

HEWES HIGHLANDER



Hewes Middle School

2020-2021

Student Binder Reminder

Respect, Responsibility = Results

Office Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

Office Phone Number: (714)730-7348

Absence Line: (714)730-7348 – Press 1 to access

Attendance e-mail: hmsattendance@tustin.k12.ca.us

Website: <https://www.tustin.k12.ca.us>

Eric Kilian, Principal

WELCOME

Highlanders,

Congratulations on the exciting start of a new school year at Hewes! The Greek philosopher Aristotle once said, "Excellence is not an act, but a habit." To truly become excellent at anything (school, sports, art) we must make a habit of doing our best daily, including making a habit of keeping track of all of your school work by writing it all in one place. Along the learning journey towards excellence, use this tool to help keep track of your daily homework, tests, and projects so that you stay on top of everything right from the start. Using your Binder Reminder will help ensure a great year full of good grades, academic achievement, and the development of habits which will benefit you throughout college and beyond.

We are very fortunate in that our P.T.A. has been able to provide our school with this Binder Reminder to be used every day for keeping assignments organized and for referencing the school rules. It will also be useful during our tutorial program and optimizing our Positive Behavioral Intervention System (PBIS).

Within the 21st Century learning environment, the digital world may more efficiently replace the paper Binder Reminder in time, but for now, start off like so many greats before you have done and *write it down*, at least until you have a better digital option.

Looking forward to a great year! Let's continue to ride the learning wave towards educational excellence.

Mr. Kilian, Principal

HEWES MIDDLE SCHOOL MISSION STATEMENT

Hewes Middle School's mission is to maximize student learning and personal responsibility through rigorous curriculum, a respectful environment, and the collaborative efforts of staff, students and parents.

BINDER REMINDER

ALL students are given a Binder Reminder at the beginning of the year. New students receive one at registration. It is essential and required that students have their Binder Reminders with them every day at all times. **The purpose of the Binder Reminder is to help students organize time and effort in class and at home by providing a place to write down classwork and notes.** The Binder Reminder also serves as a record of tutorial experiences. Students must never tear out pages, fold pages, deface, or manipulate the Binder Reminder in any way. Keep your Binder Reminder intact and treat it as school property. **If the Binder Reminder is lost or missing, notify the office, so that the student may purchase a replacement.**

ATTENDANCE

SCHOOL DAY

The school day at Hewes is from 7:55 am to 2:38 p.m., on Monday, Tuesday, Thursday and Friday. On Wednesday, the school day is from 9:00 AM to 2:38 p.m. Students are requested to arrive no earlier than 7:40 a.m. (8:45 on Wednesdays) and stay no later than 2:45 p.m., unless participating in supervised activities.

Regular attendance is essential to school success. Students are not allowed to participate in extra-curricular activities if they have not been present 4 periods or more on the same day.

EXCUSED/UNEXCUSED ABSENCES & TARDIES

The only excused absences/tardies are for court dates, a doctor and/or medical appointment, death in the immediate family, family emergency, illness, and religious activities. Every unexcused absence may jeopardize a student's grades. A phone call, email or written note from parent/guardian with date(s) and reason for absence needs to be presented to the office. Any absence not cleared will be marked truant and may result in a truancy letter.

A student is considered tardy when he/she is not in his/her seat when the bell rings. Students arriving late to school must report to the front office prior to reporting to class. A tardy slip will be issued. A pattern of unexcused tardies will result in progressive discipline, including after school detention. **After the third tardy in any class receives a BIR. Fourth Tardy in any class receives a major referral and automatic after school detention.**

EARLY DISMISSAL/RELEASE PROCEDURES

If a student needs to be dismissed early, the office should be notified by a **parent note before school**, stating who will pick up the student and at what time. **This is to ensure that teachers are notified and to avoid class interruptions. The parent/guardian must sign the student out before leaving campus.** During the school day, **students may only be released to people who are over the age of 18 and have been listed on the student's emergency card.** This is for the protection of all students. **Students will not be called from class until the parent has arrived. *If a parent note has not been received prior to 2:20 p.m., a student will not be called out of class due to the end of day school protocols.**

ACADEMICS and STUDENT EXPECTATIONS

ACADEMIC HONESTY POLICY

We believe that a sound educational program must insist upon academic honesty. In the classroom we strive to develop a respect for the dignity of the group and the individual. We believe the foundation for these values is self-respect based on self-confidence. We encourage self-confidence and personal integrity by insisting on the importance of doing one's own work and establishing consequences for using another person's ideas and words as one's own.

Infractions of the Academic Honesty Policy:

Any intentional giving or use of external assistance relating to an examination, test or quiz without the permission of the teacher is considered to be cheating. Copying from another student's test paper or assisting/allowing someone to copy is cheating. Using ANY unauthorized notes or answers during a test is cheating.

Any intentional falsification or invention of data, citation, or other authority in an academic exercise, such as using an essay, research paper or assignment completed for one class for a different class is cheating. Creating false data for works cited or bibliography is cheating. Watching a film version of a literary work rather than reading the work is cheating. Using ANY printed or electronic “study guide” such as Cliff notes, instead of reading the literary work is considered cheating. It is cheating to use any electronic or digital media and/or internet to transmit via email, texting, instant messaging or any other method of transmitting information about an assignment for use by another student.

Collaboration on an essay or assignment with another person (e.g., another student, parent or tutor) without permission of the teacher is considered cheating. The sharing of **Google Documents** of any kind without specific teacher permission is cheating. The copying of another student’s work, no matter how small, is cheating. Borrowing a study sheet or calculator from another student, which has any answers for use on your work is cheating. Working with another student on an individual assignment and sharing the answers is cheating. Allowing a parent, tutor, or friend to revise or inject ideas into an essay or assignment is cheating

Plagiarism: Plagiarism is a very serious offense. Any use of another’s ideas, words, or work without appropriate credit is considered plagiarism. Plagiarism includes the misuse of published material, information from the Internet, and the work of other students. Copying word for word from a source without giving proper credit is plagiarism. Using a few of someone else’s words or phrases (patchwork plagiarism) without giving proper credit is plagiarism. Copying someone else’s paper or creative work in any way without appropriate and proper citation is plagiarism. Paraphrasing (rewording or restating) an author, parent, tutor, or student without giving proper credit is plagiarism.

Violations of Academic Honesty Policy will result in the following:

- First Offense: The student will receive a “0” for the assignment, test or quiz. No make-up is offered. Parents are notified by the teacher via the Behavioral Intervention Referral. A copy of the BIR will be sent to the office and placed in the student’s file. This applies to the willing participant who allows the plagiarism.
- Further Offenses: The student will receive a “0” for the assignment, test or quiz. No make-up is offered. Parents are notified via a Major Office Referral which will be sent to the office and placed in the student’s permanent file. The parent/guardian(s) and the student will attend a conference with an administrator and administrative action will be taken. This applies to the willing participant who allows the plagiarism.

ACADEMIC STANDARDS

The primary goal of Hewes Middle School is to provide appropriate learning experiences for every student to achieve personal academic success. Students are expected to attend all classes promptly and to be well-prepared.

1. At least one hour each day at home should be reserved for study, review and reading. Some assignments will require longer hours for research and class participation.
2. All written work must have an appropriate heading (including full name, date, and class period); must be legible and on a standard size of notebook paper, and have correct grammar usage with correct punctuation and spelling.
3. Progress reports will be mailed home at mid-quarter when a student is having problems in class or is in danger of failing a course. Parents are encouraged to contact the appropriate teacher regarding these reports. Honors level students will receive a progress report for any mid-term progress at or below a “B-“
4. Grade reports will be mailed home at the close of each semester or online depending on your preferences in Aeries.
6. Achievement tests are administered to students at times and grade levels designated by the district and the state.

CORE CLASS PLACEMENT

Both College Prep and Honors Core are rigorous courses that meet and exceed California Standards. Both courses are designed to prepare students for success in high school and beyond. It is the goal of Hewes Middle School to place students in the course in which they will thrive and be most successful.

INELIGIBLE LIST

Any student who has a GPA at or below 2.0, who violates Hewes rules, TUSD policies, or the California Education Code may be placed on the INELIGIBLE LIST. Any student on the INELIGIBLE list is prohibited from participating in extra-curricular activities. Activities such as after school sports, or end-of-year activities, will be forfeited. Students who have received any Suspension or Truancy in a quarter may be placed on a Behavior Contract as well as the INELIGIBLE List. In addition, students who have below a 2.0 GPA and/or 3 or more **needs improvement** or **unsatisfactory** marks in Citizenship on their quarter report cards may be placed on the Ineligible list for the following quarter. Administration reserves the right to determine eligibility.

HEWES TUTORIAL PROGRAM

Tutorial will be held on Tuesdays and Thursdays after 3rd period. Tutorial is a time for re-teaching, making up missing assignments/assessments, enrichment activities, tutoring, and for getting extra help from teachers. All students will be part of the tutorial program.

All students will have their Binder Reminders stamped to verify their attendance at a tutorial. However, if a student is required to attend a planned tutorial session, some teachers MAY stamp the Binder Reminders in advance. It is essential and required that students have their Binder Reminders with them every day at all times. If a student does not have their Binder Reminder at the start of tutorial, the student will **remain in his/her 3rd period class** and will be assigned an **after-school detention. If the binder reminder is lost the student must notify the office, so a replacement may be purchased by the student.** The Binder Reminder also serves as a record of tutorial experiences so students must never tear out pages, fold pages, deface, or manipulate the Binder Reminder in any way. The Binder Reminder will be kept intact.

If a student does not have a specific teacher stamp on a tutorial day in their Binder Reminder he/she may choose from a list of other tutorial offerings which may include using the computer lab and/or library to complete assignments. Students with quad pass stickers in their Binder Reminder may sit at outdoor tables, where they will be supervised.

HOMEWORK POLICY

Because classroom time is for instruction, discussion, and clarification, additional study time may be needed for maximum success. Home study is necessary for practicing and refining skills, completing assignments/projects, reading, writing, research, practice and review. Homework also provides opportunities for parents to monitor student understanding and quality of work.

TEXTBOOKS AND DISTRICT ISSUED TECHNOLOGY

Students will be held accountable for textbooks, Binder Reminder and electronics issued through the teachers or the Hewes Library. In addition, ALL library books checked out to a student are to be handled with care and returned in excellent condition. Tustin Unified Board Policy #5125.4 authorizes the principal to withhold records, transcripts, grades, certificates and diplomas of any student who willfully or purposely does not return district property loaned to him/her. Parents should be aware that they are responsible for textbooks and electronics given to their students and will be required to pay for lost or damaged materials. Debts for damaged or lost books must be cleared through the librarian before the end of the school year.

iPad USE

- iPad insurance is available to purchase and highly encouraged. **School Device Coverage Insurance** - <http://schooldevicecoverage.com/> or 888-978-3515 or by email at support@schooldevicecoverage.com
- Come to school daily with a fully charged device. Bring the charging cord issued with your iPad.
- When walking, your iPad is closed and secure.
- Only open and power up the iPad AFTER instructed to by the teacher.
- Do NOT take photographs/videos outside of the classroom (unless directed to by a teacher).
- Remember your iPad is a school issued tool. You are responsible to maintain the iPad in working order. If any damage, such as a cracked screen, happens you are responsible to IMMEDIATELY report the damage to the proper authority and seek to have it repaired. DO NOT wait to report and correct damage.

SUGGESTED MATERIALS FOR SUCCESS

All Middle School students are highly encouraged to have the following items with them each school day:

- Textbooks - loaned to students for their use during the school year
- District loaned iPad or other electronic device. **This must be charged to at least 75% at the beginning of the day.** It is the student's responsibility to see that an adequate charge is maintained throughout the school day.
- Some kind of note taking device such as:
 - Binder – three ring binder with dividers or spiral notebooks
 - Notebook paper – supply of three-hole, ruled paper
 - Spiral bound notebooks for subjects
 - Binder Reminder – (replacement is \$10.00) **Must be with student at all times.**

- Zippered pouch – filled with #2 pencils, pens, colored pencils, eraser, calculator (**Sharpies and other permanent markers are not allowed on campus**)
- Backpack/Book bag – for carrying all student books and materials

PHYSICAL EDUCATION CLOTHES & LOCKS

All students are encouraged to purchase Hewes P.E. clothing at registration. Students have the option of wearing their own plain grey shirt and navy blue shorts. After the school year has started, P.E. clothes may be purchased from the P.E. teachers directly. P.E. Sweats are also sold through the P.E. department; however, any blue, black, grey or white sweats are allowed. Lockers and school issued locks are issued to students to keep P.E. attire in during the week and **to lock up valuables during P.E. class**. If a student loses their lock they will be required to purchase a new one. Students may not use their own locks as replacement. Participation is the key to success in Physical Education and PBIS Behavior Expectations will be displayed by all students.

HOW TO KEEP IN TOUCH WITH HEWES

Teachers will use Back-to-School Night, posting assignments online, Binder Reminders, emails, grade reports, Parent Portal and other means to keep parents and students notified of homework. If a parent or student has any question or needs clarification, please contact the teacher immediately for help.

HEWES WEB PAGE

Hewes' web page is an excellent resource for students and parents. Please locate the webpage at (<https://www.tustin.k12.ca.us/hewes>). The web page gives students and parent's access to important dates, upcoming events, teacher's web pages and email addresses.

STUDENT AWARDS AND HONORS

Students who like to participate and achieve at Hewes will find many ways to be challenged. Some may be recipients of one of numerous awards given in scholarship, electives, athletics, citizenship, and service.

ACADEMIC COMPETITION

Throughout the school year, essay, art contests and other academic contest opportunities may be available for students to demonstrate ability and excellence. Your teachers, administrators, and the PTA will provide ongoing information.

AMERICAN LEGION AWARDS

The highest honor an 8th grade student can receive is given at the Promotion Ceremony. One eighth grade boy and one eighth grade girl will be selected by the staff as the winner of the coveted American Legion Award. Selection is based on: 1) patriotism, 2) service to the school, 3) cooperation and courtesy, 4) leadership, 5) scholarship, and 6) morality, integrity and respect for property and people. Grades, behavior and attitude throughout all three years at Hewes Middle School will be considered when choosing the American Legion Awards.

CITIZENSHIP

Approximately twenty of the top eighth grade citizens are selected each year to receive special recognition for their outstanding behavior and attitude.

HONOR ROLL

Any student with a 3.5 grade point average or higher in a full academic program will be considered on Honor Roll each semester. Students achieving Honor Roll for all six semesters will receive special recognition.

EIGHTH GRADE HIGHLANDER AWARDS

These special awards are given to the top eighth grade Hewes students in each academic and elective area. Award winners are recognized at the end-of-year awards assembly.

STUDENT OF THE MONTH

Students of the Month are acknowledged for their contributions to Hewes Middle School. These students are selected for this honor in one of four categories: 1) Positive Attitude; 2) Student Leadership; 3) Consideration and Courtesy; and 4) Academic Improvement or Excellence.

PBIS (Matrix on page 11)

Hewes is a Positive Behavior Intervention and Supports School. This program focuses on creating a positive learning environment.

SAFE SCHOOL

BICYCLES, SKATEBOARDS, SCOOTERS & ROLLERBLADES/SKATES

Students may ride bicycles to school as long as they do so in a responsible manner and wear a safety helmet. To prevent theft, bicycles must be locked within the bike racks. Every precaution is made to ensure the safety of bicycles parked at Hewes during the school day; however, Hewes cannot be held financially liable should a bicycle be stolen. **Bicycles are never to be ridden on sidewalks, in the Hewes parking lot or inside the school gates.** In addition, bikes are always to be walked on the sidewalk and across the crosswalks leading to the school. Bicycle safety law requires that all persons under 18 years of age wear a helmet. Students are encouraged to wear a helmet for safety.

Skateboards, rollerblades/skates, scooters, or bikes are not to be ridden on campus. There is a rack that allows students to lock their skateboards near the bike rack.

BULLYING

Bullying of any level will not be tolerated at Hewes. Incidents should be reported to a staff member or administration immediately. The TUSD Bullying Policy 5131.2 is available online at the Hewes website for review.

HARASSMENT

Any student who believes he/she has been subjected to harassment by another student, an employee, or a third party **on-school grounds or at a school sponsored or school related activity off-campus** or who has witnessed harassment is strongly encouraged to report the incident to his/her teacher, the front office or any other available school employee. Within one day of receiving such a report, the school employee shall forward the report to the principal.

When a report or complaint of harassment involves **off-campus conduct that did not occur in the context of a school related activity**, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

BUS TRANSPORTATION

Students are expected to observe proper safety procedures and school rules on the buses. Failure to do so may result in a citation, disciplinary action, or denial of transportation.

CAMPUS VISITORS

All visitors to Hewes must check in at the front office before entering the campus.

CELL PHONE POLICY

Students may have a cell phone on campus and may use phones **before** and **after school**. Cellphones are NOT to be on or in use at any time during the school day. Your cellphone may be taken by a staff member if you have it out or it is on. A parent will need to pick up the phone at the end of the school day in the office. The school will not be responsible for lost or stolen cell phones or other electronics.

CELL PHONE POLICY VIOLATIONS

Students violating the Cell Phone Policy will have their phone taken and given to the office, where it will only be released to the parent or guardian of the student.

-First and second offense - Behavior Intervention Referral and staff action taken, phone released to parent.

-Further Offenses – Major Office Referral and administrative action taken. A parent/student conference with administration will be held.

CLEARING THE CAMPUS

All students must clear the campus by 2:45 PM each afternoon. Students doing make-up work or attending tutoring, staying after school for disciplinary reasons, or participating in extra-curricular activities should report to the appropriate class or area before 2:45 PM and leave campus immediately upon finishing the activity. **Students may not remain on campus unsupervised beyond 3:00 p.m.**

CLOSED CAMPUS POLICY

Hewes is a closed campus, and a student may not leave the campus for any reason without signed parent permission. Lunch passes are not issued.

EMERGENCY DRILLS

Hewes conducts regular disaster, emergency and lockdown drills. When students hear the emergency alarm, they are to follow planned evacuation routes and assemble in designated areas. Once assembled, students are to line up in alphabetical order for roll call. When the drill is over students will be dismissed by class.

ILLNESS OR INJURY

If an illness or injury occurs after a student arrives at school, the student should report to their teacher and then to the office. A nurse is on call and the school office staff is first aid trained. A parent will be notified as needed. Parents, please keep the office informed of address and phone number changes.

INSURANCE

A private insurance company offers an accident policy that gives coverage for regular school sessions and after school sports. They will furnish each student with a list of the benefits covered. Parents have the opportunity to buy this insurance.

TRANSPORTATION TO SCHOOL

Parents who transport students to and from school must obey all parking regulations and school regulations regarding the drop off and pick up of students. Please note students will not be allowed to walk home from night events.

STUDENT LIFE

GUM CHEWING

Hewes is a gum free environment. Progressive discipline may be pursued for violating this expectation.

DRESS STANDARDS

Hewes students are expected to wear clothing that is comfortable, clean, safe and **appropriate**. Student clothing must not disrupt the purpose of being at Hewes. **Our overall goal continues to be to provide the best educational environment possible.** The following is applicable to all students.

Shirts/Tops

- Sleeves are required and must cover shoulders (**cap-sleeves**)
- No tight/revealing shirts (undergarments showing, **midriff tops**, see-through, low-cut, sleeve falling off shoulder, etc.)
- Undergarments must be worn at all times, but not be visible

Pants/Shorts/Skirts

- Skirts/ shorts must be longer than fingertips of extended arms and hands
- No excessively tight pants/shorts/skirts (undergarments must not be visible)
- Pants/shorts must be worn at the waistline
- Pants with manufactured fraying or holes may not have open fraying or holes in the thigh area
- Pants/shorts may not allow undergarments to be exposed
- No excessively long, untied, or dangling belts

Prohibited Attire - Dangerous Jewelry/Objects

- No oversized tan, gray, or black cotton work pants (pleats hand folded)
- No metal belt buckles with engraving
- No clothing with professional sports insignia/logo
- No knit stocking caps except school spirit caps
- No bandannas
- No monikers or other gang markings
- No combat-type or steel-toed boots
- No combination deemed gang related by law enforcement agencies
- No military uniforms
- No trench coats
- No chains
- No dangerous objects displayed on clothing
- No riveted/spiked dog collars, belts, or raised rings
- No safety pins
- No chains for wallets or jewelry
- No laser light pens (Students shall be cited as per Penal Code Sections 417.25 & 417.27)

Clothing, apparel and jewelry shall be free of writing, pictures, or any other insignia that is crude, vulgar, profane, demeaning, sexually suggestive, and violent or which advocates or promotes racial, ethnic, religious, sexual prejudice or strife, or which pertains to the use of tobacco, drugs, or alcohol.

- No depictions of weapons (i.e., bombs, brass knuckles, grenades, guns)
- No sex/sexual comments/innuendoes
- No drugs or references to drugs (blunt, 13, hemp, marijuana leaf, 4:20, etc.)
- No tobacco products names or trademarks
- No liquor products or bar names or trademarks/logos
- No depicting a person engaged in illegal activities (tagging, weapons, etc.)
- No sleep wear or slippers
- No hats other than school authorized hats, including beanies
- No visible tattoos

Parent support encourages students to dress appropriately. Items that are considered appropriate attire may change as fashion trends change. Parents may call the school at any time for clarification prior to purchase of clothing for school attire.

DRESS CODE VIOLATIONS

First Offense: Behavior Intervention Referral (BIR) received. Student may be asked to change into PE clothes or call home for a change of clothes. Parent contact will be made.

Further Offenses: Major Office Referral and administrative action will be taken.

FOOD SERVICES

At recess and lunch students may purchase snacks, and/or hot meals. Student accounts can be pre-loaded with money for use at the following webpage: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>. No money will be accepted in the office to load on to student accounts. Prices and menus are available online. Conduct in food lines and while eating in designated areas is expected to reflect our PBIS rules and expectations. Students may not charge lunches or snacks. **Asking or forcing others to give food or money is not acceptable.**

IDENTIFICATION CARDS

Students will be provided with a Student ID card. Students will need to keep the card for use in the Hewes library, cafeteria and to check out blacktop equipment.

LIBRARY

The library is open from 7:45 a.m. to 4:00 p.m. weekdays for student use. Additional hours may be available. Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. Student ID cards will serve as identification to check out books.

LOCKERS

During registration, to safeguard personal property, each student is issued a locker and school lock. For security, all school locks must be school-issued. **Please note lockers should not be decorated with any item that cannot be easily removed.** Any lock not issued by the school in use on school lockers will be removed. If a student loses a lock then a replacement lock will need to be purchased from the office. The school does **NOT** accept responsibility for items stored in lockers. **Students should never share their lockers or lock combination. Money or valuables should not be brought to school; the school will not be responsible for safe keeping of student valuables.** Locks remain the property of the school and will be turned in at the end of the year.

LOST & FOUND

Bins for found clothing or personal items are located in the library. Unclaimed items are donated to charities several times each year.

PRESCRIPTION MEDICINE

Under California law, when prescribed medication must be given during school hours, proper forms (available in the office) are to be completed by the parents and doctor. Students are not to have any medication (prescription or generic) in their possession at school.

PROHIBITED ITEMS AT SCHOOL

Students should only bring to school items needed to support learning. Prohibited items will be confiscated and turned in to the office **(Toys and playthings, unauthorized sports equipment, laser light pens, Sharpies and other permanent markers, inappropriate clothing and accessories)**. The item will only be released to the parent or guardian of the student after the school day is over. **Sharpie markers and laser pens are not returned.**

STUDENT STORE

School supplies such as notebooks, pens, pencils, paper, rulers, and highlighters, along with Hewes logo items, are available for purchase at the Student Store. The PBIS Store is located at the the Student Store with many items available for purchase using RRR Cards only. The Student Store is operated by Hewes P.T.A. volunteers during lunch time. Days of operation are posted at the store.

SPECIAL DELIVERIES – INCLUDING TECHNOLOGY

Students are responsible to remember to bring items (i.e., homework, lunch, instruments, clothes) they need throughout the school day. If there is an emergency and you must drop off an item for your student (other than iPads), you may bring it to school and place it in the designated drop off area. **No iPads or any kind of technology will be accepted in the office.** Even if the student does not know you will be dropping items off, it is their responsibility to check during passing periods and lunchtime to see if the item was dropped off. This includes fast food, or any forgotten items. We do not make deliveries or announcements to classes during instruction. Students will be responsible for picking up the items.

- The Hewes staff will not take the responsibility for notifying students to pick up items(s); and
- The Hewes staff will not assume responsibility for supervision and/or distribution of items.
- All perishable items will be discarded at the end of the day.
- Students are not allowed to personally accept food items from a third party vendor.
- Celebratory balloons or other items are not allowed on campus – Students who arrive on campus with such items will be asked to leave the items in the office.
- Parents **MAY NOT** provide food items for students other than their own.
- There is a designated table for lunches and homework outside of the office.
- A designated table inside the office for fast food however, we will not notify students to pick it up.

STUDENT ACTIVITIES

Hewes is your school! Get involved! There will be lunchtime activities, assemblies, after-school sports and clubs planned for Highlanders.

8TH GRADE PROMOTION ACTIVITIES

Students must maintain a grade point average of 2.0 or greater, good behavior and good attendance as defined below:

- Maintain a grade point average of 2.0 or higher
- Cannot have more than 3 unsatisfactory marks in citizenship on 2nd semester report card
- Cannot have more than 3 unexcused absences as of 1st day of 4th quarter
- No pending disciplinary actions or suspensions during 4th quarter

Activities include:

- 8th grade specific 4th quarter activities
- 8th grade yearbook signing party
- 8th grade end of the year field trip
- 8th grade promotion dance
- 8th grade promotion activity

CJSF

California Junior Scholarship Federation (CJSF) is open to Hewes students who maintain a 3.5 grade point average. The purpose of California Junior Scholarship Federation is to foster high standards of scholarship, service, and citizenship at the middle school level. Full membership is available to 7th graders and 8th graders who meet the academic and citizenship requirements and who actively seek membership. Members will be given further eligibility requirements from the sponsoring staff member. Membership is not automatic.

CLUBS/ACTIVITIES

There are several clubs and groups available during and after-school which may include: Chess Club, CJSF, GG4G, Rachel's Challenge, Speak Up, Jedi Tech Club and others.

SPORTS

If you like sports, there are a variety of after-school sports to challenge your competitive spirit to include: Cross-country, Basketball and Volleyball. Satisfactory grades are required for participation per TUSD Policy #6145; satisfactory behavior is required per the Hewes Behavior Contract. These are "no-cut" sports. This is a great chance to try something new and represent Hewes.

YEARBOOK

All students at Hewes will want to acquire their own copy of the yearbook, which is sold during registration and later in the year. It is distributed the last week of school.

	Activity Center and MPR	Lunch Area/ Quad	Parking Lot and Back gate	Hallway	Library/ Computer lab	Locker Room	Bathroom	Emergency Procedures
Respect	Always follow staff directives and lead with a positive outlook.	Use conversational voices and respect others property and personal space. Stay within designated boundaries.	Always watch for and yield to moving vehicles. Respect self, school and adults present.	Use conversational voices and walk directly to your destination. Keep your hands, words, and belongings to yourself.	Enter and exit quietly. Handle books with care.	Keep your hands to yourself. Respect others property.	Respect the privacy of others. Be quick, quiet and clean.	Stay quiet and listen for directions from teacher or staff.
Responsibility	Be in your assigned area, dressed out with learning materials before the bell rings. Be ready to learn.	No backpacks, no cuts, no excuses. Pick up your trash and stay on the pathways. Stay out of the planters.	After dismissal bell clear campus within 10 minutes. Wait in designated pick up areas. Use crosswalk.	Keep your own locker organized. Lock your locker. No sharing!	Use computers for academic purposes. Return books in a timely manner.	Lock up all personal items. Do not share combinations.	Remember to flush and clean up after yourself. Wash your hands.	Move quickly to your designated area. Line up alphabetically.
Results	Better grades. Better sportsmanship.	Cleaner environment. Friendly interactions with students and staff. Cool and safe place to hang out.	Safety for all!	Smooth transition between classes. You will be ready to learn when you arrive in class.	More academic opportunities.	You will be prepared and on time to class each day.	Be mindful of those waiting in line. Be polite. Maintain the cleanliness of the facility. Protect your health.	Safer campus.
	Start of Class	Homework	Transition Time	Classroom Activities	I need assistance, Time?	End of Class	IPad Use	
Respect	Be on time and quiet. Get your materials before class.	Do your own homework. Follow directions.	Be quiet, quick and organized so you are ready for your next task.	Be quiet, follow directions, and expect others to listen.	Hand in the air. Be patient. Reread directions. Listen to the explanation.	Reminder that class doesn't end until the teacher says it is finished.	Respectfully use IPad ensuring adherence to school expectations.	
Responsibility	Ensure you have all materials required to be successful. Ears open, mouth quiet.	Write assignments in Binder Reminder. Take books home when needed. Get ahead if possible.	Follow class routines, model teacher expectations, be ready.	Keep on task, follow time lines and limits. Be willing to participate and be productive.	Take note of your questions to be asked at appropriate time.	Pick up all your materials and trash.	Be responsible in use of the IPad, only using school appropriate apps and sites.	
Results	Readiness to learn. Academic success.	Grades that reflect your work. Better participation, better citizenship.	Smooth transitions, more learning time, and time to begin work in class.	More activities because you can handle the freedom.	Answers may come from lecture.	You will have all the materials you need at home.	Rigorous, high-level learning takes place.	

PBIS Matrix

Respect Responsibility Results

STANFORD UNIVERSITY “CHALLENGE SUCCESS” PROGRAM

Last year, Hewes Middle School became a member school of the Challenge Success program from Stanford University. Challenge Success partners with schools, families, and communities to embrace a broad definition of success and to implement research-based strategies that promote student well-being and engagement with learning. Hewes joined Foothill High School and several other TUSD schools in this work.

The Challenge Success Team at Hewes is comprised of students, teachers, counselors, administrators and parents. Each year the Challenge Success team selects one or two goals that will support students with finding balance inside and outside of the classroom. Some of the work at Hewes in our first year included offering HW free nights, detailed student and parent surveys, reflecting on quality homework assignments versus quantity, and increasing our passing periods to name a few of our initial positive steps. We found these changes to be making a positive impact on student well being.

Challenge Success also hopes that families are able to use any ‘found’ time at home to engage in PDF (Playtime, Downtime, Family Time) five times a week for 25 minutes.

As we deepen our work and understanding of the Challenge Success program, we will continue to communicate with our staff, students, and parents.

TUSTIN UNIFIED SCHOOL DISTRICT STUDENT CONDUCT

The Tustin Unified School District is dedicated to providing an educational program for all students on school campuses that are a safe, secure environment and free from violence. Every student shall attend school punctually and regularly; conform to the regulations of the school; and obey promptly all the directions of teachers and others in authority.

Students shall be held strictly accountable for their conduct. Students who do not exercise the required self-control shall be subject to disciplinary action. The District encourages and solicits the cooperation of parents in regulating the conduct of students.

Students are subject to disciplinary action for misbehavior. Disciplinary action may include, but is not limited to: detention; counseling; conferences with teachers, counselors, or administrators; class suspension; suspension from school; involuntary transfer or expulsion. Students may also be subject to the alternative disciplinary action of community service on school grounds during school and non- school hours or Saturday school. Community service may include, but not be limited to: school beautification; campus betterment; teacher assistance programs.

DEFINITION OF TERMS

Alternative to Suspension: The removal of a student from school for a period to a District operated classroom for students who violate Education Code §48900. The students are under the supervision of credentialed teachers and counselors who will present a program that offers a proactive approach to instilling the skills, habits and behaviors necessary to be successful in school and life. Students who successfully complete the program will not reflect a suspension from school on their attendance record.

Suspension: Means the removal of a pupil from ongoing instruction for adjustment purposes. During the time a student is suspended from school, he/she is not allowed to be on any school campus or to participate in any school activities.

Expulsion: Means that a student may not attend any school in the Tustin Unified School District for up to one year, as determined by the Board of Education.

UNACCEPTABLE BEHAVIORS

Tustin Unified School District lists the following behaviors as unacceptable on school grounds, going to or coming from school, during lunch period on or off campus, or any school-related activities.

Students may be **suspended** and/or **expelled** for any or all of the following:

- Causing, attempting to cause, or threatening to cause physical injury to another person [E.C. 48900(a)]
- Possessing, selling, or otherwise furnishing any firearm, air soft gun, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained from a certificated school employee written permission to possess the item, which is concurred in writing by the principal/ designee [E.C. 48900(b)]
- Unlawfully possessing, using, selling, or otherwise furnishing, or is under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind [E.C. 48900(c)]
- Unlawfully offering, arranging, or negotiating to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance or

material and representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant [E.C. 48900(d)]

- Committing or attempting to commit robbery or extortion [E.C. 48900(e)]
- Causing or attempting to cause damage to school property or private property [E.C. 48900(f)]
- Stealing or attempting to steal school or private property [E.C. 48900(g)]
- Possessing or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel [E.C. 48900(h)]
- Committing an obscene act or engaging in habitual profanity or vulgarity [E.C. 48900(i)]
- Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia [E.C. 48900(j)]
- Knowingly receiving stolen school property or private property [E.C. 48900(l)]
- Possession of an imitation firearm [E.C. 48900(m)]
- Committing or attempting to commit a sexual assault or committing a sexual battery [E.C. 48900(n)]
- Harassing, threatening, or intimidating a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both [E.C. 48900(o)]
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma.[E.C. 48900(p)]
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel [E.C. 48900(r)]
- Making sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. This section does not apply to students in grades K-3 [E.C. 48900.2]
- Causing, attempting to cause, threatening to cause, or participating in hate violence (grades 4-12) [E.C. 48900.3]
- Engaging in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect or materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment (grades 4-12) [E.C. 48900.4]
- Using radios or electronic devices inappropriately (including cellular phones and electronic pagers without prior permission of the principal/designee) [E.C. 48900.5]

DRUG & ALCOHOL VIOLATIONS

Students who possess, use, or are under the influence of any controlled substance including drugs, alcohol, or an intoxicant of any kind will be subject to the following consequences:

- Consequences for possession, use, or under the influence of a controlled substance or intoxicant, include a minimum of a 2-day suspension with a maximum of a 5-day suspension and recommendation for expulsion from the schools within Tustin Unified School District. Students will also be referred to an intervention program aiming to change behavior such as, Everfi, (an online class), Juvenile Alcohol and Drug Education (JADE) or other substance abuse programs that are deemed appropriate.
- Students having previous drug and/or alcohol violations, and students possessing any controlled substance (including more than one ounce of marijuana) or selling a controlled substance shall be suspended for 5 days and shall be recommended for expulsion from the Tustin Unified School District.

MANDATORY EXPULSION

Students who commit any of the following acts at school, or at a school activity off school grounds, shall be recommended for expulsion from Tustin Unified School District: [E.C. 48915(c)]

- Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of division 10 of the Health and Safety Code
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) or Section 48900 of the Education Code

SUSPENSION FROM CLASS BY TEACHER

According to TUSD Policy # 5114.1 a teacher may suspend a student from his/her class for not more than the day of the suspension and the day following. Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise defied valid staff authority. As soon as possible, the teacher shall ask the parent/guardian to attend a parent-teacher conference regarding the suspension.