

The Fox Guide



2021 - 2022

IMPORTANT NOTE: This guide is designed to familiarize the reader with the major policies and practices in place at HMS at the time of publication. While every effort has been made to make this guide as complete and encompassing as possible, it cannot address all situations but does provide general guidance in many areas. All previously issued handbooks and any inconsistent policy statements are superseded with the publication of this guide. HMS reserves the rights to revise, modify, delete, or add to any and all policies and practices stated in this guide or any other document.

TABLE OF CONTENTS

Click on the embedded links to go directly to the item you wish to review.

[HMS MISSION](#)

[HMS VALUES](#)

[SCHOOL MASCOT](#)

[SCHOOL COLORS](#)

[SCHOOL MOTTO](#)

[HMS BELL SCHEDULES](#)

[REGULAR DAY](#)

[ASSEMBLY](#)

[MINIMUM DAY](#)

[RAINY DAY SCHEDULE](#)

[HALLWAY BEHAVIOR EXPECTATIONS](#)

[PASSING PERIOD LOCKER USE](#)

[HMS SCHOOL SITE LEADERSHIP](#)

[ADMINISTRATIVE STAFF](#)

[DEPARTMENTS AND DEPARTMENT LEADERS](#)

[SCHOOL SITE COUNCIL](#)

[SCHOOL LEADERSHIP TEAM](#)

[ADMINISTRATIVE RESPONSIBILITIES](#)

[SCHOOL SAFETY](#)

[EXCESSIVE HEAT](#)

[HOW TO AVOID HEAT RELATED ILLNESS](#)

[SIGNS OF HEAT RELATED ILLNESS](#)

[SCHOOL COMMUNICATION](#)

[COMMUNICATION PROCEDURE](#)

[EMAIL GUIDELINES](#)

[MEDIA OPT OUT](#)

[HMS CIVILITY POLICY](#)

[CODE OF CIVILITY](#)

[AUTHORITY AND ENFORCEMENT OF THE CODE OF CIVILITY](#)

[ACADEMICS](#)

[ACADEMIC AND PERSONAL RESPONSIBILITY](#)

[ACADEMIC HONESTY](#)

[HONORS COURSES](#)

[HONORS MATH](#)

[HONORS ENGLISH](#)

[AUDITION BASED VISUAL AND PERFORMING ARTS](#)

[CITIZENSHIP GRADE](#)

[SCHOOL CITIZENSHIP](#)



[CLASSROOM CITIZENSHIP](#)

[HOMEROOM GRADES AND PROCEDURES](#)

[ACADEMIC GRADES](#)

[SEMESTER FINAL EXAM SCHEDULE](#)

[HOMEWORK](#)

[PHILOSOPHY](#)

[PURPOSES OF HOMEWORK](#)

[GUIDELINES FOR TEACHERS](#)

[POSSIBLE HOMEWORK ASSIGNMENTS](#)

[TIME LIMITS BY GRADE LEVEL](#)

[GUIDELINES FOR STUDENTS](#)

[GUIDELINES FOR PARENTS/GUARDIANS](#)

[HOMEWORK FOR ILL STUDENTS](#)

[MAKE-UP ASSIGNMENTS](#)

[NO HOMEWORK DAYS](#)

[PROGRESS REPORTS](#)

[REPORT CARDS](#)

[GOOD CITIZENSHIP BREAKFAST](#)

[ACADEMIC HONORS](#)

[CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION \(CJSF\)](#)

[LETTERS OF RECOMMENDATION](#)

[ATTENDANCE](#)

[REPORTING AN ABSENCE](#)

[CHANGE OF ADDRESS](#)

[EXCUSED ATTENDANCE](#)

[INDEPENDENT STUDY](#)

[REQUEST INDEPENDENT STUDY](#)

[HALL PASSES](#)

[TARDY POLICY](#)

[CLASS TRUANCIES](#)

[OFF CAMPUS PASSES / EARLY RELEASE](#)

[PROCEDURES FOR OFF-CAMPUS PASSES FOR ILL STUDENTS](#)

[LEAVING CAMPUS WITHOUT CHECKING OUT](#)

[PHYSICAL EDUCATION MEDICAL EXCUSE](#)

[TEMPORARY CUSTODY OF A MINOR](#)

[CLOSED CAMPUS/VISITORS](#)

[RETURNING FROM A MEDICAL ABSENCE](#)

[SCHOOL RESOURCES](#)

[LOCKERS](#)

[PROTECT YOUR BELONGINGS](#)

[BACKPACKS/BOOK BAGS](#)

[CLOSED CAMPUS](#)



[SCHOOL LUNCHES](#)

[LOST AND FOUND](#)

[STUDENT SNACK SHOP](#)

[HMS LIBRARY](#)

[TEXTBOOKS](#)

[COPY MACHINE](#)

[CLUBS, ORGANIZATIONS, ACTIVITIES, & ATHLETICS](#)

[SPECIAL RULES FOR PARTICIPATION IN ACTIVITIES](#)

[OPEN-PARTICIPATION ACTIVITIES](#)

[DANCES](#)

[TRY-OUT /SELECTION-BASED ACTIVITIES](#)

[OTHER CURRICULAR OFFERINGS](#)

[ASB POLICY ON SIGN POSTINGS](#)

[GENERAL BEHAVIOR EXPECTATIONS](#)

[SEXUAL HARASSMENT](#)

[PROFANITY](#)

[HATE SPEECH/VIOLENCE](#)

[BULLYING POLICY](#)

[CHEATING](#)

[ELECTRONIC DEVICES](#)

[DRESS CODE](#)

[PUBLIC DISPLAYS OF AFFECTION](#)

[HALLWAY BEHAVIOR EXPECTATIONS](#)

[TECHNOLOGY USE](#)

[SMUSD ACCEPTABLE USE AGREEMENT](#)

[TECHNOLOGY PERSONAL RESPONSIBILITY AND PRIVILEGES](#)

[SAFETY](#)

[STUDENT TRANSPORTATION](#)

[DISCIPLINE PHILOSOPHY](#)

[DISCIPLINE PROCEDURES](#)

[PARENT/GUARDIAN CONTACT](#)

[PARENT/GUARDIAN CONFERENCE](#)

[STUDENT CONFERENCE](#)

[LUNCH DETENTION](#)

[STUDENT CONTRACT](#)

[PERIOD SUSPENSION](#)

[IN SCHOOL SUSPENSION](#)

[PARENT/GUARDIAN ATTENDANCE](#)

[OUT OF SCHOOL SUSPENSION](#)

[CALIFORNIA EDUCATION CODE 49000](#)

[EXPULSION](#)

HMS MISSION

The Mission of HMS is to work collaboratively with parents, students, faculty, staff and the greater San Marino community to foster an emotionally, intellectually, and ethically safe learning environment that challenges all students to continuously grow a deep and varied set of social, emotional, ethical, academic, athletic, artistic, and technological abilities as measured by research-based best practices, assessments and metrics.

HMS VALUES

Responsibility	Respect	Trustworthiness	Caring	Perseverance
Fairness	Integrity	Honesty	Self Discipline	Courage

SCHOOL MASCOT

The Foxes

SCHOOL COLORS

The school colors are Scarlet, White, and Black.

SCHOOL MOTTO

Where every student is a valued and active learner.

HMS BELL SCHEDULES

REGULAR DAY

8:00 – 8:20	Homeroom/SSR
8:25 – 9:15	Period 1
9:20 – 10:10	Period 2
10:10 – 10:25	Break
10:30 – 11:20	Period 3
11:25 – 12:15	Period 4
12:15 – 1:00	Lunch
1:05 – 1:55	Period 5
2:00 – 2:50	Period 6

ASSEMBLY

8:00 – 8:05	Homeroom
8:10 – 8:55	Period 1
9:00 – 9:45	Period 2
9:50 – 10:35	Period 3
10:35 – 10:45	Break
10:50 – 11:35	Period 4
11:40 – 12:25	Assembly
12:25 – 1:10	Lunch
1:15 – 2:00	Period 5
2:05 – 2:50	Period 6

MINIMUM DAY

8:00 – 8:20	Homeroom/SSR
8:25 – 8:55	Period 1
9:00 – 9:30	Period 2
9:35 – 10:05	Period 3
10:10 – 10:40	Period 4
10:40 – 11:20	Lunch
11:25 – 11:55	Period 5
12:00 – 12:30	Period 6

RAINY DAY SCHEDULE

On the rainy day schedule, all students will remain in Period 4 until 12:25. Students should bring materials for SSR to Period 4 if the Rainy Day Schedule is announced. Following Period 4, lunch will be until 1 pm. 6th graders report to the cafeteria. 7th and 8th graders report to the lunch courts and remain under the awning. If any lightning is detected on a rainy day, students will be moved to the 2 southernmost corridors or their 5th period and out from underneath the metal lunch court and tables.

HALLWAY BEHAVIOR EXPECTATIONS

Students are expected to walk in the hallways. Students should not be in the halls before 7:50 am. All students should wait in the lunch court and blacktop areas until the first bell rings at 7:50 am. Students are not to be in the halls at Snack Break or Lunch without a pass from a teacher. Students should not leave books in hallways or in front of or near classroom doors between classes, at snack or at lunch.

PASSING PERIOD LOCKER USE

To facilitate the good use of lockers, proper storage of materials, and time management skills, students **must** develop the following habits.

- Get all materials for periods 1 and 2 before school
- Get all materials for periods 3 and 4 at break
- Get all materials for periods 5 and 6 at lunch

HMS SCHOOL SITE LEADERSHIP

ADMINISTRATIVE and OFFICE STAFF

Principal.....Daryl Topalian
Assistant Principal..... Mary Hazlett
School Counselor.....June Gonzalez
School Psychologist..... Don Duranso
Administrative Assistant..... Lisette Moggio
Health Aide/Attendance Clerk... Vanessa Palacios

DEPARTMENTS AND DEPARTMENT LEADERS

Activities/ASB.....Kellie Kido
Athletics.....Kellie Kido
Counseling.....June Gonzalez
Health Office..... Vanessa Pacacios
Languages.....Cecilia Dominguez
Visual & Performing Arts.....Michelle Macedo
Science.....Suzanne Nitta
Social Studies.....Kris Good

ASB Bookkeeping..... Michelle Boecking
English.....Rob Miller
HMS Cafeteria..... Carolle Thompson
Math.....Diana Hang
Physical Education.....Luis Rivera
6th Grade Level Rep.....Sheila Doan
Special Education.....Penny Roberts
Speech & Language.....Janet Chillingworth

SCHOOL SITE COUNCIL

The HMS School Site Council is established to provide advice, counsel, and provide authority in school-based program coordination to the principal. The council is composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents/guardians of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school. The site council meets at minimum, 4 times per year, once per quarter.

SCHOOL LEADERSHIP TEAM

The HMS school leadership team comprises the principal, the assistant principal, the school counselor, and all department chairs of HMS. The leadership team meets one time per month. The leadership team is tasked with determining the curricular growth, mission, vision, values, goals, and professional development of the school.

ADMINISTRATIVE RESPONSIBILITIES

Principal		Assistant Principal	
Provide leadership in establishing and maintaining a positive learning environment, instructional improvement and professional development; oversee the operation and general administration of the school; ensure the safety and welfare of all students and staff; oversee the fiscal management of the school; develop and maintain communication among staff, students and community; supervise and evaluate personnel; participate in community meetings and functions; act as facilitator in the implementation of shared decision making strategies with all community stakeholders. In addition to these duties, the principal is responsible for the following.		The Assistant Principal's primary job responsibility is the supervision, discipline, and monitoring of students. Prepares, manages and coordinates budgets and schedules in the implementation of the sites extracurricular and co-curricular programs. Defines, disseminates and carries out information about school disciplinary policies and procedures to parents, students, staff and community. Coordinates school services and resources in supervising and maintaining auxiliary services and uses community resources to supplement the school program. Assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.	
Counseling		Student Activities/Athletics	
Registration/Transfers/WD Student Study Teams 504 Plans Grades/Report Cards Student Mental Health	Child Abuse Reporting Matriculation At-Risk Program Attendance (SART/SARB) Safe School Ambassador	Outdoor Education <ul style="list-style-type: none"> Catalina Wonder Valley Pali Institute Field Trips Dances	Athletics Supervision/Chaperones Graduation 8th Grade Class Trip Spring Musical
Master Schedule		Emergency Preparedness and Response	
Teaching Assignments Room Assignments Staffing	Student Schedules/Programs	Emergency Plans/Drills School Safety	School Emergency Plan Emergency Supply Bin
Curriculum		Student Discipline	
Professional Development Curriculum Development Classroom Instruction NCLB Compliance	Course Descriptions Honors Student Teachers New Teachers	Discipline Referrals Suspensions/Expulsion	Discipline Reports School Wide Citizenship Grades
Curriculum Departments			
English Social Studies Special Education	Science Mathematics VAPA	Physical Education ELD	Spanish Other Electives
Classified Supervision			
Inclusion Aides Attendance Account Technician	Administrative Assistant Registrar	Health Clerk Comp. Lab Coordinator ELD Aide	Physical Education Aides Athletic/VAPA Coaches Custodian
Assessment			
SBAC	CELDT	Physical Fitness Test	CA Healthy Kids Survey SBAC Support
Other Responsibilities			
ASB Calendars Leadership Team	PTA 5th Grade Parents/Guardians Night Weekly Bulletin	Concerts Facility Use Permits Lockers Binder Reminder Assemblies Calendars Fox Facts	Transportation Good Citizenship Breakfast Medallions Snack duty Lunch Duty 5th Grade Orientation 5th Grade Parent Night

SCHOOL SAFETY

EXCESSIVE HEAT

Our school staff is dedicated to keeping our students safe. To do this we are constantly monitoring the heat, humidity, and other factors which affect a student's ability to perform safely out at PE and during athletics. To that end we have established baselines to determine when we cannot conduct classes outside and need to move classes indoors. The baseline is a heat index of 90. Once this threshold is met, we will cancel all PE classes and we will inform all parents/guardians of such via our school app. Additionally, all athletic practices which can be moved to the morning will be moved. Those which can not will be moved indoors or canceled. Please check the HMS website for more details on your child's particular sport. We also will continuously encourage students to hydrate more frequently throughout the day and discourage excessive student play at lunch and snack. You can help by having a conversation with your child about how to be safe during excessive heat.

HOW TO AVOID HEAT RELATED ILLNESS

- Stay out of the sun.
- Avoid drinking caffeine.
- Cool down in the shade or an air conditioned room.
- Wear loose, breathable clothing of a light color.
- Wear a hat.
- Wear sunscreen.
- Drink small amounts of water all day long.

SIGNS OF HEAT RELATED ILLNESS

- Dizziness
- Headache
- Weakness
- Rapid Heartbeat
- Nausea
- Cramps
- Chest Pain
- Difficult Breathing

SCHOOL COMMUNICATION

HMS communicates frequently with parents/guardians and the school community through various means. HMS encourages all parents/guardians to sign up for ongoing communication through the following methods. Visit www.hehms.us to sign up for our weekly Fox Facts that is distributed electronically every Wednesday and subscribe to our calendar, and view weekly bulletins.

COMMUNICATION PROCEDURE

Parents/Guardians are expected to participate in their son/daughter's education. We encourage communication with faculty and administration. In order to resolve issues and get answers to questions, we ask parents/guardians to:

1. First, **email** or call the teacher to discuss the situation.
2. If there is still a difficulty, contact the Assistant Principal.
3. If the situation is not resolved, parents/guardians should feel free to contact the Principal.

Parent/teacher conferences are an ongoing process. Conferences are strongly encouraged and may be initiated by either parent or teacher. To arrange a conference, please contact the teacher.

Grades are posted electronically on PowerSchool. Fall and spring report card grades may be considered progress reports; January and June report card grades are final and are used on transcripts. It should be noted that Huntington Middle School abides by the provision of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, HMS will provide the non-custodial parent with access to the academic records

and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

EMAIL GUIDELINES

All teachers can be contacted at their HMS email address. Email addresses are the first letter of the teacher's first name and their last name@smusd.us For example, my email address is dtopalian@smusd.us. Parents/Guardians should allow for two working days for teachers to respond. We ask that parents/guardians follow the guidelines set forth to ensure meaningful and appropriate communication:

- *Be informal, not sloppy.* Follow standard writing protocol. Your e-mail message reflects you, so traditional spelling, grammar, and punctuation rules apply.
- *Keep messages brief and to the point.*
- *Use sentence case.* USING ALL CAPITALS INDICATES SHOUTING. using all lowercase indicates laziness. For emphasis, use asterisks or bold formatting. Do not, use a lot of colors or graphics.
- *Use the blind copy and courtesy copy appropriately.* Don't use BCC to keep others from seeing who you copied; it shows confidence when you directly CC anyone receiving a copy. Do use BCC, when sending to a large distribution list, so recipients won't see a huge list of names. Copy only people, directly involved.
- *Don't use email as an excuse to avoid personal contact.* Don't forget the value of face-to-face or even voice-to-voice communication. Email communication isn't appropriate when sending emotional messages.
- *Remember that email isn't private.* Remember, email can be forwarded.
- *Be sparing with group email.* Send a group email only when it's useful to every recipient. Use the "reply all" button only when compiling results requiring collective input and only if you have something to add.
- *Use the subject field to indicate content and purpose.*
- *Don't send chain letters, virus warnings, or junk mail.*
- *Remember that your tone can't be heard in email.* E-mail communication can't convey the nuances of verbal communication. Don't assume that using a smiley will diffuse a difficult message.
- *Use a signature that includes contact information.* To ensure that people know who you are, include a signature that has your contact information, including your mailing address, and phone numbers.
- *Summarize long discussions.* Instead of continuing to forward a message string, take a minute to summarize it for your reader. Highlight or quote the relevant passage, then include your response. Some words of caution:
 - If you are forwarding or reposting a message you've received, do not change the wording.
 - If you want to repost to a group a message that you received individually, ask the author for permission.
 - Give proper attribution.

MEDIA OPT OUT

At Huntington Middle School we have instructional programs, extracurricular activities and other events in the San Marino Unified School District are often worthy of publicizing through such means as district and school newsletters and brochures, yearbooks, community newspapers, television, district and/or school websites and social media feeds. Students may be interviewed, photographed, or otherwise shown as part of a program or event. The San Marino Unified School District respects the privacy of students and their families. If you prefer that your child **NOT** be photographed or interviewed for public, school or district media, please send a letter to Huntington Middle School with your child(ren)'s full name, grade level, age, address, your full name and an indication that you wish for your child to opt-out of any media coverage for your child.

HMS CIVILITY POLICY

The education of a child happens only through partnership, and among partners must be the child, the school faculty and staff, the parent(s) or guardian(s), the community and district office employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly; but no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

CODE OF CIVILITY

Civility is often described by its absence. However, civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others. As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

The purpose of these procedures is to promote mutual respect, civility and orderly conduct among HMS employees, students, parents/guardians and the public. HMS is committed to keeping the school and its activities free from uncivil actions. These procedures are intended to maintain, to the extent possible and reasonable, a safe and harassment-free workplace for staff, students and parents. HMS expects positive and civil communication between staff, students, parents/guardians and the community and discourages volatile, hostile or aggressive behaviors that cause fear, intimidation and/or disruptions.

Therefore, HMS requires that we shall:

Treat each other with courtesy and **respect** at all times. This means that:

- We listen carefully and respectfully as others express opinions that may be different from ours.
- We share our opinions and concerns without loud or offensive language, gestures or profanity.

Treat each other with **kindness**. This means that:

- We treat each other, as we would like to be treated.
- We do not threaten or cause physical or bodily harm to another.
- We do not threaten or cause damage to the property of another.
- We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- We do not use our perceived or actual power to threaten, intimidate or manipulate each other.
- We do not demean and are not abusive or obscene in any of our communications.

Take **responsibility** for our own actions. This means that:

- We share information honestly.
- We refrain from displays of temper.
- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

Be able to **Cooperate** with one another. This means that:

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student’s work or events in the community that might impact the school.
- We respond when asked for assistance.
- We understand that we do not always get our way.

AUTHORITY AND ENFORCEMENT OF THE CODE OF CIVILITY

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved: students, faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to at HMS. Therefore:

A **student** who believes that they have not been treated in a manner reflective of the Civility Policy should report such behavior to the appropriate school adult.

- Students can use the HMS Anonymous Incident Reporting Form via the school webpage if they wish to remain anonymous. (<https://goo.gl/YOXYgQ>)
- A copy of any report will be provided for the student and the parent/guardian of the student.
- The administrator will investigate the report and provide an explanation of findings to the student and the parent/guardian of the student.

A **parent, guardian or community member** who believes that they have not been treated in a manner reflective of the Civility Policy should do the following.

- First seek to communicate with the person or persons with whom they have the complaint.
- Next, follow the SMUSD Uniform Complaint Procedure which can be found on the SMUSD website.

An **employee** who believes that they have not been treated in a manner reflective of the Civility Policy should use the following guidelines:

- If personal harm is threatened, the employee may contact law enforcement.
- Anyone on school district property without authorization may be directed to leave the premises by an administrator or administrative designee. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer.
- If such a person does not immediately and willingly leave, law enforcement shall be called.
- If a telephone call recorded by an answering machine, email, voicemail message or any type of written communication, electronic communication, or electronic postings (e.g. Twitter, Instagram, Facebook, etc.), is demeaning, abusive, threatening or obscene the employee is not obligated to respond. Employees are directed to end all conversations and communications, via all means (e.g. phone, in writing, e-mail, in person) with individual(s) who continue to violate these procedures after the employee notifies the administrator or designee of the violation in writing.
- If personal harm is threatened, the employee may contact law enforcement.
- The employee shall save the message and contact their immediate supervisor or school district security.
- If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - Calmly and politely ask the speaker to communicate civilly.
 - If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
 - If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.
- The staff member should report such behavior to the appropriate school administrator. The administrator will assist the staff member in filling out the Huntington Middle School Civility Incident Report.
- A copy of the report will be provided for the parent, guardian or community member.
- The administrator will investigate the report and provide a written explanation of findings to the staff member.

ACADEMICS

At HMS we believe all children can learn and we have established high standards of learning that we expect all students to achieve. We believe that all students can and must learn at relatively high levels of achievement. We believe it is our job to create an environment in our classrooms that results in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so. We are prepared to work collaboratively with colleagues, students, and parents/guardians to achieve this shared educational purpose.

ACADEMIC AND PERSONAL RESPONSIBILITY

A deep commitment to academic and personal integrity is a cornerstone of HMS. This commitment is essential if HMS is to prosper as an institution that is concerned with the moral and ethical development of its students. Thus, any behavior that violates this commitment is unacceptable. Incidents involving academic dishonesty that would include cheating, plagiarism, copying homework, and other similar infractions are treated very seriously. HMS expects each student to put forth an honest effort as they strive for academic and personal growth.

On the surface, academic integrity means creating and producing original work on tests, papers, projects, homework, and presentations. However, academic integrity is more than that. It is a belief system. It is a way of doing business. It is a philosophy of life. As such, it needs the support of all who are involved in the education process—parents, teachers, administrators, students, and coaches.

In our quest for academic excellence and originality of work, HMS recognizes the many pressures, both real and perceived, that come to bear on students. These pressures emanate from various sources starting with parents/guardians and teachers, and perhaps ending with the students themselves. When a student believes that recognition and approval are the only dividends for getting good grades, academic integrity is in jeopardy.

ACADEMIC HONESTY

At HMS, cheating is, including but not limited to: copying the work of others (including both classwork and homework), using notes on tests or quizzes when such notes have been prohibited, plagiarizing, and sharing work with others when not permitted to do so by the teacher.

Like freedom of speech, academic honesty holds a special place in a community devoted to the creation, preservation, and dissemination of knowledge. For this reason, it is important for you to learn how to acknowledge the contributions of others in your own work and to properly document your reliance on their thinking.

Discovering how to use others' work to advance your own is a key part of learning. Very few of us ever have completely original ideas, and even the greatest scholars build on other's achievements. Understanding how to incorporate others' points into your own arguments, and how to acknowledge them properly, is one sign of maturing scholarship.

It is also important to understand that failure to properly cite the use of other's work, even when inadvertent—is considered a grave breach of academic integrity. The concept of academic dishonesty or cheating, includes any misrepresentation of others' work as your own, such as unacknowledged paraphrasing or quoting, use of another student's material, incomplete acknowledgment of sources (including Internet sources), or submission of the same work to complete the requirements of an activity, test, etc. You can learn more about the conventions of using sources by seeking assistance from your teachers. If ever you have doubts about when or how to cite, ask the teacher.

Students are considered to be cheating if they:

- Copy, fax, or duplicate assignments that will each be turned in as "original."
- Exchange assignments by print out, disk transfer, or modem, then submit as "original."
- Write formulas, codes, keywords on your person or objects for use in a test.
- Use of hidden reference sheets during a test.
- Use programmed material in watches or calculators, when prohibited.
- Exchange answers with others (either give or receive answers).
- Take someone else's assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source.

- Take credit for group work, when little contribution was made.
- Do not follow additional specific guidelines on cheating as established by the department, class, or a certain teacher.

In assignments where the teacher specifically assigns a pair or group of students to work together, group members may share information, but individual students still have the responsibility for their share of the work.

Consequences for cheating are determined by the teacher of record in the course the student was found to have cheated. Consequences for cheating may include, but are not limited to: a class citizenship grade of F, an academic grade of F on the work, etc. Counselors will be notified of students who violate this policy. Additionally, the administration may assign other consequences that may result in the reduction of school citizenship grade, removal from elected positions and honorary organizations, and the inability to participate in school activities.

HMS Middle School believes, HMS should:

- be mindful of the fact that in any academic setting, there is great pressure on students to succeed;
- hire people who model our mission, vision, and philosophy and properly prepare students to meet the challenges of a well-rounded curriculum;
- strive to achieve an atmosphere where what is learned far outweighs the grade received;
- appreciate and prize students for whom they are and will attempt, where possible, to reduce the academic pressures that can often lead students into dishonest choices.

Parents/Guardians should:

- expect honesty from their children while at the same time displaying their own personal integrity;
- set realistic goals for their children, emphasizing the learning and not the grade;
- provide truthful information in all faculty-parent correspondence and meetings especially concerning absences and tardies. Parents/Guardians who write false excuses for their child promote dishonesty;
- encourage their students to work to their potential and to strive for quality in everything they do;
- recognize that a child's academic performance is not coupled with their self-worth. There is more to a student than just an "A" or "B" on a test;
- hold their children accountable for their actions;
- personify good sportsmanship when attending interscholastic games and be respectful of opposing teams and officials.

Students should:

- respect the rights and property of others;
- complete homework independently and not allow it to be copied;
- complete tests, reports, or other classroom activities without seeking help from another student or offering help to another student without permission of the teacher;
- realize that any assignment that carries their name is considered to be their own work and should not be plagiarized;
- complete original research papers and projects and acknowledge another's contribution by citing the source and identifying the name;
- recognize that grades are not commensurate with their self-worth;
- act responsibly and accept the consequences, good or bad, for their actions;
- not be satisfied with minimum performance but should strive for quality work.

HONORS COURSES

Huntington Middle School strives to offer the best educational experience possible for all students. As such, we offer the following honors courses below. Students must maintain levels of success in the class in order to remain in the honors program. Students are recommended by teachers to take honors courses. Parents/Guardians who feel their child should be in honors courses despite a lack of recommendation may appeal to the administration.

MATH

There is one math level in 6th grade: Math 6.

There are two math levels in 7th grade: Math 7 and Math 7 Honors.

There are three math levels in 8th grade: Math 8, Algebra 1, Algebra 1 Honors.

All 6th grade students who enter Huntington Middle School are enrolled in Math 6.

The Semester 1 grade is an average of Quarters 1 and 2. The Semester 2 grade is an average of Quarters 3 and 4. The percentages indicated below are based on an average of semester 1 and semester 2 grades.

Math 6 students who earn an 85% or higher for semester 1 and semester 2 will be placed in Math 7 Honors.

Math 6 students who earn below 85% for semester 1 and semester 2 will be placed in Math 7.

Math 7 Honors students who earn below 70% for quarter 1 or semester 1, will be moved to Math 7 for the remainder of the school year.

Math 7 Honors students who earn an 80% or higher for semester 1 and semester 2 will be placed in Algebra 1 Honors.

Math 7 Honors students who earn 70% - 79% for semester 1 and semester 2 will be placed in Algebra 1.

Math 7 Honors students who earn below 70% for semester 1 and semester 2 will be placed into Math 8.

All Math 7 students will be placed in Math 8 to ensure they have been exposed to 8th grade math standards and Pre-Algebra concepts prior to taking Algebra 1.

Algebra 1 Honors students who earn below 70% for quarter 1 or semester 1 will be moved to Algebra 1 for the remainder of the school year.

Algebra 1 Honors students who earn an 80% or higher for semester 1 and semester 2 will be placed in Honors Geometry in 9th grade.

Algebra 1 Honors students who earn a 70% - 79% for semester 1 and semester 2 will be placed in Geometry in 9th grade.

Algebra 1 Honors students who earn below 70% for semester 1 and semester 2 will retake Algebra 1 in 9th grade or enroll in summer school at San Marino High School to make up the D or F grade.

Algebra 1 students who earn a 85% or higher for semester 1 and semester 2 will be placed in Honors Geometry in 9th grade.

Algebra 1 students who earn a 70% - 84% for semester 1 and semester 2 will be placed in Geometry in 9th grade.

Algebra 1 students who earn below 70% for semester 1 or semester 2 will retake Algebra 1 in 9th grade or enroll in summer school at San Marino High School to make up the D or F grade.

Math 8 students who earn a 70% or higher for semester 1 and semester 2 will be placed in Algebra 1 in 9th grade.

Math 8 students who earn below 70% for semester 1 and semester 2 will be placed in Algebra 1A in 9th grade.

HONORS ENGLISH

6th grade students who enter HMS are enrolled in English 6.

Students who earn an overall average of 90% or higher for semester 1 and 90% or higher for quarter 3 in their English 6 course, will have demonstrated readiness for English 7 Honors in the 7th grade. Students in English 7 Honors who score 79% or lower at the end of any quarter may be placed in English 7 at the teacher's discretion.

Students who earn an overall average of 85% or higher for quarters 1, 2, and 3 in their English 7 Honors course will have demonstrated readiness for English 8 Honors in the 8th grade. Students who earn an overall average of 90% or higher for quarters 1, 2, and 3 in their English 7 course, will have demonstrated readiness for English 8 Honors in the 8th grade. Students in English 8 Honors who score 79% or lower at the end of any quarter may be placed in English 8 at the teacher's discretion.

Students who earn an overall average of 85% or higher for quarters 1, 2, and 3 in their English 8 Honors course will have demonstrated readiness for Honors English in the 9th grade. Students who earn an overall average of 90% or higher for quarters 1, 2, and 3 in their regular English 8 course, will have demonstrated readiness for Honors English in the 9th grade.

Appeals

Students wishing to appeal placement must schedule a meeting with the current teacher of record prior to the end of the current school year. If dissatisfied with the result of the meeting, the student must then appeal to the academic counselor, followed by the assistant principal in charge of curriculum, and then followed by the principal, whose decision is final.

AUDITION BASED VISUAL AND PERFORMING ARTS

In addition to these academic offerings, we offer several high level Visual and Performing Arts courses which require an audition and selection in order to be in the class.

- Advanced Woodwinds/Wind Ensemble
- Chamber Orchestra
- Bel Canto Choir
- Jazz Band

CITIZENSHIP GRADE

SCHOOL CITIZENSHIP

SMUSD and HMS believe that all students are capable of practicing good citizenship. Huntington school students receive a School Citizenship Grade that is issued by the administration. Generally, good citizenship will include following guidelines set forth in the Fox Guide. **All students earn an A for school citizenship unless they make choices which lower their school citizenship.** Times tardy to class and disciplinary action required on the part of the administration may lower a student's school wide citizenship. Grades for school citizenship do not include + or -.

Once a student's School Citizenship Grade has been lowered to a 'C' in any given quarter, the administration will contact the home. The consequences for a lowered school citizenship grade can include removal from co-curricular activities. These activities include athletics, drama/musical, cheerleading, field trips, dances, and other school events. The school citizenship grade is given by the Assistant Principal. Note: A "D" or "F" in any subject or citizenship disqualifies a student from academic honors during that grading period.

CLASSROOM CITIZENSHIP

It has long been the belief of the district that all students are capable of practicing good citizenship. Huntington school students receive a Classroom Citizenship Grade that is issued by the teacher. Generally, good citizenship will include at least the following: respecting others, punctuality, regular completion of assignments, courtesy, initiative, cooperation, self-discipline, honesty (including the honest representation of your work), respect for authority, care of school property, having necessary supplies for class, participation in class activities, and following guidelines set forth in the Fox Guide. The Classroom Citizenship Grade would ordinarily be an 'A' unless lowered by the teacher. This grade would be lowered by such a referral to the office, truancy, excessive tardiness, disrupting classroom activities or other flagrant misbehavior. Once a student's Classroom Citizenship Grade has been lowered to a 'C' in any given quarter, the teacher should contact the home.

During any form of virtual or distance learning, students should always be appropriately dressed, punctual, and have their cameras on to demonstrate both engagement and fidelity to high standards of classroom citizenship.

HOMEROOM GRADES AND PROCEDURES

Every student will start the quarter off with an A+ in homeroom. Each infraction (i.e., tardy, no reading book, inappropriate behavior, late paperwork, etc.), will result in a lowered citizenship grade.

Infraction	Grade	Infraction	Grade	Infraction	Grade	Infraction	Grade
0	A+	3	B+	6	C+	9	D+
1	A	4	B	7	C	10	D
2	A-	5	B-	8	C-	11	D-
						12+	F

If a student is late to school, but it is not yet 8:15, he/she should report to their homeroom class (not the school office). The tardy will be counted as one infraction. If the student has a note from a parent, it must be given to our school registrar as soon as possible. Each student starts anew each quarter. After 8:15, a student arriving late must report to the office and check in.

ACADEMIC GRADES

Academic grades are earned based on an individual student's ability to demonstrate the skills, concepts, and work habits necessary given the grade level and curriculum expectations. The teacher of the course determines all grades and the determination of the student's grade by the teacher shall be final.

Letter	%	Pts.	Letter	%	Pts.	Letter	%	Pts.	Letter	%	Pts.
A+	98-100	4.0	B+	87-89	3.3	C+	77-79	2.3	D+	67-69	1.3
A	94-97	4.0	B	83-86	3.0	C	73-76	2.0	D	63-66	1.0
A-	90-93	3.7	B-	80-82	2.7	C-	70-72	1.7	D-	60-62	0.5
									F	0-59	0.0

- Grade "A" indicates quality work, which is outstandingly superior to the work of other students. Those who receive the "A" grade should not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.
- Grade "B" indicates high quality of work and mastery of the subject. This grade reflects above average achievement and some ability to analyze and apply principles.
- Grade "C" indicates that the work of the class has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the minimum amount required.
- Grade "D" indicates below average accomplishment and/or grasp of the subject matter. A student who earns a "D" grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and/or has not done well on examinations and quizzes.
- Grade "F" indicates that the quality and/or quantity of work is so far below what is expected of the class that it cannot be considered adequate for the granting of credit.

Grades are also related to points or percentiles achieved on tests, quizzes, reports, homework, and other assignments. If you want to contest an assignment grade it must be done within two weeks of posting. We suggest that all graded and returned student work be kept until final semester grades are posted.

SEMESTER FINAL EXAM SCHEDULE

Final exams in all core subjects (all courses which earn a letter grade and are not pass/fail) are administered at the end of each semester. Students receive information for final exams from each individual teacher. Dates and schedules for exams are listed on the online Master Calendar. During finals week, no homework or new material will be assigned or taught. However, to prepare students for Finals, teachers may assign homework, which requires clear consistent review of concepts and skills to be tested. Teachers may decide not to give a final for their subject.

	Tuesday	Wednesday	Thursday
Quarter 1 Finals	Science / PE	English / Elective	Math / Social Studies
Quarter 2 / Semester 1 Finals	Math / Social Studies	Science / PE	English / Elective

Quarter 3 Finals

English / Elective

Math / Social Studies

Science / PE

Quarter 4 / Semester 2 Finals

Science / PE

English / Elective

Math / Social Studies

HOMEWORK

PHILOSOPHY

The San Marino Unified School District through established policy recognizes that purposeful homework is an important part of the instructional program. Research clearly demonstrates that time spent on homework is positively related to achievement. It helps the student to master the concepts taught in classrooms as well as to motivate them toward self-direction and good study habits. Homework strengthens the relationship of school and home in the learning process.

Every teacher is permitted to regularly assign homework based on classroom instruction and the students' age, level of achievement, level of learning mastery, and special needs.

PURPOSES OF HOMEWORK

In planning homework, emphasis should be placed on the value of the assignment to reinforce or extend learning. Homework is assigned for the following purposes:

- Strengthen basic skills and mastery of performance standards
- Reinforce and/or extend classroom learning
- Develop initiative, responsibility, and self-direction
- Stimulate independent thinking
- Increase range and scope of interests related to the curriculum.

GUIDELINES FOR TEACHERS

To be effective in meeting these purposes, homework must be carefully planned in accordance with the following guidelines.

- The purpose of the assignment and its relationship to what has been learned in the classroom must be clearly defined by the teacher and understood by students.
- The teacher should plan with students not only what to do, but how to do it.
- Assignments should relate to classroom activities/projects and should be meaningful, interesting, and varied.
- The teacher should consider the student's total daily homework load when deciding upon the length and due date of the assignment.
- Students should be taught how to study. It is the teacher's responsibility to build independent study skills with increasing complexity over the child's schooling experience.
- The teacher should respond to submitted work: all written work should be reviewed with meaningful feedback.
- Failure to complete home assignments should be included in the work habits and performance assessment for purposes of grading.

POSSIBLE HOMEWORK ASSIGNMENTS

Review

- Practicing basic skills
- Practice problems similar to those rehearsed in class
- Preparing for assessments
- Reading

Skills and Knowledge Development

- Use library, technology based, or home reference materials to gather information
- Read and prepare written/oral reports on current events related to core content
- Summarize historical events, a story, or science procedure
- Collecting and/or classifying materials
- Construct a model or participate in an experiment

Independent Study

- Prepare a research project
- Organize a bibliography to be shared with others
- Read additional books and/or articles about a topic introduced in class
- Participate in cultural enrichment experiences

TIME LIMITS BY GRADE LEVEL

The minutes for homework will increase as students progress through the grades and will be consistent in the transition from elementary to middle to high school. Assignments will increase in complexity as students mature. **Although homework will not normally be assigned on weekends or holidays, some classes or programs to support special needs may require weekend work.** Unfinished class work should be completed in addition to homework. In grades six through twelve, long term assignments are not considered to be a part of the homework minutes outlined below.

Grade Level	Minutes
6 th	80 minutes per night (20 mins. Per academic subject per night)
7 th	100 minutes per night (25 mins. per academic subject per night)
8 th	120 minutes per night (30 mins. per academic subject per night)

Parents/Guardians should be consistently communicating with teachers regarding the time it takes for their child(ren) to complete homework. If your child(ren), in any given evening, has homework exceeding the recommended amount above, please contact your child's teachers regarding the concern.

GUIDELINES FOR STUDENTS

As each assignment is meaningful, each assignment must be completed in a timely fashion to provide the feedback necessary for student learning. To support students in the completion of their work, students should do the following:

- Record each assignment in a notebook making sure it is accurate and understood before leaving school.
- Make every effort to begin and complete assignments promptly; pacing work over the time allowed.
- Set aside a regular place and time each day to study. Choose a desk or table that has good light and is away from distractions
- Seek individual help from the teacher when faced with areas of difficulty.
- Make up missed assignments within established time limits.

GUIDELINES FOR PARENTS/GUARDIANS

Parents/Guardians may help their children make the best use of the time, which is spent, on home study by following these suggestions.

- Take an active interest in what your child is doing.
- Provide a suitable, quiet, well-lighted place to do homework.
- Arrange with your child an appropriate time for study.
- Make resource materials available.
- Give encouragement, but do not DO the work for your child. Please do not correct mistakes that may later serve as the teacher's cues for the need to reinforce instruction. The answer is secondary to understanding and applying the concept to the assignment.
- Listen to your child's thought process before you help him/her to see the need for a correction. Help your child to understand why the item still needs attention. Do not provide answers.
- Give personal supervision when it is needed.
- Check to insure your child is following the directions.
- Remind your child about good habits such as neatness.
- Confer with your child's teacher immediately if homework is a struggle.

HOMEWORK FOR ILL STUDENTS

A parent(s)/guardian(s) or student(s) may request homework when a student has been absent three or more days. This may be accomplished by emailing teachers directly. Email addresses may be obtained through the Huntington Middle School website (www.hehms.us) under Staff Contacts. Assignments may be picked up at the front office after 3:00 pm the day following the request. For further assistance, contact the office at (626) 299-7060.

MAKE-UP ASSIGNMENTS

The only absences for which teachers are not required to provide make-up work are unexcused absences, trancies, and suspensions. However, teachers can, and often do, provide the work to students and will frequently provide appropriate time for students to complete work.

All other work is to be made up or a failing grade is recorded. THE STUDENT IS TO BE GIVEN TIME EQUAL TO THE NUMBER OF SCHOOL DAYS MISSED. If prior to an absence a student knows that an assignment is due during the time of the student's absence, the assignment is due upon the return of the student, and before the absence begins, if feasible. If in the opinion of the teacher this should be extended, it may be increased.

The student, after an illness, is responsible for making up all the assignments and tests given during their absence. Students should see each teacher to get their assignments as soon as possible. All assignments should be made up promptly. Tests are made up according to arrangements made by the teacher or the teacher's policy.

NO HOMEWORK DAYS

There are times throughout the school year when homework is prohibited. These dates move based on the calendar and are subject to change with notice via other forms of site communication.

- All Finals Weeks (excepted homework are study guides and study guide like materials as well as make up assignments)
- State Testing Day(s)/Week(s)
- Holidays - Students will not be assigned homework to be completed over any national, state, or district holiday. For example, Winter Break, Spring Break, President's Day, Lunar New Year, etc.

REPORTS, AWARDS AND RECOGNITION

At Huntington, we seek to provide positive reinforcement to encourage students to achieve their personal best. A variety of programs are offered to recognize student achievement.

PROGRESS REPORTS

Teachers are required to issue progress reports indicating unsatisfactory work or conduct. The teacher gives these reports to the student. **It is the student's responsibility to have a parent sign the report.** The student must then return the signed progress report to the teacher the following day. Students should understand that the issuance of a progress report is very real evidence of academic or citizenship deficiencies. All effort should be made to deal with problems as soon as they occur. Citizenship grades may be lowered if progress reports are not returned promptly. Progress reports are provided at the midway point of all quarters.

REPORT CARDS

Official grades are issued at the end of the first and second semesters. Progress report cards are issued at the end of the first and third quarters. With the exception of physical education or athletic classes, progress report card grades do not go on the student's transcript. If parents/guardians do not receive report cards within approximately two weeks of the end of each grading period, they should contact the counseling office. Semester report cards are mailed, progress report cards are sent home with the student. Report cards are provided approximately 1 week after the end of the quarter.

GOOD CITIZENSHIP BREAKFAST

Each month, selected students attend an awards breakfast hosted by the assistant principal. At the breakfast, students are honored for honesty, courtesy, responsibility and service inside the classroom.

ACADEMIC HONORS

Academic honors are based on the accumulation of GPA points earned on grades. Throughout a student's three years at HMS all points are tracked in Powerschool and are run on an annual basis. Special recognition for student achievement at the end of the school year.

♦ 4 points for each A ♦ 3 points for each B ♦ 2 points for each C ♦ 0 points for any D/F

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The purpose of CJSF is to recognize students with good grades in the five (5) CJSF approved academic classes. If a Huntington student has been a member for three semesters (twice in 8th and at least once in 7th) s/he will graduate "with honors." Each semester a student must go through the membership process. Membership is not automatic. You need to be responsible in joining before the deadline date. Retroactive membership is prohibited by the CJSF organization. Here is how you figure out if you are eligible to be a member:

A = 3 points Accelerated A = 4 points
B = 1 point Accelerated B = 2 points

You must have at least twice as many points as qualified academic classes. Thus, if you are taking 4 qualified academic classes you need at least 8 points, if you are taking 5 qualified academic classes you need at least 10 points. All courses whose grades are established on a reduced standard do not meet the requirements as a qualifying course. (In other words, all students in the same class must be graded on the same material with the same grading scale). Note: A "D" or "F" in any subject or citizenship disqualifies a student from membership, no matter what their CJSF approved academic grades are. The academic courses shall be English, Foreign Language, Mathematics, Reading, Religion, Science and Social Studies, as well as those other subjects which are academically oriented and which the principal designates to be of value equal to the aforementioned subjects. No CJSF points shall be given for Physical Education, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis. Grades earned in summer school courses, repeated or remedial subjects shall not count for CJSF points, but grades in these subjects must be a C or better.

LETTERS OF RECOMMENDATION

HMS supports what is in the best interest of students. We understand that in some cases, an alternative education setting may be desired. Teachers at Huntington Middle School are provided no extra time or compensation for writing letters of recommendation or completing recommendation forms for students, and are not required to do so. If a teacher wishes to support a student's request to write a letter of recommendation for a student, they must do so on their personal time. Therefore, in order to be considered, a student must first personally request, via email or in person, for a teacher to complete a letter of recommendation, prior to having the letter request sent by the private school. All students are afforded one official copy of their transcript and records. All schools requesting a copy of the transcript for any purpose must provide documentation of a parent's wishes to release the information.

ATTENDANCE

HMS believes in the value of regular, prepared, and participatory attendance. HMS attendance policies are designed to promote regular class participation. The student's job is not merely to attend class, but to come prepared, to acquire knowledge and contribute to the learning community by sharing ideas, perspectives, and values with others.

Regular attendance is critical to your child's education. Disruptions to your child's school attendance can have a significant impact on their academic performance. Both the California Administration Code and the Education Code state that every pupil must attend school regularly. When a child is excessively absent, a parent will be notified. If the problem continues, a parent-administrator-student conference will be scheduled. Excessive absences may result in referral to the School Attendance Review Board (SARB). Your child should attend school consistently and should be absent only for illness or emergencies. Please do not schedule extended family vacations during school time. State law does not require a teacher to provide make up opportunities for students with an unexcused absence. Absences due to personal reasons such as travel, are considered unexcused absences. Excessive unexcused absences can impact your overall school citizenship and your opportunities to participate in school activities.

When a student is absent from school for any reason, the parent needs to contact the school office (626-299-7060). When calling, the parent will need to provide grade level, the homeroom teacher, the student's first and last name, and the reason for the absence. Absences can also be entered through the Absence link on the school website.

REPORTING AN ABSENCE

When you are absent from school for any reason, your parent(s)/guardian(s) must contact the school office (626) 299-7060 to report the absence as soon as possible.

1. When calling, your parent(s)/guardian(s) must provide your
 - a. grade level
 - b. your first and last name
 - c. the reason for the absence.
2. Upon your return from an absence, bring a signed note from your parent(s)/guardian(s) validating this absence.

State law does not require a teacher to provide make up opportunities for students with an unexcused absence. Absences due to personal reasons such as travel, are considered unexcused absences. Excessive unexcused absences can impact a student's overall school citizenship and opportunities to participate in school activities.

CHANGE OF ADDRESS

It is essential that students notify the office of any changes of address and/or telephone numbers (including work numbers). In the event of an emergency, the school must be able to contact your parents/guardians immediately.

EXCUSED ATTENDANCE

The only excused absences are those due to a student's illness, medical, dental, or other health-related appointments, counseling, attendance at the funeral of an immediate family member, observance of a religious holiday or ceremony, or a court-ordered appearance. School absences for personal reasons such as vacations, oversleeping, car problems, or personal non-health related appointments are considered unexcused absences.

For any absence, a student must provide a note from their legal guardian, with their name, identification number, grade, specifically stating the reason for the absence and the date of the absence with their legal guardian's signature.

School personnel, in accordance with California Law, will determine whether the absence will be excused. Only excused absences will entitle the student to make up any missed work. However, students may make up work missed during an unexcused absence per the teacher's discretion. A parent note does not automatically excuse an absence. The student must provide a medical note after five consecutive days of absence due to illness.

INDEPENDENT STUDY

The Board of Education authorizes an independent study option for eligible students to complete classroom assignments and homework outside of the regular classroom setting. It is imperative that students are in class every school day, except in the event of an excused absence. Many assignments require collaboration, participation, listening to content material, and in-class writing. Independent study may be offered for a minimum of five consecutive school days and a maximum of one semester, in conjunction with part- or full-time classroom study for absences that meet the following criteria: extended or chronic illness, death in the immediate family or other family emergency, observation of religious holidays as defined in Education Code Section 46014, other legally excused and/or justifiable reasons authorized by Education Code Section 48205, or extenuating circumstances determined by the Principal and the Assistant Superintendent that warrant an individualized educational plan for students to reach curriculum objectives.

It is not authorized for unexcused absences to participate in non-educational activities, including, but not limited to vacation, entertainment, and social family events. The California Education Code (Section 48205) does not mandate teachers to provide makeup assignments or tests for unexcused absences. Teachers may assign zero credit whenever a student has incomplete work and non-performance.

Independent study course work shall not be provided to any student in advance of the approved term (dates) of the independent study agreement, or issued during state testing times. A student's participation in independent study is voluntary. The availability of independent study is permissive on the part of the Board and District. The law does not mandate the Board, District or its schools to offer independent study.

REQUEST INDEPENDENT STUDY

Parents/Guardians of students who are interested in independent study shall contact the school's Principal, or designee *in writing*. The Principal or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the District's requirements for independent study. All request for independent study except illness or emergencies, shall be submitted to the Principal or designee at least one week in advance.

HALL PASSES

Students should not be in the halls before the first bell of the school day, 7:50 am. Before school, students should wait on the blacktop. In addition, students are not to be in the halls during lunch or breaks. If you need to be in the hallways at any time, you should obtain a pass from the appropriate teacher.

TARDY POLICY

If you arrive at school late you must report to the office with a note so that your absence may be cleared. You are expected to be on time to every class, including homeroom. Tardiness may negatively affect your school and classroom citizenship grades. Additionally, excessive tardiness may impact your opportunity to participate in school activities and receive academic awards.

CLASS TRUANCIES

The Administration will again use a disciplinary policy regarding class truancies that combines detentions and administrative lowering of citizenship grades. It is hoped that progressive consequences will present a fair policy that emphasizes the seriousness of truancy. Please note: Students found off campus during school hours can be cited by the San Marino Police Department for Daytime Curfew Violation (SMCC 14.08.01).

OFF CAMPUS PASSES / EARLY RELEASE

If you have an appointment that requires you to leave during the school day, you must bring a note to that effect to the office before school on the day of the absence. A partial day slip will be issued for you to show to any teacher whose class will be missed.

PROCEDURES FOR OFF-CAMPUS PASSES FOR ILL STUDENTS

The Health Office is open from 8:00 a.m. to 2:50 p.m. each day. Students desiring the services of the Health Office are asked to enter during the school day with a pass from a teacher. If the student must go home and there is no health clerk on duty, students must check out through the attendance office.

- The parent or those authorized on the emergency card are contacted by phone with instructions to pick up the student in the Health Office or the APO.
- Students are not to wait unsupervised in the parking circle or any other area.
- If a student is ill and is to walk, or ride a bike to the home of those assuming responsibility, phone permission must be obtained.
- Only a parent/guardian may give permission for an ill student to go to their home when there is no adult at home.

LEAVING CAMPUS WITHOUT CHECKING OUT

Leaving campus without first clearing through the Attendance Office will be treated as a truant. NO student may leave campus without a pass, for any reason.

PHYSICAL EDUCATION MEDICAL EXCUSE

A doctor's note is to be presented to the counselor when a student needs to be excused for more than 3 days. The note is placed on file in the Counseling Office and the counselor will notify the P.E. teacher. Please note that even excused absences require makeup work in P.E. to earn credit and/or avoid a lowered grade due to missed class.

TEMPORARY CUSTODY OF A MINOR

Parents/Guardians must notify the Attendance Office when they are to be out of town for a short period of time. Parents/Guardians who are out of town for a prolonged period of time must come in with the temporary guardian and fill out a "Temporary Custody of Minor" form, available in the Attendance Office. This form designates another adult as temporary guardian for the purpose of writing necessary notes or authorizing leaving school due to illness or injury. Under California law it may be considered child abuse if a minor child is left unsupervised by an adult (W.I.C. 300).

CLOSED CAMPUS/VISITORS

For the safety and welfare of our students, Huntington School is a closed campus. Parents/Guardians are always welcome at school; however, we do ask that parents/guardians visiting the campus check in with the office. Students or friends from other schools may not visit our campus during any part of the school day. Remember, supervision on a regular school day is from 15 minutes before school to 15 minutes after school. **HMS prohibits parents/guardians from**

dropping off items to students throughout the school day. This is to maintain a safe and orderly campus as well as teach students self reliance and personal responsibility. Students should plan with families the night before school to bring all needed materials to school on a daily basis.

RETURNING FROM A MEDICAL ABSENCE

When a student is absent due to a significant medical issue such that the absence was for a prolonged period of time, or involved a surgical procedure, we require an intake meeting so that all of the students safety and health needs can be best met upon return. Parents/Guardians should provide a note from the doctor indicating that a student may return to school along with any restrictions placed on the student by the doctor due to the illness, injury, or procedure. When a return date is noted, parents/guardians must contact the office and arrange a meeting with an administrator and the school counselor, for the morning of the first day the student is set to return or earlier.

SCHOOL RESOURCES

LOCKERS

All students are assigned a locker on the first day of school, relatively close to their homeroom. School lockers have 3 square feet of space (12" x 12" x 36"). Backpacks should be purchased with this in mind.

- Students may not carry backpacks to classrooms or around school without permission from administration.
- Students may carry a bag no larger than the size of a textbook to class.
- Additionally, rolling backpacks are prohibited as they do not fit in a locker.
- All students will be provided a set of books to be kept at home.
- All classrooms with a need for a class set of textbooks will be provided with a set.
- **Students are prohibited from storing items, which are not their property, in their locker.**
- All books and personal items should be clearly marked with the student's name.
- Cash and valuable property should not be kept in your locker.

The school is not responsible for any items, including textbooks, which may be stolen from a locker. Students use lockers at their own risk. Lockers are school property and may be searched by school personnel at any time.

- Students are assigned one locker for books and supplies and must use this assigned locker only;
- Students must use the registered and approved lock. Other locks are not allowed;
- Students are responsible for their lockers and locks;
- Students must keep their lockers clean.
- Students may be charged for lockers that need to be professionally cleaned.

To facilitate the good use of lockers and proper storage of materials students must develop the following habits.

- Get all materials for periods 1 and 2 before school
- Get all materials for periods 3 and 4 at break
- Get all materials for periods 5 and 6 at lunch

PROTECT YOUR BELONGINGS

HMS is not responsible for lost or stolen items. Unfortunately, theft of bicycles and items of value from locker rooms and around campus is NOT an uncommon occurrence. It is imperative that each student makes a real effort to protect their belongings by following some simple rules:

- Do not keep valuables in lockers, especially cash.
- Do not share your locker with anyone.
- Do not reveal your locker combination to anyone.
- Do not leave backpacks or other belongings unattended.
- Always LOCK your bike.

If suspicious activity is observed on campus, report it to the office. Neither the school nor the district provides any insurance coverage for the private property of students. Any theft or damage of private property should be reported to the office, but should ALSO be reported by the family to the police and the family's insurance company. **Students should not**

leave any personal belongings unattended whether those items are in the classroom, locker room, or outside. Belongings should always be in the owner's sight.

BACKPACKS/BOOK BAGS

Students may not carry backpacks to classrooms. Backpacks/book bags are a necessary part of school life. Students are expected to have a backpacks/book bag to carry their supplies to and from school. **Backpacks/book bags are to be stored in lockers during the day.** Backpacks/book bags should be purchased with locker space in mind (see LOCKERS above). Students may not leave their backpack/book bag anywhere on school grounds except for their locker, unless an HMS adult gives consent. Any backpacks/book bags left unattended on the school grounds will be confiscated and brought to the office. Students will be unable to get their confiscated items until the end of the school day. Should a student continue to leave their backpack unattended, disciplinary consequences may be administered.

To facilitate the good use of lockers and proper storage of materials students should

- Get all materials for periods 1 and 2 before school
- Get all materials for periods 3 and 4 at break
- Get all materials for periods 5 and 6 at lunch

SCHOOL LUNCHES

Students may bring their lunch to school. Lunches are to be kept in the student's locker. Lunch, snacks and drinks are available for purchase in the cafeteria. The cafeteria menu is available on the website. Microwaves are available for students to heat their food.

HMS prohibits deliveries from food service delivery companies. Such deliveries present an inherent risk to campus security and student safety and are not allowed. No lunches from outside vendors may be dropped off for pick up by students throughout the school day. Parents and/or guardians are encouraged to send lunches to school with students prior to the start of school. This is to maintain a safe and orderly campus as well as teach students self reliance and personal responsibility. Due to the health and safety for all students and staff, lunch drop offs for students during the school day will no longer be permitted.

LOST AND FOUND

Students should make consistent use of their locker in order to keep their items safe. Huntington Middle School is not responsible for lost or stolen items. Huntington Middle School will not use site resources in search of lost or stolen items. Items left on campus during classroom periods will be collected and placed in Lost and Found west of the cafeteria. All book and paper items are placed in the library. All clothing is hung on a rack outside the west ramp of the cafeteria. Unclaimed items are donated to charity at the end of each semester. It is the responsibility of students to check for lost items.

HMS LIBRARY

The library is open from 8:00 until 4:00 Monday through Thursday, and until 3:00 on Friday. The collection supports the curriculum, and includes books, periodicals and reference databases. Test preparation and career information materials are also available, as well as copies of each textbook (for in-library use). New fiction titles, and over 50 general interest magazines are available to students and staff. There are 10 computers in the main library area for student use, when teacher supervision is available. Students are invited to use the library for research, homework and leisure reading during all open hours.

TEXTBOOKS

All HMS students must check out their textbooks from the Library. Students are responsible for the textbooks they check out. If a textbook is damaged so it cannot be checked out anymore the student is responsible for the full price of the replacement of the textbook, plus shipping and handling. However, students may replace the damaged item with like new replacement copies in good condition which are available on Amazon or online used textbook stores.

COPY MACHINE

A copy machine for student use is located in the library. The cost is \$0.25 a copy.

CLUBS, ORGANIZATIONS, ACTIVITIES, & ATHLETICS

Participation in co-curricular and extracurricular activities is an important part of the educational experience at Huntington Middle School. The goal of our extracurricular and co-curricular programs is to build a connectedness to the school, support a wide range of student interests, and promote the social, emotional, physical, leadership and academic growth of our students. We are proud to offer a wide range of activities to our students and encourage them to participate in as many activities as possible. All extra-curricular and co-curricular activities at Huntington are categorized into two sections: open-participation activities and try-out/selection-based activities.

SPECIAL RULES FOR PARTICIPATION IN ACTIVITIES

Participation in co-curricular and extracurricular activities is a privilege. As such, HMS training/participation rules extend 24 hours a day, 7 days a week. A student must be present at school for at least 3 classes in order to be eligible to participate in an extracurricular activity that occurs after school or in the evening of the same day. An infraction of these rules or any rules outlined in this handbook may result in suspension from activities. Students must maintain eligibility by keeping in good academic standing. Students must have no lower than a 2.0 GPA and no more than two grades of D grades in citizenship and no academic F in any class. A student who does not meet the minimum requirements for eligibility at the time the check is made becomes ineligible for a two-week period, unless the average is raised prior to the end of the period.

OPEN-PARTICIPATION ACTIVITIES

Open-Participation activities are available to all students and the emphasis is on student participation. In order to participate, students must have positive attendance and citizenship on the day(s) of the activities. These activities may include but are not limited to:

- Special Days - Hosted throughout the year by the ASB, special days may include dressing up in a particular style, theme days, and special game days.
- Dances - Evening dances are scheduled throughout the year and may have a special theme. Seventh and eighth graders attend ASB sponsored dances. Sixth graders attend PTA sponsored dances. Students must have at least a C in School Citizenship in order to participate. Dances are only for Huntington students.
- Intramural Athletics - An extensive after school, intramural athletic program is offered throughout the school year including football, volleyball, basketball,, tennis,, dance and co-ed volleyball.
- Noon League - Throughout the year, students may participate on teams formed in homerooms in a variety of athletic games hosted during the lunch period.
- Library Club - The library club meets periodically throughout the year and participates in a variety of activities that promote the use of the library and its resources.
- JFL - The "Jesus for Life" club is an organization that meets weekly to promote Christian ideals and fellowship on the school's campus.
- Science Club - The science club is designed for 7th and 8th grade students interested in science.
- Field Trips & Outdoor Ed. - Students must have at least a C in School Citizenship in order to participate.

DANCES

Casual dances held by the school are only open to students of Huntington Middle School. NO students will be admitted more than an hour after the starting time of the dance, and once students leave the dance they may not reenter. School I.D. cards or photo I.D. cards must be presented for admission to all school dances.

TRY-OUT /SELECTION-BASED ACTIVITIES

Try-Out activities are limited to the number of students who can participate. In general, students are selected to the teams through a tryout/audition process and represent Huntington to the community. In addition to maintaining positive attendance [attending 4 of 6 periods]and citizenship on the day of the activity, students must meet certain academic and citizenship requirements to participate. To be eligible for athletic participation and/or extra curricular activities, a student must have met the following requirements for the previous regular grading period.

- The student must have no failing grades.
- The student must have a 2.0 grade point average or better for all coursework.

- The student must have earned a grade of C in citizenship in all classes and in school wide citizenship.

Try-Out activities include but are not limited to the following.

- Associated Student Body Cabinet - The cabinet is made up of elected and at large officers. The cabinet organizes and runs activities on campus.
- Traveling Athletics - Teams compete against other local schools in a variety of competitions, including cross country, football, volleyball, tennis, basketball, wrestling, soccer, track and field, and softball.
- Cheerleaders - The cheerleaders are made up of selected students and perform at a variety of school and athletic events throughout the year.
- Math Counts Team - This team competes against other local and state schools in a variety of math events.
- Musical - An annual musical is produced starring selected students.
- Science Teams - These teams compete against other local and state schools in a variety of science events.

OTHER CURRICULAR OFFERINGS

In addition to the co-curricular and extracurricular activities listed above, Huntington offers a variety of courses designed to meet the creative needs of our students. These courses are open to all students to join within their grade level and include 3 levels of BAND, CHOIR and ORCHESTRA. These ensembles perform throughout the year at a variety of school and community events.

ASB POLICY ON SIGN POSTINGS

To keep the HMS campus attractive and in good repair, HMS clubs, sports, and departments which choose to publicize their activities by the use of signs, rather than by some other means such as announcements, articles in the Huntington Horn, or information posted on the HMS web site, must limit their signs to 8.5 inch by 11 inch flyers which are posted only on the classroom HMS bulletin boards. Posting flyers in any other location, such as fences, handrails, windows, light posts, or doors are prohibited.

- All flyers must include a month and date and be removed from HMS bulletin boards by the posting club, sport or department within 3 days after the event is over.
- Flyers shall be affixed to bulletin boards by using thumb tacks, push pins, staples, or blue painter's masking tape. The use of any other material to affix the sign, especially scotch tape or ordinary masking tape, is prohibited because these materials are very difficult to remove.
- The use of signs in any larger format such as banners made of butcher paper or cloth is generally limited to ASB and Cheer. Any group wishing to post a banner must receive prior permission from the ASB Publicity Commissioner 3 days prior to the requested posting date.
- Banners may only be posted in previously approved areas of campus.
- Any HMS organization violating any of these sign rules may forfeit the right to post.
- All posters/flyers must first be approved by ASB and must be put up using blue painter's tape only in ASB approved locations.

BEHAVIOR

Students are expected to behave in a way that reflects the values and morals of the school's mission, vision, and philosophy. HMS recognizes that students are responsible for their actions and behavior and are therefore accountable for the resulting natural consequences of inappropriate actions or behavior.

HMS believes that all students and adults in the HMS school family should treat all persons equally and respectfully, and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, disability, national origin, immigration status, age, sexual orientation or political belief.

Students are also expected to actively support and assist the school in maintaining a campus free from drugs, alcohol, weapons and gang activity. HMS also recognizes the responsibility of the parents/guardians for the behavior of their children and actively includes them in the disciplinary process.

All school policies apply to all students. One of the goals of the HMS discipline process, and its consequences, is to clearly indicate to the student when their actions and behavior are inappropriate or unacceptable. Students who

continually break the rules are referred to the administration, who then decide the appropriate consequence. The decision to punish a student for poor behavior is one that is not taken lightly. The process, at times, involves discussion with the student's teacher or team of teachers, or other administrators. A student is under the school's authority:

- 1) while on school grounds;
- 2) while going to or coming from school;
- 3) while going to, coming from, or at any school event, on or off campus.

The goal of our discipline program is to promote responsible decision-making, respect for other people and property, and pride in appropriate behavior. A key to successful discipline is communication and teamwork between the home and school. Student behavior must always demonstrate respect, promote safety, and be appropriate for school.

GENERAL BEHAVIOR EXPECTATIONS

Students should always remember that their behavior at school and school-related activities is a reflection not only on themselves but also on HMS. The following is what is expected from a HMS student.

In the classroom students should:

- be on time and in the appropriate area for each class when the bell rings;
- be courteous to teachers and other students;
- follow all classroom rules and teacher directions.

At assemblies students should:

- be courteous and quiet from the time they enter the assembly;
- immediately come to order and pay attention to the speaker;
- applaud to show approval;
- follow all dismissal directions

At lunchtime and in the cafeteria students should:

- eat and finish their lunch in the designated eating areas;
- wait patiently to buy their food, and follow the directions of adults on duty;
- not cut in line or hold places for other students.
- clean up after themselves, and not throw food or run in the designated eating areas;
- not be in classroom hallways, or in a classroom unless a teacher is present and has given permission;
- not be in any area where there is no adult supervision;
- not be involved in games of that are excessively physical or can be considered demeaning;

On campus students should:

- be courteous and respectful at all times, and greet visitors to the campus;
- be in approved and/or designated areas only;
- not chew gum;
- never ride bicycles, skateboards, or any wheel based form of movement on campus;
- not use profanity, gamble, lie, fight, possesses inappropriate literature or material, or be involved in physically, verbally, socially, or emotionally abusing another;
- not litter.

While attending field trips students should:

- follow all rules of being at school;
- be on their best behavior;
- pay strict attention to the directives of the moderator;
- not leave trash on the bus or at the field trip site;
- not antagonize or make fun of non-HMS people.

At dances students:

- when requested, must, along with their parents, sign an agreement before he/she is allowed to attend a dance;
- should conduct themselves in the appropriate manner;
- may not bring non-HMS students to a dance;
- may not leave the dance unless accompanied by a parent.
- All students should be picked up within 15 minutes of the dance's end. Students not picked up promptly will be reported to the Principal or the Principal's designee and risk not being invited to future events.

Physical Education Locker Room:

- Students may not store academic items in P.E. lockers;
- Students must be supervised by an adult at all times while in the Physical Education Locker Room;
- Students are not allowed in the locker room or gym during lunch or at breaks;
- There is to be no eating or drinking in any part of the Physical Education Locker Room at any time;

SEXUAL HARASSMENT

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

If a student, teacher, or other staff member believes that they have been victimized by sexual harassment:

- Contact the school's administration immediately.
- Document the time, date, witnesses, and description of the incident.
- If you require additional information or would like to initiate the district's formal complaint process, you should contact the Assistant Superintendent at (626) 299-7000. You may also contact the Office of Civil Rights to explore your options. The deadline for filing a complaint with the Office of Civil Rights is 180 days after the occurrence of sexual harassment.

PROFANITY

Students should also concentrate on using appropriate language at all times with no cursing or profanity. Returning to the theme of respect, each action and word spoken should be measured against the question: Is this appropriate for a school setting?

HATE SPEECH/VIOLENCE

Hate violence, harassment, teasing, threats, intimidation, hazing, or bullying including but not limited to; physical or mental disability, gender, nationality, race, religion or sexual orientation; and/or bullying including but not limited to in person, writing phone, other electronics, and websites.

BULLYING POLICY

"Bullying" means any physical or verbal act or conduct, including communications made in writing or by means of an electronic act directed toward person that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a person in fear of personal harm or harm to property.
- Causing a person to experience a substantially detrimental effect on their physical or mental health.
- Causing a person to experience substantial interference with their academic performance.
- Causing a person to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - A message, text, sound, or image.
 - A post on a social network Internet Web site, including, but not limited to:
 - Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above.

- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above.
- Creating a false profile for the purpose of having one or more of the effects listed above.

If a student, believes that they have been victimized by bullying:

- Contact the school's administration immediately. Either in person, by phone, or by email.
- Report and incident via the [HMS Anonymous Incident Reporting Form](#)
- Report a crime via [WETIP](#)
- Inform any adult on campus.
- If you require additional information or would like to initiate the district's formal complaint process, you should contact Linda de la Torre, Assistant Superintendent, at (626) 299-7000.

CHEATING

You are cheating if you:

- Copy, fax, or duplicate assignments that will each be turned in as "original."
- Exchange assignments by print-out, disk transfer, or modem, then submit as "original."
- Write formulas, codes, keywords on your person or objects for use in a test.
- Use of hidden reference sheets during a test.
- Use programmed material in watches or calculators, when prohibited.
- Exchange answers with others (either give or receive answers).
- Take someone else's assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source.
- Take credit for group work, when little contribution was made.
- Giving answers to another student for an assessment (in or out of the classroom).
- Copying or allowing another student to copy assignments.
- Do not follow additional specific guidelines on cheating as established by department, class, or a certain teacher.

In assignments where the teacher specifically assigns a pair or group of students to work together, group members may share information, but individual students still have the responsibility for their share of the work.

Students caught cheating will receive no credit on that assignment. Additionally, a student's class citizenship grade may be lowered. Subsequent offenses will be dealt with more severely, in cooperation with the Administration. The school wide citizenship grade may also be lowered. Moreover, cheating may result in a "D" or "F" in citizenship, removal from elected positions and honorary organizations, the inability to participate in school activities, and similar consequences.

ELECTRONIC DEVICES

Electronic device use on the HMS campus is prohibited from the time students arrive on campus until their final period teacher excuses them from their final period. While at school, a student should store the electronic device in his or her locker. Only under the direction of a campus adult may a student use any electronic device between those times. Students using devices, without expressed permission, may have them confiscated by any campus adult who must then turn them into the office. A parent(s)/guardian(s) or adult designee must then pick up the item at the end of the day. Continued violation of this policy can result in further disciplinary consequences.

DRESS CODE

There is a definite relationship between appropriate dress, good work habits, and proper school behavior. Students are encouraged to dress in a manner that demonstrates pride in themselves, their education, and in their school. Recognizing the relationship between personal dress and personal attitude, students are expected to apply the HMS school dress code policy to their daily school attendance and all school activities/events. Most importantly, clothing attire worn by students should promote and contribute to a healthy, safe, and positive school environment.

Dress code policy:

The following guidelines shall apply to attendance at school and all school activities and events:

1. Pajamas are not allowed at school, unless an approved spirit day.
2. Shoes appropriate for school activities must be worn at all times. Closed toe and closed back are to be worn at all times. Students must have proper shoes for PE.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through fabrics, sheer, halter tops, off the shoulder, low cut tops, and bare midriffs are not allowed. See through shirts may be worn over t-shirts that meet

dress code. Tank tops should be wide enough at the shoulder (approximately 1 inch wide) to cover undergarments.

4. Undergarments may not be visible (i.e. boys – underwear/boxers; girls – bras or underwear).
5. All skirts and shorts must be appropriate length. If the skirt or shorts are too short then the student must wear leggings.
6. Sagging of pants is not allowed. Pants need to fit properly and/or worn with a belt.
7. Dress, accessories and jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation, contain language or symbols supporting sex, drugs, alcohol, or tobacco, and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
8. Hats are allowed on campus, but no hats, hoods, or beanies may be worn indoors for both boys and girls.

Students appearing on school grounds in violation of the dress code will be counseled and given PE clothes to wear or, as appropriate, sent home to change clothing.

A student who willfully and continuously violates the dress code may be subject to disciplinary action, including but not limited to detention or a suspension from school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (kissing, holding hands, etc.) are not permitted in the school setting.

HALLWAY BEHAVIOR EXPECTATIONS

Students are not to be in the halls before the first bell of the day. All students should wait the blacktop or the playground until the first bell rings. Students are not to be in the halls at Snack Break or Lunch without a pass from a teacher. Students are to walk in the hallways at all times, and at no time can any form of transportation, other than walking be used.

TECHNOLOGY USE

Huntington Middle School makes every effort to integrate technology into every classroom. All classrooms are equipped with a set of Chromebooks that are frequently used during class time. Students are expected to use all technology responsibly. Damage caused by irresponsible behavior may lead to the student and their parent/guardian being held responsible for repairs. In order to use school owned technology and to access the Internet while at school, students are required to sign and follow the following SMUSD Acceptable Use Agreement.

SMUSD ACCEPTABLE USE AGREEMENT

Web/Internet electronic information services are now available to students and staff in the San Marino Unified School District via the SMUSD network. The District believes in the educational value of such electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovations and communication. The District will make every effort to protect students and teachers from any misuse or abuse of the Internet, however, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to offer Internet access to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from Internet access in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Violation of the acceptable use agreement provisions will result in denial of further Internet access and subject to disciplinary action, which may include citizenship grade drop, detention, and/or suspension.

TECHNOLOGY PERSONAL RESPONSIBILITY AND PRIVILEGES

The use of technology on the school site is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The district may close a user account at any time deemed necessary if inappropriate use is shown.

- No person will deliberately or willfully cause damage to computer equipment or assist others in doing the same.
- No person will deliberately access educationally inappropriate materials or show other how to do the same.
- Each person will follow any other regulations posted in the computer lab or other room where computers are in use.

The following are not permitted:

- **Creating fake social media accounts using teacher persona**
- **Creating social media accounts using HMS and HMS staff as identifiers**
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Knowingly violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Consuming food or drink near equipment

Network and Lab Etiquette and Privacy All users are expected to abide by the generally accepted rules of network etiquette including (but not limited to) the following:

- **BE POLITE** – Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE** – Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY** – Do not reveal any personal information, your home address or personal phone numbers or those of student or colleagues.
- **ELECTRONIC MAIL** – Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the system administrator via the site administrator.
- **DISRUPTIONS** – Do not use the network in any way that would disrupt use of the network by others.
- **COMPUTER LAB USE** – Students will follow all computer lab rules.

SAFETY

All actions should promote the safety and welfare of everyone on the Huntington campus. State law is very specific with respect to what actions are considered unsafe and the consequences for those actions. Consequently, no rough play, fighting, or play fighting is allowed at any time. Students need to report any intimidation or threats to the nearest faculty member for a remedy and ultimately with the administration if not successfully addressed.

STUDENT TRANSPORTATION

No wheel based transportation is permitted on campus at any time; before, during or after school. Students on bikes, skateboards, etc. must walk their items in from the point of entry. Students are to park and lock their items in the bike compound, which is locked by the site custodian during the school day. The school does not assume responsibility for the loss or damage of any bicycle brought to school.

DISCIPLINE PHILOSOPHY

All Huntington Middle School students have the right to live and learn in a safe, orderly, and clean environment. Students have the right to be respected and to have their property respected and protected. In order to safeguard these rights, students are expected to assume and fulfill equally important responsibilities. The Huntington Middle School staff believes that well-informed students will make good decisions, thereby avoiding the need for disciplinary or punitive consequences. Therefore, the primary focus of all disciplinary action is to correct the behavior/choice and provide education to select a more appropriate behavior/choice in the future. To that end, Huntington Middle School employs a variety of preventative, responsive, and corrective actions.

DISCIPLINE PROCEDURES

Normally the teacher is the first person to deal with a student if a problem occurs. The steps taken by the teacher before a student is sent to the office may include but are not necessarily limited to:

- Discuss the incident and counsel the student, remind student of appropriate behavior
 - Notification of parents/guardians

If misbehavior continues after parent notification:

- Hold a conference with the parents/guardians
- Speak with administration
- Complete a discipline referral

If a student is referred to the office, administrative staff may work through some of the same steps and, when necessary, involve the parents/guardians in the process. Once administration are provided a behavior for dispensation of corrective and/or disciplinary action, they are the sole decision makers. The goal is to develop responsible, self-reliant individuals who have a strong sense of value and ethics. Students should have respect for themselves and others.

PARENT/GUARDIAN CONTACT

The principal or the principal's designee will contact the parent/guardian of the student to inform them of the infraction and any consequences.

PARENT/GUARDIAN CONFERENCE

The principal or the principal's designee will contact the parent/guardian of the student to set up a meeting to discuss the infraction and any consequences.

STUDENT CONFERENCE

The principal or the principal's designee will meet with the student to discuss the infraction and any consequences. Students will be afforded the opportunity to complete a statement of their position.

AFTER SCHOOL DETENTION

Student reports to the assistant principal for up to 60 minutes of detention which may include campus beautification.

STUDENT CONTRACT

Outlines infraction leading to the contract, better choices to make in the future, as well as what might be future possible consequences. Student and Parent/Guardian must sign.

PERIOD SUSPENSION

A teacher may suspend a student for violation of classroom rules from their class for a period of no more than two consecutive days. The teacher must notify the office, the student, and the parent, in writing, of the infraction, other means of remediation, and the dates of the period suspension. The student reports to and remains in the office for the duration of the period under the supervision of the principal or the principal's designee. Work from the classes missed is provided along with some instructional support. Additionally, students complete a reflection activity on the choice which led to the consequence.

IN SCHOOL SUSPENSION

Students may be suspended for one or more days in school, but not in their designated class. The student reports to and remains in the office for the duration of the day under the supervision of the principal or the principal's designee. Work from each of the classes missed is provided along with some instructional support. Additionally, the student will complete a reflection activity on the choice which led to the consequence.

PARENT/GUARDIAN ATTENDANCE

Parent/Guardian attends school with their child.

OUT OF SCHOOL SUSPENSION

Out of School Suspensions are issued for serious violations or an accumulation of infractions over time. Students may be suspended for one or more days at home. At the conclusion of the suspension, a parent conference with the Principal or the Principal's designee will be required. Suspended students may not participate in any school sponsored events or activities on the day(s) of suspension. Teachers are not required to provide work for students under suspension.

CALIFORNIA EDUCATION CODE 49000

Suspension from school means that a student's education is suspended and they may not attend school or any school related activities for the entire school district. Below is an abridged version of California Education Code 48900 supplied for quick reference. A full version is available online at www.cde.ca.gov. Students can be suspended for acts engaged in while:

- (1) on school grounds.
- (2) going to or coming from school.
- (3) at lunch whether on or off the campus.
- (4) going to or coming from, a school-sponsored activity.

A student can be suspended from school or recommended for expulsion if that student has committed one of the following:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold or furnished, a real or imitation, firearm, knife, explosive, or other dangerous object, unless, the pupil had obtained written permission to possess the item from a certificated school employee, concurred by the principal or designee.
- Unlawfully possessed, used, sold, furnished or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell an actual or imitation controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault.
- Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any District school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances:

- While on school grounds
- While going to or coming from school
- During lunch period
- During, going to, or coming from a school activity.

EXPULSION

This most serious of punishments is given for a severe offense, an accumulation of offenses, or if it is in the school's or the student's best interest. A student may be expelled on their first offense if it is deemed serious enough by the Principal. Some offenses by their nature will require immediate suspension from school and disciplinary probation or referral to the Principal for possible expulsion. Students whose behavior, either on or off campus, is deemed to be contrary to the philosophy and goals of HMS may be asked to withdraw from the school or not allowed to register for the following year.

When a student's case is referred to the principal for review the following options are available:

- immediate dismissal with no re-entry possibility;
- immediate dismissal with possibility of re-application;
- mandatory counseling for student and parents/guardians in an outside program;
- counseling for students and parents/guardians in an in-school program.

Students granted options (3) or (4) remain in school on disciplinary probation. Failure to complete any of the programs within the options shall result in immediate dismissal from HMS. The principal is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause by their discretion. HMS does not refund tuition or fees for students who are suspended or expelled from school during the school year for disciplinary reasons.

The Principal reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step before dismissal.