimate business (meeting, sports event, detention, club) should remain on campus. Students on campus for more than 20 minutes after the dismissal bell will be relocated to the library. Parents will need to go to the library to get their child. The library closes one hour after dismissal unless otherwise noted (i.e. daily bulletin, email notification).

EVERYDAY SAFETY RULES

- a) Walk in the halls, courtyards, or patio areas.
- b) Avoid any "horseplay" that may cause injury to self or others. We have a "hands-off" policy, which includes all body parts (i.e. feet, elbows, knees).
- c) Avoid blocking halls and doorways.
- d) Littering is not permitted. Students must help keep the campus clean.
- e) No eating/drinking outside the quad area (water okay)
- f) During emergency drills, be quick, quiet, and orderly. Follow all posted or verbal instructions.

FOOD SERVICE

Breakfast and lunch are available free of charge. Breakfast is served from 7:15-8:10 AM. Snacks may be purchased at our Student Store.

LUNCH: Lunch may be dropped off before lunch on the cart near the front gate, **but the student will not be notified**. Please communicate with students before they come to school if you are planning to drop off lunch in the lunch cart. This is a use at your own risk. Hopkins is not responsible for lost or stolen lunches. The lunch cart is not monitored. Lunch needs to be dropped off by 11 AM each day (10 AM on Minimum Days and 10:30 AM on End-Of-Semester Days). Parents/Adults are not allowed to loiter outside the gate or hand food/items directly to students.

Food delivery services, including Grubhub, DoorDash, and Uber Eats, are not allowed.

NUT FREE ZONE

There are two tables near the office, which are used specifically for students who have allergies to any type of nut product. Only students who have nut allergies may eat at these tables. All other students may eat somewhere else on campus where food is permitted.

VISITORS

- Parents/guardians must make appointments and are expected to check in to the office upon arrival to campus.
- Visitors must check in at the office.
- Teachers are not available on a drop-in basis.

RESTROOMS/WATER BOTTLE FILLING STATIONS

When using the restrooms/water bottle filling stations during class time, you are expected to use the restroom/water fountain closest to your classroom.

TOBACCO, ALCOHOL, AND DRUGS

State law forbids tobacco, alcohol and drugs at school. Possession or use is grounds for suspension, recommendation for expulsion, and/or police contact.

PE LOCKERS POLICY

- The school will not be held responsible for stolen books and/or items left inside the locker.
- Students will be responsible for all graffiti and vandalism to assigned lockers.
- Never tell your locker combination to anyone. You are responsible for keeping the locker combination confidential.
- Always close your locker and turn the dial at least twice.
- Do not share your locker with anyone else.
- Memorize your combination.
- Be sure to store your valuables inside your locker during PE.

OUR DISCIPLINE GUIDELINES

Any student who shows disregard for the rules of conduct of the school will be subject to disciplinary action. Discipline may consist of lunch/after-school detention, removal of activity privileges, special assignments, suspension or expulsion from school.

Each student subject to disciplinary action will be given an opportunity to tell his/her side of the story. Every effort will be made to ensure fair and just treatment for everyone, but students must accept responsibility for their actions.

Hopkins notifies parents/guardians about serious or recurring problems. Improvement most often occurs when the parents/guardians and the school work together to help assume responsibility and develop maturity.

DETENTION

The following detention policy may be subject to change at the discretion of the administration. Staff assigns students detention for misbehavior and/or tardies. After-school detention is assigned up to two hours from 2:35 to 4:35 P.M. After-school detentions will be held on Tuesdays and Thursdays. Lunch detention may be assigned any day of the week for up to 30-minute increments. Illness or medical appointments will be the only exception for not attending. In that case, detention will be rescheduled.

If the student has questions or needs further clarification about the detention, he/she may make an appointment with the assistant principal/principal to discuss the matter.

An administrator will inform parents/guardians if their student is assigned a detention.

SUSPENSION

The following acts committed while under the jurisdiction of the school may constitute good cause for suspension as provided in Education Code 48900:

1. Caused or attempted to cause damage to school property or stole or attempted to steal school property; or
2. Caused or attempted to cause damage to private property or stole or attempted to steal private property; or
3. Caused, attempted to cause, or threatened to cause physical injury to another person;
4. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds, as the case may be; or
5. Unlawfully possessed, sold, or used a controlled substance on school premises; or
6. Possessed or used tobacco on school premises; or
7. Committed an obscene act or engaged in habitual profanity or vulgarity;
8. Engaged in sexual harassment; or
9. Engaged in harassment/threat/intimidation against student(s);
10. Committed or attempted to commit a sexual assault or sexual battery; or
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.
12. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

Suspensions may have a direct impact on grades.

