

# William H. Crocker Middle School

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



## STUDENT HANDBOOK 2025-2026

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 enjoy your years at Crocker. We have updated the Student Handbook with clear information and expectations. This year's continued motto is 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. 24) and return it to your first-period teacher. Keep the planner and handbook close at hand, so you can reference them when needed. Please remember to bring your planner with you each day. The Crocker Handbook is also posted on the Crocker website.

Here's to a great year, Vikings!

*The Crocker Staff*



## **HCSD Evolved Essential Outcomes**

*With the support of the whole school community, students will work towards becoming people who are:*

### **Resilient Thinkers**

- Prioritize mental and physical well-being
- Exhibit self-discipline, awareness, and follow-through
- Pursue academic excellence and lifelong learning with joy

### **Inclusive Community Members**

- Foster belonging with empathy and kindness
- Celebrate and respect differences
- Advocate as courageous upstanders

### **Creative Problem Solvers**

- Embrace curiosity, play, exploration, and innovation
- Collaborate dependably and respectfully
- Value trying, failing, reflecting, and adapting

### **Effective Communicators**

- Share ideas clearly and purposefully in a variety of ways
- Practice open-mindedness, embracing many perspectives
- Listen actively to understand and ask insightful questions

### **Responsible Digital Navigators**

- Evaluate information critically for reliability and relevance
- Understand technology's benefits and risks
- Exhibit ethical digital citizenship, contributing constructively

### **Global Change Agents**

- Advocate for and actively engage in environmental stewardship
- Strive to understand and improve local and global communities
- Balance urgency and optimism about global challenges

# 2025–2026 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

11 ~ Veterans' Day Holiday  
21 ~ Noon Dismissal  
24-28 ~ Thanksgiving Week

## March

30-31 ~ Spring Break

## August

26-29 ~ Staff Professional  
Development (PD)

## December

19 ~ Noon Dismissal  
22-31 ~ Winter Break

## April

1-3 ~ Spring Break continued

## September

1 ~ Labor Day Holiday  
2 ~ First Day of School!  
Noon Dismissal

## January

1-2 ~ Winter Break continued  
19 ~ MLK, Jr. Holiday

## May

25 ~ Memorial Day

## October

13 ~ Indigenous Peoples Day

## February

13-16 ~ Presidents' Weekend

## June

17 ~ Last Day - 10:30 AM Dismissal  
19 ~ Juneteenth

Instructional Days 181

HCSD Academic Calendar																					
2025-2026																					
August					August - December					January - June											
M	T	W	TH	F	S	D	M	T	W	TH	F	S	D	D							
				1		0	Aug. 25 Welcome Back - Staff PD					1	2	Winter Break Continued	0						
	4	5	6	7	8		Aug. 26 Staff PD														
	11	12	13	14	15		Aug. 27 Certificated PD			5	6	7	8	9	5						
	18	19	20	21	22		Aug. 28 Certificated PD			12	13	14	15	16	5						
	25	26	27	28	29		Aug. 29 Certificated Workday			19	20	21	22	23	4						
							Sept. 1 Labor Day			26	27	28	29	30	5						
September					October					November											
M	T	W	TH	F	S	D	M	T	W	TH	F	S	D	D							
1	2	3	4	5		Labor Day	4														
8	9	10	11	12			Nov. 11 Veterans' Day			2	3	4	5	6	5						
15	16	17	18	19			Nov. 24-Nov. 28 Thanksgiving Break			9	10	11	12	13	4						
22	23	24	25	26			Dec. 22-Jan. 2 Winter Break			16	17	18	19	20	4						
29	30						Jan. 19 MLK Jr. Day			23	24	25	26	27	5						
							Feb. 13-16 Presidents' Weekend														
October					November					December											
M	T	W	TH	F	S	D	M	T	W	TH	F	S	D	D							
			1	2	3		Mar. 30-Apr. 3 Spring Break														
	6	7	8	9	10		May 25 Memorial Day			2	3	4	5	6	5						
	13	14	15	16	17		Sept. 2 Noon Dismissal			9	10	11	12	13	5						
	20	21	22	23	24		Nov. 21 Noon Dismissal			16	17	18	19	20	5						
	27	28	29	30	31		Dec. 19 Noon Dismissal			23	24	25	26	27	5						
							June 17 Early Dismissal			30	31				0						
November					December					January											
M	T	W	TH	F	S	D	M	T	W	TH	F	S	D	D							
3	4	5	6	7			Sept. 2 First Day of School					1	2	3	0						
10	11	12	13	14		Veterans' Day	4								5						
17	18	19	20	21		11/20 Full Day/ 11/21 Noon Dismissal	5			6	7	8	9	10	5						
24	25	26	27	28			5			13	14	15	16	17	5						
							0			20	21	22	23	24	5						
										27	28	29	30		4						
December					January					February											
M	T	W	TH	F	S	D	M	T	W	TH	F	S	D	D							
1	2	3	4	5								1			1						
8	9	10	11	12						4	5	6	7	8	5						
15	16	17	18	19		12/18 Full Day/ 12/19 Noon Dismissal	5			11	12	13	14	15	5						
22	23	24	25	26		Winter Break	0			18	19	20	21	22	5						
29	30	31					0			25	26	27	28	29	4						
						August - December	72			June					July						
LEGEND																					
Professional Development																					
First and Last Day of School																					
No School - Local & Legal Holidays																					
Regular School Day																					
Early Dismissal																					
Full School Day																					
														January - June							109
														Total Instructional Days							181
														Non-Instructional Days							5

## ***IMPORTANT INFORMATION FOR PARENTS***

### **CROCKER MAIN OFFICE HOURS**

The office is open Monday–Friday from 8:00 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 or Smartwatches during the school day to contact parents or caregivers. For their safety, students need to come to the office when feeling ill.

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

Daily school attendance is an important part of your student's school success. The staff appreciates your concern and cooperation regarding building good work habits in our children. We respectfully request that you please plan vacations during our scheduled breaks. Most importantly, when students miss instruction, it is difficult to make up the time, even when work is sent home with the student. Additionally, having multiple students absent from a classroom disrupts all students in that classroom. We are thankful for your partnership and welcome any questions you may have on this topic.

### **ATTENDANCE**

Regular attendance and class participation are an integral part of our students' learning experience and together determine student success. Crocker is committed to cultivating exemplary attendance habits. By definition, a student is **tardy** when they are less than 30 minutes tardy to a single scheduled class period. A student is **absent** when they are more than 30 minutes tardy or are not present during a scheduled class period. A student is **truant** when they are absent from class without school and parent/guardian knowledge or permission, or when they leave class or the school campus without permission before the class or school day is officially over. All unverified absences will be considered truant after three school days. The following are legally excused absences as defined by the California Education Codes 48260, 48261, 48262, 48913.

#### **Excused Absences**

- Personal illness, including absences for the benefit of the student's mental or behavioral health
- Quarantine/Isolation
- Medical or Dental Appointments
- Funeral
- Justifiable Personal Reasons (JPR): funeral attendance, court appearance, religious holiday or ceremony observance, and religious retreats (Education Code: 48205). If you have questions regarding JPR, please contact the Director of Student Services at the District Office, 650 342–5193.

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) by 8:00 AM. Please indicate the student's first and last name, grade, and reason for absence or tardiness for the Crocker administrative assistant. Students must provide a letter from the practitioner if missing school for an appointment.

### **TARDIES**

Please help your child develop good habits about punctuality by encouraging prompt arrival at school. Class begins at 8:30 AM, and all students should be within their classroom by the second bell at 8:30 AM. After the second bell, students are tardy and need to go to the office to sign in and receive a pass to enter the classroom. Parents may not excuse their student for being tardy other than for reasons that would be accepted for an absence. They must bring a note for a medical or dental appointment. Students who report to school more than 30 minutes late do have that tardy count towards truancy. Students may receive an after-school detention if **three unexcused tardies** accrue in a month.

### **PICKING UP STUDENTS EARLY**

If parents need to pick up their child early from school for an appointment, please call the school office ahead of time. Parents must report to the front office to sign their child out for early release. Early release is greatly discouraged as it takes away from the child's education and the education of the rest of the class, as the teacher prepares that child to leave early. Students leaving campus on their own during school hours need written permission from a parent, and parents must send an email or signed note releasing Crocker Middle School of all liability.

### **REPORTING AN ABSENCE**

Parents/guardians are responsible for contacting the school office and providing notice of a student's absence by 8:00 AM. Parents/Guardians may either call the school office at 650 342-6331 or email the site admin assistant at [crockerabsence@hcsdk8.org](mailto:crockerabsence@hcsdk8.org). Absences must be cleared by a parent/guardian at the school office within the day of the absence. This policy applies to tardies as well. Absences not cleared by the parent/guardian within 48 hours of the absence will be considered a truancy absence.

### **EXCESSIVE ABSENCES & TARDIES**

Students who miss more than five days of school each year typically do not perform as well as those in attendance every day. The accumulation of more than three absences a month, for any reason, is considered excessive absences. Ongoing communication will be forthcoming to the parents/guardians of students who have excessive tardies or absences.

### **TRUANCY**

Three unexcused absences or unexcused tardies over thirty minutes constitute a truancy (CA Ed. Code 484631). If your child is tardy for an excused reason but does not bring in a note to the teacher/office, the tardy will be considered unexcused. 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. We want to partner with parents/guardians in creating the very best learning outcomes for our students.

### **INDEPENDENT STUDIES**

If your student will miss school for any other reason than an excused absence, please contact the school so that arrangements can be made for them to keep up with the necessary class work through an Independent Study Program. HCSO offers Independent Study when students are absent for 1-15 days. We require at least five school days notice and a teacher *conference before a student is assigned to Independent Study*. