



Hillside Jr. High School

Home of the Rams

3536 W. Hill Rd
Boise, ID 83703

Website: www.hillside.boiseschools.org

Main Office: 208-854-5120
Attendance Office: 208-854-5124
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Administration and Support Staff

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Agenda Expectations

As a Hillsideer, you are expected to keep track of your short and long term due dates. Here are the guidelines for using your agenda:

1. At the beginning of the week, fill in the name of each class and teacher.
2. At some point during class, it is your responsibility to write down a brief description of your assignment for the day.
3. At the end of class, when packing up, you need to ask yourself, "Did I finish the assignment, or do I have homework?"
4. If you have NO homework, cross it out like a grocery list.
5. If you still have work to complete before tomorrow's class, you should not cross it out. You can circle it, highlight, or leave it as it is.
6. In 9th period, the first thing you should do is get out your agenda. Look for items that have not been crossed out and finish them.

These 6 simple steps will help you organize your day/week/month/quarter, maximize your time in 9th period, and reduce the risk of missing/incomplete assignments.

AGENDA

Your agenda provides you with the information you need to be a successful student at Hillside Junior High School. Write your name in it and carry it to every class that you attend. It is a place to keep track of your assignments and activities. Your agenda should be with you at all times. It is advisable to take it home with you every night. If you lose your agenda, you will need to purchase another one.

ACTIVITY CARDS

Students will be given an ID card at the beginning of the school year. However, any Hillside student participating in athletics at Hillside or Boise will be required to purchase a \$12.00 ASB card. This fee helps support the cost associated with athletics. Any student is welcome to purchase an ASB card as it does admit students to some activities for free or offer a discount to certain high school games. A \$5.00 replacement fee is required for lost cards. ID/ASB Cards are also used as the student's library card.

ADDRESS CHANGES

Any change of address or telephone number should be reported to the main office immediately, even if the student is still in the Boise School District or the Hillside Junior High attendance area. This is the only way that we can keep our records current to ensure important notices and phone calls are received.

APPOINTMENT REQUESTS

Students who wish to meet with the office staff (principal, assistant principal, counselor, resource officer, nurse, etc.) may fill out an appointment request form available from the main office and counseling office.

ASSEMBLIES/AFTER SCHOOL GAMES/CONCERTS/ACTIVITIES

Good student conduct is to be observed during assemblies. Assembly programs are for the enjoyment of students. In order that everyone may hear and enjoy them, the following rules are to be observed:

1. Applause is the best way to show approval.
2. Booing is unacceptable.
3. All talking should stop when any entertainment activity begins. The privilege of attending assemblies and dances may be revoked at any time due to misbehavior.
4. If you are absent from school you may not attend after school activities unless approval is obtained by the administration.

ATHLETICS

Athletic academic standards: all students will need to pass 5 out of 7 classes during a semester to remain eligible for the next semester. Athletes will be expected to have acceptable personal behavior in order to play during the week and coaches will be conducting behavior checks. Physicals are required for athletic participation; one to cover 7th & 8th grades and one to cover 9th grade.

ATTENDANCE and ABSENCE POLICY (INCLUDING MAKE UP WORK POLICY)

When a student is absent, the parent or guardian should telephone the school at (208)854-5124 to report their absence. Although this number may be called 24 hours a day, it is very helpful if parents call on the morning of the student's absence. If it is impossible for a parent to call, then a written excuse showing the exact dates and reason for the absence, signed by the parent, must be delivered to the attendance office upon the student's return to school. All written medical/dental excuses should also be sent to the attendance office. An absence not cleared within 48 hours will be considered a truancy, a major disciplinary violation (MDV).

It is the responsibility of the student to secure his/her own homework. Teachers will make certain that assignments are clearly stated in both oral and written forms, and are posted in their Google Classroom. Provision is also made for obtaining some assignments in advance by using a "Prearranged Absence" form available in the main office if the student is going to be gone for three days or longer.

Students at Hillside Junior High each carry an assignment agenda in which they record daily assignments. This agenda will cover the majority of situations. However, in most cases, students too ill to attend school are too ill to effectively complete homework. Homework information can be found in each teacher's google classroom.

In the case of extended absences parents may request homework from the main office only after three full days of absence, (provided the student is not returning the next day). Teachers will need twenty-four hours to respond to requests for homework.

At Hillside Junior High, our priority is student learning and content mastery. Students maximize their potential by turning in quality work on time. However, in order to ensure content is learned, late assignments will be accepted. Time frame and credit for late work may vary. Students should always communicate directly with teachers to make arrangements for late work.

AUTOMOBILES

During school hours, students are not allowed to return to their vehicles without permission, nor are they allowed to leave campus during the school day as Hillside is a closed campus.

BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles are to be parked and locked in the racks provided in the back of the building. The school cannot be held responsible for damage or theft while bicycles are parked in the racks. Students riding bicycles are encouraged to ride safely and may not enter or travel through the bus loading area. Skateboards and scooters must also be parked and locked in the provided racks.

BREAK

During break, students may go to the cafeteria for food or drink. The cafeteria is the **ONLY** place food or drink will be allowed. Food and drink will be confiscated if brought inside the main school areas. The building principal may approve exceptions to this. Break is a privilege and as such an individual student may lose break at the discretion of the teacher, or all students may have break taken away by the administration.

DISCRIMINATION AND SEXUAL HARASSMENT

Anyone who believes they have been sexually harassed or is the recipient of discrimination/harassment should, immediately, report the incident to a school official. For more information regarding this see District Policies and Procedures 3232.

BULLYING AND CYBERBULLYING

Bullying is prohibited on school grounds, at school-sponsored or school-related activities, at school bus stops, on school buses or through the use of technology or an electronic device.

Notice to students and parents: Our school, both inside and outside, is monitored by a 24-hour imaging system. Students are encouraged to report incidents of bullying, criminal activities, or threatening behaviors immediately to a staff member.

CAFETERIA RULES

Students will go to the cafeteria for food or drink. The cafeteria will be the **ONLY** place food or drink will be allowed. Food and drink will be confiscated if brought inside the main school areas. The building principal may approve exceptions to this.

Individual students may lose time in the cafeteria at the discretion of a teacher or administrator.

- Maintain orderly lines – no cutting or saving places.
- Students will pick up and deposit all trash into trash receptacle nearest to seat. Notify an adult on duty if there is a spill.
- Respect and proper manners are expected. No loud voices, running, horseplay, throwing food, etc.
- Sit at tables while eating. When finished eating, clean up after yourself, and exit the cafeteria.
- Students leaving the cafeteria may not re-enter the main building without permission of the supervisor.
- Students will remain in the cafeteria during bad weather.
- When allowed, students in the gym are to remain seated unless actively involved in an activity on the gym floor.
- Students who have a library pass may go to the library but must remain there until the bell rings.

DANCES

During the school year, there are various dances scheduled. Dances are for current Hillside students only and require a school identification card to enter. Students are to be dropped off and picked up at the front of the school. Students who are not picked up at the designated time may lose the privilege to attend the next dance. Dress expectation may involve themes; however, students are expected to adhere to attire standards as stated in Dress Code section. Dances are a privilege, and only students who demonstrate good behavior will be able to attend. If you have been suspended, placed in in-house or been truant this semester, you may be placed on a no-dance list and not be allowed to attend the dance.

DIGITAL CITIZENSHIP

Students should use all forms of technology in a respectful and responsible manner and at the teacher's discretion. Respectful and Responsible means:

- Never video or photograph without consent of all parties involved and content obtained at school should not be posted to social media without consent.
- Use of any device with photo/video capabilities is banned in areas of assumed privacy (locker room/restroom).
- Never use another student's device without consent.
- Devices may be used for academic purposes with teacher permission in class.
- Individuals should immediately report any form of cyberbullying or inappropriate technology use.
- Headphones/earbuds should not be in use during class without teacher permission and only one ear may be covered.
- Technology use should reflect the Mustang Traditions of: Honesty, Respect, Compassion, Courage, Teamwork, and Integrity.
- Personal electronic devices include cell phones/headphones will not be allowed in the In-House Detention rooms.

DISCIPLINE/SUSPENSION (In General)

Two principles govern all the rules in the Boise School District:

- Conduct that is disruptive of the educational process is prohibited.
- Conduct which infringes upon the rights, property and safety of others, is prohibited.

From these two basic principles, each teacher constructs a classroom discipline plan that best serves to produce an educational classroom environment that is conducive to learning and safety. Unless the misbehavior is severely disruptive or dangerous, the teacher deals with the student first. If misbehavior continues or escalates, the teacher will contact the parents, then counselors, and as necessary, other members of the Hillside Problem Solving Intervention Team to get involved. Students may be assigned lunch detention, in-house detention, out-of-school suspension, and/or may not be allowed to attend school dances, athletic events, and other after school activities. Discipline issues are covered by district policy.

