

# William H. Crocker Middle School

2600 Ralston Avenue  
Hillsborough, CA 94010  
(650) 342-6331 Office

[Website](#)



## STUDENT HANDBOOK 2023-2024

Welcome, Crocker Students, and Families,

The Crocker Staff is looking forward to an exciting new school year, and we hope you are too. Whether you are a returning 7th or 8th grader or brand new to 6th, 7th, or 8th grade, we want you to have a fantastic year. We have updated the Student Handbook with clear information and expectations. This year's continuing goals are for you to ***Be Here, Be You, and Belong!***

Take time to read and discuss the handbook with your family. Please sign the signature page (p. 22) and return it to your first-period teacher. Keep the planner and handbook close at hand, so you can refer to them when needed. Please remember to bring your planner with you each day. The Crocker Handbook is also posted on the Crocker website.

We hope you have an AWESOME year, Vikings!

*The Crocker Staff*

# 2023-2024 DISTRICT CALENDAR

Visit the [Crocker Website](#) for an updated public calendar of school events

**Includes Noon Dismissal, Holidays &  
Non-student Days**

## July

#### 4 ~ Independence Day

## November

**1 ~ Staff PD Day**  
**10 ~ Veterans' Day Holiday**  
**17 ~ Noon Dismissal**  
**20-24 ~ Thanksgiving Week**

## March

**15 ~ Staff PD Day**

## August

**17-18 ~ Staff Professional Development (PD)**  
**21 ~ First Day of School! (Noon Dismissal)**

## December

**22 ~ Noon Dismissal**  
**25-29 ~ Winter Break**

## April

**1-5 ~ Spring Break**

## September

**4 ~ Labor Day Holiday**

## January

**1-5 ~ Winter Break (cont.)**  
**15 ~ MLK, Jr. Holiday**

## May

## 27 ~ Memorial Day

## October

**9 ~ Staff PD Day**

## February

**16-20 ~ Presidents' Weekend**

## June

**7 ~ Last Day  
(10:30 AM Dismissal)**

Instructional Days 181

BD APPROVED 1-18-2023

### HCSd Academic Calendar

#### 2023-2024

August						September						October						November						December						January						February						March						April						May						June																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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## CROCKER BELL SCHEDULES 2023–2024

REGULAR DAY SCHEDULE (8:30–3:20)		EARLY DISMISSAL DAY SCHEDULE (8:30–2:16)	
<b><u>Period</u></b>	<b><u>Times</u></b>	<b><u>Period</u></b>	<b><u>Times</u></b>
1 <sup>st</sup> Bell	8:25 – 8:30 (late bell)	1 <sup>st</sup> Bell	8:25 – 8:30 (late bell)
1	8:30 – 9:30	1/HTV	8:30 – 9:27
2	9:34 – 10:29	2	9:31 – 10:16
RECESS	10:29 – 10:45	RECESS	10:16 – 10:30
3	10:49 – 11:44	3	10:34 – 11:19
4	11:48 – 12:43	4	11:23 – 12:08
LUNCH	12:43 – 1:22	LUNCH	12:08 – 12:38
5	1:26 – 2:21	5	12:42 – 1:27
6	2:25 – 3:20	6	1:31 – 2:16
55-minute classes, 4-minute passing		45-minute classes, 4-minute passing	
CROCKER CONNECT SCHEDULE (8:30–3:20)		ASSEMBLY DAY SCHEDULE (8:30–3:20)	
<b><u>Period</u></b>	<b><u>Times</u></b>	<b><u>Period</u></b>	<b><u>Times</u></b>
1 <sup>st</sup> Bell	8:25 – 8:30 (late bell)	1 <sup>st</sup> Bell	8:25 – 8:30 (late bell)
1 CONNECT	8:30 – 9:05	1	8:30 – 9:22
1	9:05 – 9:55	2	9:26 – 10:14
2	9:59 – 10:49	RECESS	10:14 – 10:26
RECESS	10:49 – 11:04	3	10:30 – 11:18
3	11:08 – 11:58	4	11:22 – 12:10
4	12:02 – 12:52	LUNCH	12:10 – 12:44
LUNCH	12:52 – 1:32	5	12:48 – 1:36
5	1:36 – 2:26	6	1:40 – 2:28
6	2:30 – 3:20	A ASSEMBLY	2:32 – 3:20
50-minute classes, 4-minute passing 30-minute Crocker Connect lesson		48-minute classes, 4-minute passing 48-minute Assembly	

## **IMPORTANT INFORMATION FOR PARENTS**

### **CROCKER MAIN OFFICE HOURS**

The office is open Monday–Friday from 7:30 AM–4:00 PM.

### **OFFICE TELEPHONE**

Students are permitted to use the office telephone with office staff present and approval to make a call. Parents/guardians can leave a message at the Crocker office, and the office staff will contact the student's teacher to give the message. Students are not to use cell phones during the school day to contact parents or caregivers. If a student is feeling ill, go to the office for help.

### **ABSENCES, TARDIES, & LEAVING EARLY**

HCSO urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling, and other appointments after school, on the weekend if possible, or during school holidays. The district also asks that travel or other absences be avoided during the time that school is in session.

Following an absence, a student must bring a written excuse from home when returning to school. Illnesses and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused. If a student is going to be absent from school, the school office should be notified by the parent, by phone at 650-342-6331, or [crockerabsence@hcsdk8.org](mailto:crockerabsence@hcsdk8.org) before 8:00 AM. Please indicate the student's first and last name, grade, and reason for absence or tardiness for the Crocker administrative assistant.

Chronic absences can be detrimental to a student's learning. A student is considered truant after missing **3 full days** during the school year without a valid excuse. A letter will be mailed home, and the student may be referred to an administrator or counselor to assist in evaluating student needs and identifying strategies and programs to assist them.

Students who arrive at school after the tardy bell at 8:30 AM are to report to the office for an admit slip. Students will be referred to an administrator if **three unexcused tardies** occur in a trimester.

Excused tardies are issued based on one of the following

- Parent/guardian phone call before 8:00 AM,
- Parent/guardian signed letter or email of explanation,
- Parent/guardian signing in student at the office.

Students leaving school early must be signed out in the office by a parent/guardian. A phone call or email from a parent/guardian in advance of your student leaving is always appreciated. If returning from medical or other appointments please check into the office for an admit slip. A note from your practitioner is also appreciated. Students leaving campus during school hours need written permission via email from a parent.

### **CONFERENCES (Parent, Teacher, & Student)**

Communication among parents, teachers, and students is essential to a successful educational program. Parent conferences are held in the fall and winter for the purpose of reporting the student's academic and behavioral progress in school.

Conference dates are on the Crocker public calendar. During conference days, the school operates on an early dismissal (2:16) day schedule. Crocker teachers are always interested and willing to meet with parents; however, the parent conference time in fall and winter are typically scheduled by the teacher on an as-needed basis.

#### **DELIVERED ARTICLES**

Articles delivered to the office by parents are to be picked up by students between classes or at lunchtime. Deliveries should be placed on the blue cart outside of the main office.

Breakfast and lunch are provided for free to all students. Food delivery services, like DoorDash, are NOT allowed on campus. Fast food is highly discouraged, as it is unhealthy and creates problems on campus. For safety, please do not send your student to school with hot beverages.

The office is not responsible for ensuring delivery or for missing items. The goal is to minimize class interruptions. Musical instruments should be delivered to the Band Room, not the Office.

#### **EMERGENCY INFORMATION**

It is the parent's responsibility to make sure that the school has the most recent emergency information on file. Please contact the office to update it as needed.

#### **FIRST AID ROOM/STUDENT ILLNESSES**

Students who do not feel well enough to remain in class may come to the first aid room in the office. Students will be managed on a case-by-case basis, and parents will be contacted when appropriate.

**Students should not be in school when they have:**

Nausea, vomiting, or vomiting during the night

Diarrhea

Frequent coughing or sneezing

Evidence of a communicable disease such as a rash, fever, or unusual sores

A temperature of 99.5 degrees or above. If students had a fever, they may not return to school

**until they have been fever-free for 24 hours** (without taking medication)

Sore throat

Strep throat – must be on an antibiotic for 24 hours and be symptom-free

A new cold or generally feels bad

Unusual watery, burning, red, or crusted eyes

Test positive for COVID or have symptoms of COVID.

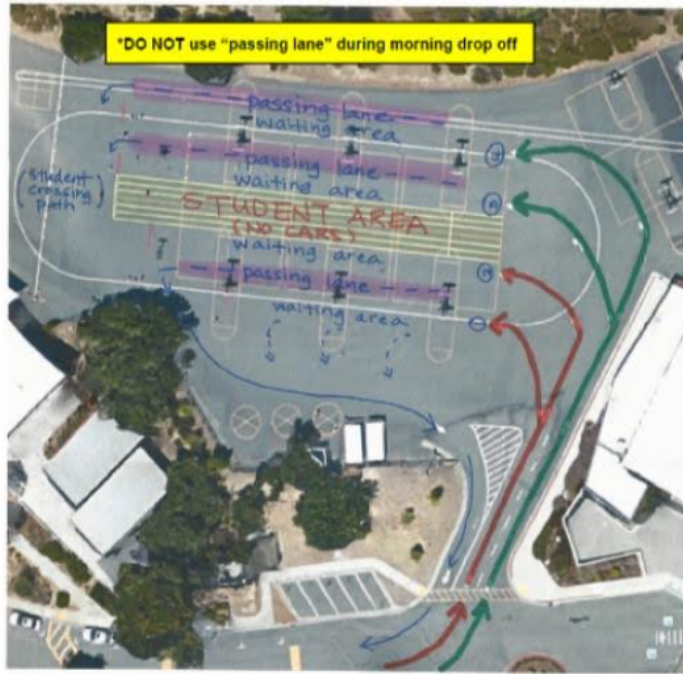
#### **AM DROP-OFF PROCEDURES**

The blacktop opens for cars to DROP OFF at **8:10 AM** unless the students eat breakfast at school, then they may arrive at 8:00 AM.

There are two lanes to access as you enter the Crocker Campus and approach the blacktop for the drop-off/pick-up area. After students exit the car, they must walk directly towards the center student area. Students must get into the center area and then wait for the staff on duty to signal students to

walk toward campus. As the student walks away, parents drive forward to the red line and can then turn the car into the passing lane out of the blacktop.

**DO NOT PARK IN THE RED ZONE** in front of the MPR for drop-off.



#### General Information:

- \* 2 lanes enter onto the blacktop:
  - LEFT LANE (orange line) filters into LANES 1 or 2
  - RIGHT LANE (green line) filters into LANES 3 or 4
- \* **CARS ARE NEVER ALLOWED IN THE CENTER STUDENT AREA.**
- \* **ALWAYS WATCH FOR STUDENTS CROSSING!**

#### Morning Drop off Procedure:

- \* After student exits car, he/she walks directly towards the center student area. DO NOT walk between car lanes.
- \* As your student walks away, please drive forward to the RED LINE painted on the pavement and exit, or as directed by school staff for Lanes 3 & 4.
- \* DO NOT use the "passing lane" during morning drop off.

#### Afternoon Drop Off Procedure:

- \* Drive into the "waiting area" of your designated lane -> move forward as the car in front of you moves. The first car of each lane should pull up to the RED LINE painted on the pavement.
- \* **LANE 1** does not have a passing lane. When ready to leave, you should safely turn out of the lane to merge with other cars that are exiting the blacktop.
- \* **LANES 2, 3, 4** - when ready to leave, merge into the "passing lane" and drive forward to exit (school staff will direct you on Lanes 3 & 4).
- \* DO NOT wait for your student while in the "passing lane."

### **PM PICK-UP PROCEDURES**

The blacktop opens for cars to PICK-UP at **3:10 PM** (2:05 on minimum days). **DO NOT PARK IN THE RED ZONE** in front of the MPR for pick up.

Parents stay in their lane as they drive up to the blacktop. They can choose one of four different lanes when approaching the designated pick-up area. The first car in each line should pull up to the red line. We highly encourage parents to use lanes 3 and 4. Lane 1 is discouraged for regular use.

At 3:35 pm or (2:30 pm on minimum days), students who are yet to be picked up will walk to the front of the MPR and wait to be picked up.

### **POWERSCHOOL PORTAL & CHECKING PROGRESS**

Power School is the school information system used for attendance and class grades. As each trimester progresses, teachers will enter assignment grades into PowerSchool. Please understand that teachers enter grades for assignments and assessments at different times; give them time to do so.

The middle school years are an excellent time to teach self-advocacy skills. If there is a question about a grade or an assignment, have your middle schooler speak to the teacher first before contacting the teacher yourself.

**Zero as a placeholder** may be given when a student has not submitted an assignment or taken an assessment on the scheduled date. The teacher may place a zero in the grade book for that assignment or assessment until the work is completed and scored. Although this temporarily affects the grade, it does provide a helpful reminder to students.

We ask that parents and students log into [PowerSchool](#) regularly to check on the student's academic progress.

Please note, we do not schedule students based on student, parent, or teacher preference.

## ***CROCKER SCHOOL EXPECTATIONS & CONSEQUENCES***

Listed Alphabetically

### **ACADEMIC INTEGRITY**

Students will be held to a high standard where academic honesty and integrity are expected in their school behavior and on every assignment. Plagiarism and other acts of cheating may result in disciplinary action. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Examples of plagiarism include

- Copying someone else's assignment,
- Giving one's own work to someone to copy,
- Looking at another person's paper or Chromebook during an assessment,
- Copying material from a book without using quotation marks or a citation,
- Submitting AI-only created work, like Chatgpt.

Consequences at Crocker for plagiarism or cheating can include

- Notifying the parent/guardian,
- Complete or partial loss of credit for the assignment,
- Making up the assignment
- Notifying an administrator.

### **ATTENDANCE & TARDIES**

You are expected to attend school every day and arrive on time for class. State law recognizes only illness, medical appointments, and attendance at a funeral of a close relative as excused absences; all other reasons are considered unexcused.

Chronic absences can be detrimental to a student's learning. A student is considered truant after missing **3 full days** during the school year without a valid excuse. A letter will be mailed home, and the student may be referred to an administrator or counselor to assist in evaluating student needs and identifying strategies and programs to assist him/her.

Students who arrive at school after the tardy bell at 8:30 AM are to report to the office for an admit slip. Students will be referred to an administrator if **three unexcused tardies** occur in a trimester.

It is highly recommended to schedule medical appointments after school hours. Students are expected to make up any work missed due to an absence. The student can check Google Classroom or the calendar to learn what is missed in class.

Students who miss school due to illness may not participate in after-school extracurricular activities on that day.

### **BEHAVIOR EXPECTATIONS & DISCIPLINARY CONSEQUENCES**

At Crocker, we have high expectations for student behavior in and out of the classroom and on and off school grounds. We rely on the cooperation of all the members of our school community, and on mutual respect for each other's rights and responsibilities. At the beginning of each trimester, the teachers will explain the expectations and consequences that apply to their classes and handle most problems directly with the students and, when necessary, with parents. More serious problems will result in a formal behavior referral and will be resolved by the Assistant Principal or by the Principal.

Students are encouraged to resolve conflicts via healthy, collaborative, and respectful communication. Here are some steps to help:

- NOTICE – Recognize the emotion you are experiencing
- PAUSE & TAKE A BREAK – Stop and take a deep breath & count to ten slowly
- REMOVE YOURSELF – Leave the situation & do something active, like taking a walk
- THINK TWICE – Think & choose the best way to act
- REFLECT – Talk about your feelings with a friend or trusted adult
- TALK IT OUT – Speak to the other person & have a trusted adult help facilitate the conversation.

In addition:

- Avoid rough or dangerous play
- Refuse challenges to fight and walk away from confrontations or other explosive situations.

### **EXPECTED BEHAVIOR IN CLASS**

Each teacher communicates what respectful, responsible, and safe looks and sounds in their classroom and their specific academic and behavioral expectations for success.

At Crocker, we expect students to

- Be On Time & Ready to Learn
- Be Respectful & Kind
- Be Responsible & Safe

### **EXPECTED BEHAVIOR AT RECESS**

- Students walk, not run, through campus hallways.
- Students check out and return play equipment from the equipment room.
- All games are “open”.
- Backpacks and food/candy/drinks are not allowed on the blacktop during recess.
- Personal or school blacktop equipment should be used on the blacktop or field only during recess time and will be shared. Personal equipment should be kept in student lockers and not played with during passing times.
- Students keep their hands and feet to themselves.
- Students should report concerns to a staff member on supervision duty.



- During recess, students may NOT go upstairs to congregate or use the restroom. Bathrooms are available in the MPR at recess.
- Chromebooks are to be off and put away during recess to promote socializing. Students who want to work on assignments may go to the library during recess.
- Cell phones are not to be used during recess and lunch breaks; they are to be put away in backpacks or lockers.

#### **EXPECTED BEHAVIOR AT LUNCH & LUNCH RECESS**

- Form single file lines to pick up food in the MPR.
- Students will not take other people's lunches, pick up other students' lunches, or help themselves to additional food without adult permission.
- If a parent or guardian has delivered lunch, it can be picked up at the blue cart in front of the Crocker office.
- Delivery services, like DoorDash, are not allowed on campus.
- Fast food is highly discouraged, as it is unhealthy and creates problems on campus.
- Glass bottles and containers are not allowed on campus, as breakage causes safety concerns.
- Chromebooks are to be off and put away during lunch to promote socializing.
- Students will clean up after themselves and put all trash into proper garbage, recycling, or compost bins.
- Students eat lunch in the designated areas and stay there until the lunch recess bell rings. The designated areas for eating include the blue tables in the courtyard, the quad by Maker Space, near the counselor's office, in front of the lecture hall, and the tables in the MPR.
- Students shall not congregate, hang out, or eat in the restrooms during class, recess, or lunch periods, and phones are to remain off and in backpacks or lockers.
- Students may NOT go upstairs to congregate or use the restroom. Bathrooms are available in the MPR at lunch and recess.

#### **EXPECTED BEHAVIOR ARRIVING OR LEAVING SCHOOL**

- Students can walk or ride to school. The blacktop opens for cars to DROP OFF at 8:10 AM unless the students eat breakfast at school, then they may arrive at 8:00 AM.
- Students who arrive early to school can wait in the courtyard or near the lecture hall. No basketball or gameplay is allowed in the morning due to the cars dropping off on the blacktop.
- School rules and expectations are enforced before school begins and after school ends.
- When the dismissal bell rings, students are expected to leave campus right away unless they are staying for HREC sports and activities.
- Students are expected to behave appropriately on their way home from school or on the Avenue.
- HPD will be contacted for off-campus issues.

#### **DISCIPLINARY TIERS**

**Tier One** is a conversation that takes place with an educator. It may include a short "timeout" (5-10 minutes) that takes place during class, recess, or after class. The student is asked to reflect on the behavior. When warranted, a student may receive detention or a referral to an

administrator.

**Tier Two** occurs when either the behavior continues or calls for a more serious consequence. A **referral** is a written request or directive sending a student to visit a school administrator in response to a behavior choice. A tier two consequence could be lunchtime or after-school detention with reflection or a beautification duty.

**Tier Three or Direct Behavior Referral to an Administrator** occurs when either the student's behavior continues or the student displays behavior warranting a direct referral to an administrator. The administrator will formulate a course of action, and in serious cases, involve the Superintendent. Consequences for violations of school rules are determined within the discretion of the school and may range from required participation in a school service program to expulsion. In especially serious situations, the administrative team may act immediately to suspend or expel the student.

Students who repeatedly violate the school's behavioral standards in less serious ways, or do not demonstrate an appropriate effort to correct their unacceptable behavior may also lose privileges to participate in school-wide activities, events, or field trips.

The following are some examples, but not all, of the behaviors that may result in disciplinary action

<b>Tier I Behaviors</b>	<b>Tier II Behaviors</b>	<b>Tier III &amp; Direct Referral</b>
<ul style="list-style-type: none"> <li>- Breaking Classroom Rules</li> <li>- Cell Phone Out or Use</li> <li>- Dishonesty</li> <li>- Disrespect to another Student</li> <li>- Disrespect to a Staff Member</li> <li>- Dress Code Violation</li> <li>- Eating in Class</li> <li>- Foul Language</li> <li>- Gaming</li> <li>- Gum Chewing</li> <li>- Horse-play or play fighting</li> <li>- Littering</li> <li>- Minor Conflict between Students</li> <li>- Tardy to class (3+)</li> <li>- Teasing</li> </ul>	<ul style="list-style-type: none"> <li>- Cell Phone Use continues</li> <li>- Cheating, Forgery, or Plagiarism</li> <li>- Defiance</li> <li>- Disrespect continues</li> <li>- Dress Code Violation continues</li> <li>- Foul Language continues</li> <li>- Gaming continues</li> <li>- Name-calling</li> <li>- Public Displays of Affection</li> <li>- Selling Items (like food or candy)</li> <li>- Continuing Conflict between Students</li> </ul>	<ul style="list-style-type: none"> <li>- Assault or fighting</li> <li>- Bullying (physical, cyber, written)</li> <li>- Discriminatory Language or Behavior</li> <li>- Drug, Alcohol, or Tobacco (use or possession)</li> <li>- Extortion</li> <li>- Harassment</li> <li>- Hazing</li> <li>- Prohibited Items (weapons real or imitation)</li> <li>- Serious Conflict between Students</li> <li>- Sexual Assault</li> <li>- Theft</li> <li>- Threat to Student or Staff</li> <li>- Vandalism</li> </ul>

### CONSEQUENCES DEFINED

Our goal is to provide students with support for personal growth and a clear understanding of the school's behavioral expectations as well as consequences for misbehavior. If the student's negative behavior continues or is severe in nature, a **referral** will be given to the student and an administrator will work with the student. When the school community, parents, and students work together, any disciplinary situation can be an opportunity for learning and growth.

### **BEAUTIFICATION**

Beautification helps to clean up the Crocker campus. It may be a consequence of littering, not cleaning up after lunch, writing on desks, throwing food, gum chewing, etc. It includes picking up trash around the courtyards and blacktop. An administrator or supervising staff member will monitor the beautification consequence.

### **DETENTION**

Certain behavior may result in a student having to serve detention, which may be assigned by a teacher or an administrator. Detention may be served during lunchtime or for up to one hour after the end of the school day. Detention will be assigned for the day of the infraction or at staff discretion.

Students who continually exhibit inappropriate behavior may lose the privilege of participating in extracurricular activities as determined by the administration.

### **SUSPENSION**

Offenses of a serious nature or repeated less serious offenses will be dealt with by suspension from school for such a period of time as is determined to be appropriate (Ed. Code Sec. 48900). Suspension may be appropriate for students who are prohibiting themselves and/or other students from learning or causing disruption in the school. The length of the suspension will be determined by the administrators and based on the severity of the offense. The State of California acknowledges any day of suspension from learning is a severe consequence and while restorative practices will be used, suspension may be warranted. All suspensions are documented in a student's permanent record. Suspension may occur for events

- On school grounds
- Going to or from school
- During lunch period
- While going/coming to or from a school-sponsored activity
- Any method that is likely to cause bodily harm, physical harm, personal degradation, or mental harm.

### **BICYCLES & SCOOTERS**

Any student bringing a bicycle or scooter, including electric versions, to school is responsible for placing it in the rack by the gym and locking it to the bike rack. The school will not assume responsibility for any bicycles or scooters.

State law requires all minors to wear a properly fitted and fastened bicycle helmet. Riders should observe the same laws that govern automobiles.

For safety reasons, bicycles and scooters cannot be ridden through school grounds or around the buildings before, during, or after school hours. If students must go through campus to reach the bike rack area, they are to walk the bikes, skateboards, and scooters. Students may receive a referral for riding around the school buildings.

On regular bikes and e-bikes, students are not allowed to transport other passengers. Stick to the paths; students are not allowed to ride across the fields at Crocker or North. Please review the [E-bike Law Handout](#) and [Town Guidelines](#).

## **BULLYING**

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act. These behaviors by Crocker students will not be tolerated.

It is **bullying** when a student...

- Uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, or taking their belongings.
- Uses words in person or line or gestures to humiliate another student e.g. by shouting, taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Targets another student online or face-to-face because of their actual or perceived race, color, national origin, gender, sex, physical or mental disability, religion, gender identity and expression, socio-economic status, physical appearance, and sexual orientation.
- Excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.
- Uses their cell phone or a website e.g. Instagram, Snapchat, text, or any other social media to cyberbully another student in any of the ways described above.