ACTIVITY DISQUALIFICATION

- Students who earn detention and/or suspension may be disqualified from school activities, such as socials, field trips, assemblies, and the 8th grade promotion party.
- Exclusion from activities will be determined by the administration and will be at their discretion.
- Students will be informed about activities from which they are excluded.
- To participate in an after-school activity, students must attend school on the day of the activity.
- Attendance is valued and important. Excessive tardies or absences may result in disqualification from after school activities such as socials, promotions, field trips, assemblies and the 8th grade promotion party.

FIELD TRIP DISQUALIFICATION

Teacher sponsors of field trips, especially overnight, may develop behavior guidelines aligned with school policies, which are required for participation. These guidelines are communicated to students and parents in advance of the trip, and students who fail to meet behavior guidelines at any time prior to the field trip are disqualified without exception. Field trips are a privilege, not a right.

CONFISCATED ITEMS

DISTRICT POLICY BP/AR 5131.8 Mobile Communications Devices

- School is not responsible for lost, stolen, or damaged cell phones/electronic devices.
- Phones are not to be used during the instructional day, which includes other devices (i.e. Apple Watch). Watches that mimic a phone or have game apps should be left at home.
 - Any student may use the office phone if they need to contact a parent/guardian.
 - Students who do not feel well need to report to the office. The office staff will reach out to the parent/guardian.
- Phones are to be shut off completely at the start of school (first bell) and may be turned on at the end of the school day (last bell). Placing the phone on “silent” does not qualify as being shut off.
- Cell phones are not allowed to be used in the library at any time (before, during, after school).
- Students who use or have their cell phones/devices turned on during school hours shall be subject to the following progressive discipline:
 - 1st Offense - Students may pick up the device in the office after school. Parents/guardians will be notified by email.
 - 2nd Offense – Parents/guardians must pick up the device and sign the progressive discipline form.
 - 3rd Offense – Disciplinary action: Detention for defiance. Parents/guardians must pick up the device and sign a form in the office.

- 4th Offense – Disciplinary action: Detention for defiance; Loss of extracurricular activity privileges (i.e. social, field trip, participation in after school sports). Parents/guardians must pick up the device and sign a form in the office.

Other Disruptive Devices include:

- Any fire-related item: Lighters, matches, firecrackers, explosive devices,
- Any air irritant: Pepper spray, stink bombs, aerosol sprays, smoke bombs, mace
- Any electronic zapping device

These items will be confiscated, and a parent will be notified. Disciplinary action will be taken (i.e. detention, suspension).

ALL THE FUN THINGS

AFTER SCHOOL SOCIALS POLICY

- Students **must** present their ID cards to purchase social admission and to be admitted to school socials.
- Students from other schools may not attend Hopkins socials.
- Socials are two hours. Times will be announced in advance. To ensure student safety while at a social, we have guidelines. We hope that all students arrive on time and stay until the end of the event; however, students with conflicting activities/timelines shall make prior arrangements with the Assistant Principal.
- **Parents/guardians must pick up their students promptly.** Late pick-up may result in disqualification from the next social.
- School rules and district dress policy are in effect.
- Parents/guardians and teachers chaperone socials. Students who refuse to cooperate with adults can be excluded from future socials and/or face further discipline.
- Hopkins socials are an opportunity for students to socialize with friends. The school never requires or encourages dates.

ASB MEMBERSHIP

Hopkins denotes ASB membership for students on their ID cards. Membership includes pre-paid admission to all school socials.

ASSEMBLIES

Student assemblies may be scheduled throughout the year. Students must sit together as a class.

Courteous attention is expected. Appreciation should be shown with applause. Screaming, yelling, whistling, etc. will not be tolerated.

BICYCLES/SKATEBOARDS/SCOOTERS

- Bicycles/Skateboards/Scooters must not be ridden on school grounds.
- Bicycles/Skateboards/Scooters are not allowed in the courtyard and central hallway.
- Bicyclists/Skateboarders/Scooter Riders must stay out of all areas used by cars and buses.
- Bikes/Skateboards/Scooters must be locked in the designated bike cage/room.
- Bicyclists/ Skateboarders/Scooter Riders must wear safety helmets.
- Bikes/Skateboards/Scooters must be placed in the appropriate rack.
- The Bike Cage should be kept orderly and safe for all who enter.

CLUBS

Clubs and special activities sponsored by the staff are periodically announced in the student bulletin. Interested students are encouraged to participate.

EXTRACURRICULAR ACTIVITIES

If you are enrolled in an after school program at Hopkins, all school rules are still in effect. Examples include tutoring, enrichment, math and English intervention, music, plays, as well as after school sports. [Students must be in school the day they participate in an extracurricular activity for a minimum of four periods.](#) Students who miss school (full/partial) due to illness may not participate in extracurricular activities.

LIBRARY

Students are expected to work quietly at all times. Student ID cards with attached bar codes are required to check out library books and/or chromebooks. Students are responsible for items checked out in their name and should return them on time and in good condition. Students who fail to observe library rules will be subject to disciplinary action.

LOST AND FOUND

Lost clothing and lunch boxes will be kept on campus for a limited time inside the courtyard near C101. All unclaimed items are given to a charitable organization several times a year, and students are notified in advance. Lost books are held in the library. Small and/or valuable lost items will be in the office.

LUNCH

The serving station on campus will be near the MUR in the kitchen/cafe. Lunch must be eaten in the courtyard only. Students must remain within certain boundaries during lunch. All students must be in an adult's vision range at all times. The lunch supervisors are in charge of students during lunch. Students must follow their directions without exception and treat them with respect. Leadership provides a ball cart to check out balls for lunchtime fun, and on select Fridays there is music and planned activities. Cutting and saving a space in line are not permitted.

MEDICATION

Students who must take medicine at school are **required** to have a medical form completed by a doctor that explains when, how, and under what circumstances the medicine must be taken. A signed parent form (available from the office) must also be completed. All forms are available online at <https://fUSD-ca.schoolloop.com/healthforms>.

SPORTS

After school competitive sports teams are announced at various times throughout the school year. Look for the daily bulletin for tryout schedules.

STUDENT AWARDS

The staff gives Hopkins bracelets to students “caught being good” in a variety of ways.

Teachers give subject-area and other awards at the end of the year.

STUDENT ID CARDS

Student body ID cards are issued free of charge to all students in the fall. Students should carry their ID cards at all times, as they are used as identification. Students need their ID cards for breakfast/lunch service, library checkout, and lunchtime ball cart. ID cards are also a student’s admission to socials since non-Hopkins students may not attend. Students must pay \$5 for replacement ID cards, which are available through the office.

ETC...

- Students may use office telephones to call home
- Students may not sell products for fundraisers **unless** permitted to do so by the administration.
- Students may **not** bring guests to school or to class.
- Overly affectionate behavior between students may **not** take place on school grounds.
- Gambling is prohibited.
- Gum is not permitted on campus.
- Outdoor toys (i.e. balls, jump ropes) need to be kept in a bag all day except during lunch. These items may be used on the blacktop and/or field only. Items will be confiscated if used in the quad/near classrooms/hallways.

DRESS AND GROOMING aka “I JUST GOT DRESS CODED”

The following dress regulations have been established by the Fremont Unified School District. We have a wide latitude of choices while creating a pleasant, businesslike, safe environment for learning. Failure to comply with the dress code may result in disciplinary action.

Board Policy 5132

Students are to dress appropriately on all school campuses and at all school activities in the Fremont Unified School District. Students will dress in a manner conducive to the advancement of their education and dress in a manner that is not disruptive nor a safety hazard to others.

PROVISIONS OF THE DRESS CODE

1. Shoes must be worn at all times at school.
2. Additionally, protective attire may be required in specialized settings.
3. Shirts, tops, and dresses must have straps. The midriff must be covered. Garments covering the lower body must be sufficient to cover the buttocks.
4. The Governing Board has determined that the wearing of gang-related clothing on school premises or at school-sponsored activities poses a danger to students and disrupts instruction. Students may not wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, colored bandana, or sash which represents or evidences membership or affiliation with any gang. These restrictions are subject to periodic review. Upon consultation with local law enforcement agencies, or other experts, additional rules which restrict gang-associated dress may be instituted by the school principal at any time with notice to students and parents/guardians.
5. Sunglasses, hats, caps, hoods and other non-religious/cultural head coverings shall not be worn indoors.
6. In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.
7. Chains, spikes on jackets/pants or other potentially dangerous objects may not be worn on school sites.
8. Students who violate the dress code will be asked to wear their PE clothing for the day. If that is not available, a parent will be called to bring something appropriate. Repeated infractions will result in a Dress Code Policy Contract and/or progressive discipline.
9. The dress policy is to be followed except for medical reasons verified by a physician.

COUNSELING SERVICES

The Counseling Department assists students to be successful both as students and as individuals. We offer support for the academic, personal, social, and emotional needs of our students and, when necessary, connect them to outside resources. Our goal is to tailor our services to the unique needs of each student. Another important component of our mission is to connect parents/guardians to the school and their child's teachers so that we are all working together to help the student succeed at Hopkins. It is our belief that the more involved the parent is in their child's education, the more successful the child will be. Parents/guardians may arrange for appointments with the counselors: La Te (6th grade), Amalia Kim (7th grade), or Meg Moore (8th grade), by sending an email. Students may arrange to see one of the counselors by stopping by the office before school, during the passing period between classes, or after school. If a counselor cannot see them immediately, students may fill out a request form and will be called in as soon as possible. They may also let their teachers know that they need to see a counselor. It is the counselor's goal to be available to see any student for any reason at any time.

Hopkins Middle School ACADEMIC HONESTY POLICY

Hopkins Middle School functions best when its members treat each other with fairness, honesty, respect, and trust. Therefore, an individual who is dishonest for the purpose of personal gain is committing a serious offense against the entire school community. All students are expected to observe the following honor code:

I will speak the truth, I will act with honesty, and I will respect the rights and property of others at all times.

I will not give or receive aid in examinations. I will not give or receive unauthorized aid in class work, in the preparation of reports or in any other work that is to be used by the teacher as the basis of grading.

The following are examples of dishonesty:

- Using materials without proper documentation, both printed and electronic (i.e., plagiarism)
- Using notes in any form on a closed book or note test
- Writing out responses in advance and submitting them as work done in class
- Talking to another student during a test
- Looking at another student's paper during a test
- Allowing a student to copy an assignment
- Submitting work of another as your own
- Stealing copies of tests
- Giving or receiving information regarding a test or quiz
- Sharing assignment answers (homework) and submitting them as your own

Consequences:

- The student receives an "F" or "0" on assignment.
- Administration is notified through the filing of a "Behavior Referral" for cheating.
- Parents are notified by email or phone.
- Progressive disciplinary action will be used (i.e. detention, suspension).

Hopkins Middle School THREE-WAY PLEDGE

In order to maximize student achievement, the Fremont Unified School District recommends that the school, the student, and parents/guardians pledge to do their part to promote success.

The pledge below was developed by our School Site Council composed of staff, student, and parent representatives. It is our belief that a team approach where all parties clearly understand their roles and responsibilities will help to ensure a positive middle grade experience.

Please discuss the pledge sections with your child, sign, and return to your child's 5th period teacher.

THE SCHOOL PLEDGES:

- *To help students learn the curriculum mandated by the state of California.*
- *To assist all students to achieve their best in every class, including posting assignments for easy student reference.*
- *To provide an emotionally, physically, and educationally safe learning environment.*
- *To help all students learn how to make responsible decisions.*
- *To expose all students to positive examples of social interaction.*
- *To maintain open lines of communication regarding student behavior and achievement, especially when a student is at risk in a class.*

THE STUDENT PLEDGES:

- *To adhere to established school behavior standards, policies, and procedures.*
- *To maintain an organized binder or notebook.*
- *To record daily activities or assignments on school assignment sheets kept in his/her binder or in a student planner.*
- *To organize a daily and/or long-term study schedule which allows sufficient time to complete assigned work.*
- *To use study time for homework and review.*
- *To put forth an effort to excel in all classes.*

THE PARENT PLEDGES:

- *To support staff to promote positive student attitude, behavior, and performance.*
- *To encourage and to monitor my child's school achievement on a continuous basis, including checking daily assignments as needed.*
- *To provide necessary time and an appropriate place to study at home for my child.*

- *To ensure that my child arrives at school on time, rested, properly fed, and with necessary materials.*
- *To make an effort to attend and to support school functions such as Back-to-School Night, Open House, PFA Events, and 8th grade promotion.*
- *To maintain open lines of communication regarding student behavior and achievement*