Major Disciplinary Violations Board Policy 3000

For more information about MDVs, Suspensions and Expulsions, see the District Policies and Procedures (www.boiseschools.org)

DISMISSAL RULES

Upon dismissal of the school day, students are to leave the school buildings and the school grounds by 2:45 unless they are under staff supervision. Except when there is a scheduled school activity, halls will be cleared by 2:45.

DRUGS, ALCOHOL, TOBACCO

Hillside Jr. High follows the district guidelines regarding drugs, alcohol and tobacco. A student is in violation of District policy if they are involved with or knowingly present with drug paraphernalia, controlled substances, or drugs, on any school premises or school activity. If school officials suspect a student is involved, the student may be searched. For more information about this see District Policies and Procedures (3233).

FLOWERS, BALLOONS, AND RESTAURANT FOOD DELIVERIES

To minimize classroom disruptions, these items will not be accepted or delivered to students at all throughout the school day. This includes, but is not limited to Door Dash, Uber Eats, etc.

HALL BEHAVIOR

Students are to be in the halls only at the beginning of school, at the end of school and while passing between classes. Students are encouraged to walk on the right side of the hallway. Students are to be courteous in the hall at all times. Students exhibiting discourtesy in the hall, running or using obscene language may result in detention time. Students are not allowed to have open containers of food or drink in the halls at any time during regular school hours. Students violating this rule may also be assigned detention time. The food or drink will be confiscated. For safety purposes students need to be able to hear directions if given, so earbuds are not allowed during passing time.

INFINITE CAMPUS (PARENT PORTAL)

The Parent Portal provides access for parents to their child's information (e.g. grades, attendance) as it is entered by teachers, counselors and staff. You may email campus@boiseschools.org to set up an Infinite Campus account. Include your child's full name and date of birth in the email.

INFORMATION TO PARENTS/GUARDIANS

During the school year, there will be occasional, informative newsletters available on our website. Progress and quarterly report cards are available on Infinite Campus or by request. Report cards for the first and second semester will be mailed to parents/guardians at the end of the school year. Contact the grade level counselor for additional assistance.

INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Because of this, preparation needs to be made for possible medical expenses that may arise from injuries that occur at school. **THE SCHOOL DISTRICT DOES NOT PROVIDE MEDICAL INSURANCE TO AUTOMATICALLY PAY FOR MEDICAL EXPENSES WHEN STUDENTS ARE INJURED AT SCHOOL.** Medical expenses are still a responsibility of the parents or legal guardians. The district is required to carry only liability insurance. If a student is not already covered by medical insurance through a family plan or a parent wants additional medical coverage, the district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are available to students at the beginning of the school year. This form, along with the premium, should be mailed to the insurance company during the first few days of school.

LIBRARY POLICY

Library hours are usually from 7:30-2:45 daily. A book can be checked out for two weeks at a time and may be renewed with approval by the library staff. The fine for overdue books is ten cents per day. Students are to pay fines or make arrangements to do so when the overdue book is returned. Students should not rely on fine slips to remind them of overdue materials. All books/materials are stamped with the due date. The librarian handles fines and fine arrangements. Students can work in the library at a rate of fifty cents per lunch period as a way to pay late fees. Damaged and lost books are assessed according to replacement costs. ALL overdue books and ALL fines MUST be cleared before checking out other materials or receiving a report card.

LOCKERS

The student lockers are the property of Hillside Junior High, and school officials reserve the right to inspect them at any time and for any reason. The school is not responsible for lost or stolen items. Students will be assigned a locker. It is the student's responsibility to keep the locker clean. Damage to a lock or locker may result in a fine. PLEASE OBSERVE THE FOLLOWING:

1. Do not change lockers or share your locker.
2. Students using another student's locker may lose locker privileges.
3. Know your combination! Do not tell any students your locker combination.
4. Always keep your locker locked.
5. Never force the locker doors shut or open.
6. Do not leave money or valuables in your locker.
7. No stickers on lockers.

HILLSIDE JUNIOR HONOR SOCIETY

The purpose of the organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and encourage good citizenship. For the scholarship qualification, a student must have a cumulative GPA of 3.5 based upon three semesters for eighth graders and five semesters for ninth graders. Remaining qualifications are subjective in nature and considered as a whole by a faculty council. Students may apply for membership in the HJHS if they succeed in the scholastic qualification and have a teacher recommendation.

Students are admitted to the honor society by a majority council (five faculty members appointed by the principal) vote. As with any honor, there exists virtually no recourse for non-selection. The chapter plans social and service projects each semester.

Medication at School

Medication taken at school must be dispensed from the Nurse's office. Medication must arrive in school in the original bottle with current directions for administration. Inhalers for students with asthma may be carried by the student when a completed authorization form is on file.

NURSE'S OFFICE

An emergency phone number must be on our records to enable us to contact parents at any time during the day. Tylenol, Ibuprofen and cough drops are available, but parent permission is needed before these can be given to students. Parents may indicate their approval on the registration form or may call the nurse to give permission. Students must have a pass from their teacher to see the nurse. After evaluation by the nurse, a student will either be sent home if he/she is too sick to be at school or sent back to class. No student will spend more than 15 minutes in the nurse's office unless waiting to be picked up.

OUT OF BOUNDS AREAS

Gyms, locker rooms, the creek, north athletic and south fields are off limits, unless permission has been granted. During the school day, students are not to use the areas in front of or along the side of the main building.

PERMIT TO LEAVE SCHOOL (CLOSED CAMPUS)

Students must have a written "Permit to Leave" in order to leave the school. Failure to do so will result in truancy. Permission from a Parent/Guardian in the form of a home call or written note with Parent/Guardian signature is necessary to obtain a "Permit to Leave." Please call the office (208-854-5124) at least one hour prior to the time the student is released. Office personnel must issue this permit. If a student returns to school with a "Permit to Leave", the student must report to the office before returning to class. As Hillside Junior High is a "closed" campus, students are not allowed to leave campus for lunch except under adult supervision.

Personal Electronic Devices

Personal electronic devices (**including headphones**) are allowed before/after school and during break and lunch. All personal electronic devices must be put away and turned off during passing periods and during class.

1. **First Offense:** Warning
2. **Second Offense:** Cell phone/electronic device is taken by the staff member and may be picked up by the student at the end of the day in the office
3. **Third Offense:** Device picked up by parent/guardian. Further school consequences may result in a personal electronic device plan that requires devices to be checked in at the start of the day and checked out at the end of the day from the office.

HILLSIDE IS NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES OF ANY KIND

PHONE MESSAGES

Emergency messages from parents will be received by the main office. To avoid disrupting class, messages will be delivered only for emergencies. Messages will not be taken from friends or other relatives unless the parents give prior permission.

PLAGIARISM

Plagiarism is the unethical practice of using another person's ideas, words or graphic representation as if they were your own, without giving credit. This includes, but is not limited to, other student's work, magazines, books, textbooks, blogs and web-sites, as well as sites that translate text from one language to another. To avoid plagiarism, students should follow the guidelines provided by the teacher assigning the research as well as the Hillside Junior High School Librarian. Students should ask their questions about this process before an assignment is due.

PUBLIC DISPLAY OF AFFECTION

Per the District policy, Hillside Junior High School will have a no tolerance stance with regard to inappropriate public displays of affection.

RETURN CHECK POLICY

Parents will be charged on all returned checks plus the check amount, which must be paid in cash. No checks will be processed a second time.

SCHOOL BUS

Riding a district school bus is a privilege. Students transported by bus are under the authority of the bus driver and **may be denied transportation privileges for disobeying the rules.** Students may be subject to school discipline up to suspension for poor bus conduct

TARDINESS

Students are expected to be on time to class and seated in your assigned seat. If students are detained in the office or by a teacher, they should ask for a signed pass before going to their next class. Students may be assigned to lunch detention after the 4th tardy in a single class and for each tardy thereafter. A 7th tardy may result in loss of credit unless successfully appealed in writing during each semester as per district policy.

TELEPHONE

The classroom and main office phones are for school business only. Permission to use the phone during break and/or lunch may be granted by the main office. Room phones are for school personnel only. Do not ask teachers to use their phones EXCEPT IN EXTREME EMERGENCIES. Office phones are not used after school by students for personal calls.

VISITORS

All visitors, including parents, volunteers and substitute teachers must report to the main office AND MUST SECURE AND WEAR A BADGE. THE BADGE MUST DISPLAY NAME AND LOCATION. Parents are considered partners at Hillside Junior High and their help is always encouraged and appreciated, however an appointment must be made in advance to meet with a teacher, counselor, or administrator. Students may not bring visitors to school. Non-attending students are not allowed on campus at any time. Visitors will not be allowed at any school dances.

WITHDRAWAL FROM SCHOOL

Parents or legal guardians must go to the counseling office to withdraw a student from West Junior High. Parents should bring the following items: forwarding address, money for any fines (if applicable), library books and textbooks. If an official record request is not received within two weeks from another school, the student will be classified as a dropout.