At Crocker, student differences are valued and all students should treat others with respect both online and face-to-face. Upstanders do the right thing and tell a bullying student to stop when others around are the target of bullying. If bullying or harassment cannot be safely stopped, the student should walk away and seek help from a trusted adult as soon as possible. It is never allowed to retaliate against a student who has reported bullying or harassment.

As appropriate, Crocker will provide students with instruction, in the classroom or in assemblies, that promotes social-emotional learning, effective communication and conflict resolution skills, respect for cultural and individual differences, assertiveness skills, and appropriate online behavior.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online. (HCSD Board Policy 5131.2)

Consequences of bullying can include detention, suspension, expulsion, and/or referral to the appropriate law enforcement agency. Support for students is offered through our school counseling and mental health services.

## **CELL PHONES & OTHER PERSONAL ELECTRONIC DEVICES**

We highly encourage students to have a cell phone-free experience while at school. We have found that cell phone use on campus has resulted in significant distractions to the academic environment. Cell phones and other personal electronic devices (such as smartwatches, tablets, and gaming devices) are not allowed to be used during school hours. This includes phone calls, texting, gaming, listening to music, taking pictures, and Internet use.

Cell phones or other communication devices must be turned off and put away when students arrive on campus in the morning and during the school day. Smartwatches must be in airplane mode during school hours. Having a cell phone in your pocket while at school is not allowed.

We recognize parents want students to have cell phones for safety purposes coming to and from school, so devices can be accessed before school arrival and after school dismissal.

Cell phones and personal electronic devices may be confiscated if they are seen or heard during the school day, and a parent or guardian will be required to retrieve the device from the school office. The office phone is available for student use when needed. Repeated offenses will result in a referral to an administrator.

- 1st offense – phone is turned in to the office and the student can retrieve it after dismissal
- 2nd offense – phone is turned in to the office and the parent/guardian can retrieve the phone after dismissal
- 3rd+ offense – phone must be turned in each day for one week or more and can be retrieved by the student after dismissal

If students want to use AirPods or other wireless earbuds in class, they need to ask their teacher's permission, and they need to be connected to the Chromebook and not a cell phone.

#### **DIGITAL CITIZENSHIP**

Crocker Middle School is working to empower our students to make respectful, responsible, and safe decisions online at school and at home. Students should think before they post.

“Acceptable use” means that a student appropriately uses the technology resources, abiding by the rules and regulations described in the agreement. Students and parents must read and sign the HCSD Acceptable Use Policy (AUP); students will receive a copy before receiving their Chromebooks.

Most social media sites require everyone to be at least 13 years old before they can create an account. Studies continue to show that social media can have harmful effects on students' social-emotional health. We highly encourage parents to regularly monitor social media use online.

#### **DRESS CODE GUIDELINES**

We endeavor to create a respectful learning community for students while we remember that students have a right to dress in ways that represent their individuality. However, some clothing is not appropriate for school and interferes with an environment conducive to learning.

The following applies equally to students of any gender

- Clothing should allow students a full range of motion — sitting, bending, reaching, and running — without requiring frequent readjustment or exposing undergarments or private parts.
- Shirts or tops must be worn at all times and must cover the entire torso.
- Clothing with disruptive or unhealthy logos or words, including offensive language, pictures, or references to alcohol or other drugs is prohibited.
- For health and safety reasons, shoes must be worn at all times,
- Hats, hoods, caps, and other head coverings shall not cover the face unless for religious or health purposes.
- Hoods are not to be worn in class.

Students asked to change their attire by staff must comply immediately by changing into their gym clothes. A referral may be issued and an administrator will be involved if a student fails to comply or if the dress code is repeatedly disregarded.

### **ELEVATOR USE**

The elevator is open to any students who have received a note from a physician, stating that they cannot use the stairs – such as students in a medical boot or on crutches. The elevator is also open to students who have permanent disabilities.

The Crocker office staff will issue an Elevator Pass to students who have medical needs. If students ride the elevator without an Elevator Pass or permission from a staff member, they will be referred to an administrator.

### **EMERGENCY PROCEDURES & DRILLS**

Following state laws, earthquake, fire, and secure campus drills are to be conducted at regular intervals. These drills are taken seriously and full cooperation is expected of all students. Students are to take directions from their teacher in accordance with the previously arranged plan for leaving the building in a quiet and orderly fashion.

The staff will follow “The Big Five” Safety Protocols and will be prepared to quickly follow the lead of school staff in the event of an emergency. In the event of a *real* emergency situation, the students and staff will follow the procedures as practiced, and students will remain on campus until they are released to a responsible adult such as a parent or guardian as noted on the emergency information card.

In the unlikely event of an evacuation off campus, Crocker students and staff will walk to the designated reunification area at the United Methodist Church (corner of El Camino and Howard).

#### **IMMEDIATE ACTION RESPONSE: THE BIG FIVE**

<b>BIG FIVE ACTION</b>	<b>WHEN</b>	<b>WHAT</b>
<b>SHELTER IN PLACE</b>	Environmental hazards, dangerous air quality due to smoke or other contaminants, fire off-site, dangerous wildlife in the area, or severe weather	Isolate students and staff from the outdoor environment. Go inside. If hazard is airborne, close doors, windows, and air vents. Shut down air conditioning/heating units
<b>DROP, COVER AND HOLD ON</b>	Earthquake, explosion, or falling debris	Protect students and staff from falling debris, drop to the floor, take cover under heavy furniture and hold on.
<b>SECURE CAMPUS</b>	Potential threat of violence in the surrounding community and/or police activity off-campus and nearby	Calmly direct all staff/students indoors. Close and lock all classrooms/office doors. Continue instruction as planned. Remain indoors until otherwise directed.
<b>LOCKDOWN/ BARRICADE</b>	Violent intruder on campus	Immediately seek safety indoors. Once inside, lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert. No one is allowed to enter or exit for any reason unless directed by law enforcement.
<b>EVACUATION</b>	Bomb threat, chemical/gas leak, fire inside the building or nearby premises, severe weather alert, after an earthquake or explosion, or when implementing Student Release/Reunification	Use the “Look, Listen, and Leave” protocol. Once it is deemed safe to exit buildings, lead students and school staff from school buildings to a predetermined location.

### **GUM, CANDY, & SNACKS**

Chewing gum and lollipops are not allowed at school. Their use is disruptive to instruction, a health hazard, and improper disposal creates serious custodial and health problems. Continued chewing gum on campus may result in a referral or beautification consequence.

A small amount of candy, a couple of pieces for yourself, can be enjoyed at recess or lunchtime, but not during class or on the blacktop. Wrappers must be thrown away in the garbage.

Candy is not to be widely distributed or sold to classmates. If large amounts of candy are being shared outside of class, it will be confiscated and the students involved may receive a referral. Candy and snacks are not allowed to be eaten in class without the permission of the teacher.

### **HOMEWORK**

HCSD School Board policy states that homework is an integral part of the school program in the district as it can serve the following purposes

- Provides essential practice in needed skills,
- Allows increasing self-direction,
- Enriches and extends school experience,
- Provides an experience for developing good study habits.

Crocker adheres to the District's homework policies. Completion of daily homework is critical for academic progress.

Each of the teachers will explain their specific homework policies in greater detail to their students. If a student does not complete homework on time, the teacher may require the student to attend "Club Ed" during lunch. The student and parent will receive email communication if a Club Ed is assigned.

In general, students might spend each night completing both daily homework and planning for and completing long-term homework. In addition, students are required to read independently.

Weekend time may be used by students in completing long-range assignments such as essays, projects, and supplementary reading. Compressed math classes and advanced world language classes may also be assigned homework on Fridays.

If students are out of school due to illness, they can check Google Classroom or the class calendar to find out when the assignments can be made up. If students are going to be out two or more days for a planned absence, students should email teachers with a homework request in advance of the absence.

### **INDEPENDENT STUDY PLAN**

If a student will be out of school between 3 and 14 days, parents/guardians may choose for their child to keep up with classroom learning through an unexcused absence OR the possibility of an excused absence through Independent Study.

For the possibility of excusing absences due to illness (ie COVID) or travel through an Independent Study plan, parents will need to contact the school office and teacher to set up a student-parent-teacher conference. Within the conference, the team will review the Independent Study Master Agreement and

determine if the student is likely to succeed in independent study as well as the student would in the regular classroom setting (HCSD School Board Policy 6158).

#### **PERSONAL & PUBLIC PROPERTY**

School staff, families, and students make a tremendous investment in attempting to provide a clean, safe, and pleasant environment in which students can learn and grow. We feel that it is most important that our buildings, grounds, and our property, as well as others, be shown great respect.

Students are expected to clean up after themselves and help others when needed.

If students cause damage or destruction to public or personal property such as furniture, buildings, restrooms, or electronic equipment, they will be asked to replace, repair, or give back to the community, and/or serve a disciplinary consequence.

Additionally, it is important to note the school is not responsible for lost or stolen goods. It is highly recommended to keep items of value at home and if they must be brought to school, lock them up in the designated school locker.

#### **RESTROOM USE**

Students are encouraged to use the restroom before school, during recess, lunch, and after school. If students need to use the restroom during class, students are required to have the teacher's permission and sign out.

There should be no more than one student going to the restroom from a class at a time. Following restroom use, students should return promptly back to class. Eating in and cell phone use is not allowed in the restrooms.

#### **VISITORS & SUBSTITUTES**

All visitors must sign in at the office when they arrive at Crocker, wear a name badge, and sign out when they leave campus. All students are expected to treat visitors to our campus with courtesy and respect. When a substitute is teaching in any class, students should be respectful, courteous, and helpful.

## ***CROCKER STUDENT LIFE***

#### **AWARDS (6TH-8TH)**

##### **6th-grade Honors & Viking Award**

- Each student received honors by earning at least a 3.71 GPA (translated to at least 70 points) each trimester of 6th grade.
- Each Viking Award recipient receives a certificate stating that he/she earned at least a total of 225 points this entire school year in academics and activities. The most points one can get for grades each trimester is 80, that would be if a student got straight A's or a 4.0. Students also earn points by participating in student government, after-school athletics, Crocker's music program, and other school activities.



### **7th-grade Honors & Block C**

- Each student received honors by earning at least a 3.71 GPA (translated to at least 70 points) each trimester.
- Students at Crocker accumulate points for academics and activities. Students who earn at least 240 points as a 7th grader earn the Block C award. The most points one can earn each trimester for grades is 80, that would be if a student got straight A's. Students also earn points by participating in student government, after-school athletics, Crocker's music program, and other school activities.

### **8th-grade Honors & Block C**

- Each student received honors by earning at least a 3.71 GPA (translated to at least 70 points) each trimester.
- Students who accumulated between 240 and 384 points this year and last year as a 7th grader with the Block C award. The Block C First Star certificate is for accumulating between 385 and 409 points both this year and last. A select few 8th graders earn the Block C Second Star certificate for racking up over 410 points over two years. Students can also earn points by participating in student government, after-school athletics, Crocker's music program, and other school activities.

### **AWARDS (8TH-GRADE ONLY)**

**The Tony Novak Memorial Award** is presented to that eighth-grade student who best exemplifies the qualities of student leadership, patriotism, and a sense of school spirit and pride.

**The Janet Chun Award** is given to that eighth grader who has made a significant contribution to the school and community at large through his/her service learning and/or community service projects.

**The Alexa Paige Goldman Memorial Award** is given to that eighth-grade student who has qualified by faculty selection as Crocker School's most outstanding citizen.

**The Emmett Stanton Memorial Award** for outstanding scholarship is awarded to that eighth-grade student(s) who have accumulated the highest grade point average over a three-year period of time.

**The Dylan Toma Memorial Award** is given to the eighth-grade student who best exemplifies the traits for which Dylan was well known – courage, resilience, and kindness, and inspires these qualities in others.

**The Kenny Wells Memorial Award** honors the eighth student who has accumulated the greatest number of points from among the following categories: academics, leadership, citizenship, service, sports, and performing arts. Points are accumulated over a three-year period of time.

**The Irene Mercurio Memorial Award** is presented by the Hillsborough Recreation Department to one or more eighth-grade students who are the most inspirational.

**The Joyce Hansen Memorial Award** is given to the eighth-grade student who has demonstrated visual art talent while here at Crocker. Additionally, this student has demonstrated a positive attitude, good behavior, and responsibility.

### **BIRTHDAYS**

Birthdays are exciting and are acknowledged on HTV to the entire school. Birthday celebrations are NOT held during school hours. Bringing balloons, flowers, cake, cupcakes, candy, gifts, etc. is not permitted during the school day.

**BLUE BOX (ANONYMOUS)**

The blue boxes on campus provide an anonymous safety reporting place that helps combat bullying and other negative activity in schools by empowering students to speak up. The blue boxes are located next to the counselor's office and the main staircase by room 3. Students can also send an anonymous message through the Crocker website.

**CLASS COMPETITION**

Class competition is designed to motivate students' interest throughout the school year and to provide the opportunity to establish pride and spirit within each grade level and throughout the student body.

The competitions are held monthly between the 6th, 7th, and 8th grades. These are fun, friendly, but competitive head-to-head competitions that result in earning points for the winning grade level.

Class competition is the responsibility of the leadership class. The winning class is rewarded with an off-campus field trip in June, traditionally to Raging Waters.

**CLUB ED**

Club Ed takes place during the lunch period and is a quiet place for students to finish assignments they did not complete for homework. Students are expected to report to Club Ed with their lunch as quickly as possible at the beginning of lunch.

When the assignment is completed, the student may check out with the Club Ed supervisor and leave to enjoy the rest of recess. Although teachers may refer a student to Club Ed, students may voluntarily attend at any time.

**CLUBS ON CAMPUS**

Any student can start a club at Crocker, as long as they have a staff advisor willing to "sponsor" the club and there is a location on campus to meet.

Clubs are student-initiated, student-led, and must be inclusive of all students – anyone who would like to join a club is welcome. Club meetings and activities generally take place during recess or lunch.

**COMMUNITY SERVICE & SERVICE LEARNING**

Community service is volunteering time for students to do work for the benefit and betterment of their community without any form of compensation. To earn community service hours, students must complete the Google form on the Crocker website. Hours are submitted to Ms. Slater. Students can participate in community service activities on or off campus. Some on-campus examples include the Green Team, teacher aide, sports equipment monitor, and sports or intramural referee.

In order to prepare students to be leaders of positive change in the world and instill in them a lifelong passion for service, HCSD has a Service Learning program. Service Learning empowers students to take action to positively and directly impact needs in local, regional, and global communities through integrating Service Learning experiences with the learning process.

**COUNSELING**

At Crocker, our counselor, Ms. Slater, focuses on social/emotional development, academic achievement, and career readiness. The counselor works with students and families to identify and

address student needs and find ways to increase student success. The counselor teaches specific coping skills and strategies that match the student's individual needs. The counselor meets with families and refers them to community resources when needed.

### **CROCKER CONNECT**

Crocker Connect is a special schedule for students to connect with one another, build community and learn essential social, emotional, behavioral, organizational, and digital citizenship skills. This time is also used for participation in spirit activities. Attendance during Crocker Connect is mandatory.

### **DANCES**

Throughout the year, dances are scheduled for 7th and 8th graders. The last dance of the school year is an all-school dance that also includes the 6th graders. These events are for Crocker students only.

- Students in good standing and wishing to attend a school dance can purchase tickets before the dance or at the entrance to the dance.
- The dances are scheduled from 6:00–8:00 PM, and they are held in the MPR.
- Students must attend at least three periods of a school day to participate in a school dance. If a student does not attend school the day of the dance due to illness or leaves school early the day of the dance due to illness, the student cannot attend the dance that evening.
- Once students enter, they are not allowed to leave until the dance officially ends. Please arrive on time; the doors close promptly 30 minutes after the start of the dance.
- The courtyard is available for students who want a break from the dark and/or loud music. The Student Store is open for purchasing a snack or drinks for yourself.
- As with school, cell phones should be off and away during the dance. If they are out and being used, they will be confiscated. Confiscated phones are returned at the end of the dance.
- There is not a chaperoned area to leave purses, backpacks, or other items, so students should leave valuables at home.
- All students must arrange to be picked up in front of the MPR upon the conclusion of the dance by a parent/guardian. Students are not allowed to walk home on their own, be picked up from a different location, or call a driving service, like Uber.

### **DREAM PROGRAM**

DREAM is a leadership program that allows all 8th-graders to have an active role in their school community.

**6th-grade WEB leaders** – These leaders will run the 6th-grade WEB day in May.

**Lunch Leaders/Transition Leaders** – These students are required to run activities during lunch for the 2023–24 school year and help with clubs. They create fun and engaging activities that all students want to participate in.

**Retreat Leaders** – These students meet with Mrs. Slater to plan and implement the 6th, 7th, and 8th-grade retreats. They lead all retreats; they also create and find all the information for the activities.

**Crocker Advisors/Transition Leaders** – These students meet once a month with the Crocker Administration, counselor, and Leadership teacher to discuss current issues at Crocker.

**Outdoor Education Cabin Leaders** – All DREAM leaders will have the opportunity to apply in the fall to become Outdoor Education cabin leaders. Cabin leaders work with naturalists and teachers to help supervise and support the 5th-graders at Outdoor Education.

## **FIELD TRIPS**

Field trips can be a terrific and engaging opportunity for experiential learning for Crocker students. To participate in classroom or grade-level field trips, students must be in good academic and behavioral standing with the school and their teachers. Too many detentions and/or suspensions may prevent a student from attending a field trip.

On the field trip, the students are serving as ambassadors for not only their class, but for the entire school, and they must leave a good impression on whoever is hosting them. If a student attends a trip in the middle of the school day, they must make arrangements with their teachers regarding missed classwork deadlines. It is the responsibility of the students to make sure that any and all assignments have been turned in on time.

## **GOOGLE CLASSROOM**

Google Classroom is designed to help teachers and students manage assignments and stay organized. Google Classroom can be accessed from any computer via Google Chrome. Teachers manage classes, assignments, and assessments and can grade student work online. Students can access missed work due to absences and locate class resources. Students check their calendars or to-do list to see what schoolwork needs to be done.

## **GRADUATION EVENTS**

Eighth graders are eligible to take part in several special activities sponsored by the Crocker parent Group and Staff:

- A class trip to an amusement park,
- An overnight trip,
- A potential class competition victory field trip,
- 8th-grade graduation practice, and breakfast or luncheon,
- Early yearbook distribution and signing,
- Graduation dance,
- Awards assembly,
- Graduation ceremony at the end of the school year.

## **EXPECTATIONS FOR GRADUATION**

Participation in these activities is a privilege granted to those students who are in good academic and behavioral standing. In the third trimester of the 8th-grade year, any behavioral referrals may result in the loss of one or more 8th-grade activities at the end of the year. The accumulation of **four points** during the third trimester will result in losing an activity. The accumulation of five points will also result in the loss of an additional graduation activity. The accumulation of six points will result in the loss of the privilege of attending additional activities. Points are earned in the following ways

- Detention = 1 point
- In-house/All-day Detention = 2 points
- Suspension = 3 points

## **INTRAMURALS**

The Crocker Intramural program is a great way for Crocker Students to be physically active on campus during lunch recess while participating in a variety of activities with their classmates.

Each class earns Class Competition points for each scheduled day which fosters healthy competition between 6th, 7th, and 8th grades for that highly coveted trip to Raging Waters. Students can sign-up for different sports opportunities with their PE teachers.

### **LOCKERS**

Students are assigned a gym locker and a book locker at the beginning of the year. Students are required to use their lockers, and they can be accessed before school, during breaks, and after school. Students cannot go to their lockers during class time without permission.

If students have trouble opening their lockers, they should let the office know and assistance will be provided. Students are to only use the locker that has been assigned to them. **LOCKERS ARE NOT TO BE SHARED.** Students are to keep their locker combinations confidential and never share the numbers with friends.

Students are responsible for all personal belongings. The school is not responsible for personal belongings or valuable items left in lockers. Do not leave open food and candy in the lockers overnight – there will be a colony of ants!

Decorating the **INSIDE** of lockers to personalize them is permissible. Magnetic mirrors and magnets are allowed. No decorations are allowed on the outside of lockers. Do **NOT** use tape of any kind, contact paper, stickers, writing, glue, or anything sticky on the lockers. Do not leave notes or messages in/on lockers.

### **LOST & FOUND**

Valuables found by students are turned in to the school office. The Lost & Found is located next to the office by the stairwell.

Please put your name on articles of clothing you may remove during the school day, particularly sweaters and jackets. Unclaimed lost and found articles are donated to charity at the end of each trimester.

### **RECREATION (HREC) & SPORTS**

Crocker's after-school programs are oriented toward interscholastic sports for students. Students and parents are invited to attend the HREC after-school activities. Participation is on a fee basis through the Hillsborough Recreation Department. Students may be excluded from these activities upon being taken out of school activities for 30 days or for being suspended from school.

### **SHADOWING (8th-grade)**

Shadowing provides an 8th-grader with a look at a high school on a typical day. If students are out of school due to shadowing, they should check Google Classroom and make up any missed assignments. Assignments are due upon return to school.

### **STUDENT ID CARDS**

Students are issued one original student identification card each school year. Photos are taken during picture day in early fall. ID cards are used for recess equipment checkout, library book checkout, entrance to dances, etc. Contact the Crocker office if you need a replacement ID.

### **STUDENT STORE**

The student store is open during morning recess in the courtyard. Students can buy snacks and drinks. The student store accepts cash only; exact change is appreciated. The Leadership students run the day-to-day operations.

### **STUDENT GOVERNMENT**

#### **Student Council (ASB)**

Crocker Student Council Officers are made up of 7th and 8th graders. Student Council Officers will be elected by the 6th and 7th-grade students at the end of the previous school year. Following campaigning, candidates deliver a speech outlining their platform for the forthcoming year. The ASB and grade level presidents are members of the school site council and participate in monthly meetings.

#### **Class Officers**

Class officers will be elected at the beginning of the school year. There are three elected class officers elected by each grade level – president, vice-president, and secretary/treasurer.

#### **Student Council Classroom Representatives**

Each first-period class elects a representative and an alternate to attend the student government meetings. The representatives will relay information about school activities to their first-period classmates.

### **UNIVERSAL MEALS**

Hillsborough City School District will be providing breakfast and lunch to ALL students under the new Universal Meals Program, at NO cost to the families.

Breakfast will be served from 8:00–8:25 AM. Supervision is not provided prior to that time. Students eat breakfast in the courtyard prior to school or in the MPR on rainy days. Students should not be dropped off prior to 8:10 AM unless they are participating in the School Breakfast Program.

Pre-ordering is required to ensure that students get what they want to eat. It also helps to ensure that [The LunchMaster](#) program prepares and delivers enough daily meals. In the event a student comes for a meal not pre-ordered, there may be some extra meals to serve. The District only keeps a limited supply of emergency (surplus) meals. Breakfast and lunch orders must be placed by 9:00 AM a week before meal service.

## ***IMPORTANT SIGNATURES***

**Parents and Students:** Please read through the Crocker Student Handbook together. Your 1st-period teacher will collect the signature page on **Friday, August 25, 2023**.

Please pay special attention to the following areas:

**Important Information for Parents:**

- Absences, Tardies, and Leaving Early
- AM/PM Drop-off and Pick-up Procedures
- Delivering Items & Lunches
- Emergency Procedures
- First Aid & Student Illness
- PowerSchool

Cell Phones & Other Personal Devices

Behavior & Discipline

Dress Code

Emergency Procedures

Homework Policy

Technology – Acceptable Use Agreement

Universal Meals

**Parent/Guardian:**

I have read through the Crocker Student Handbook pages with my child. I understand that students are held accountable to the rules and expectations as described in this handbook. I agree to do my best to reinforce these expectations at home and to support the school's efforts to help my student succeed at Crocker Middle School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Parent/Guardian Name

**Student:**

I have read the Crocker Student Handbook with my parent/guardian. I agree to follow the rules and guidelines as outlined in this handbook. I am prepared to receive the appropriate recognition and consequences for my choices and behavior.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name (first & last)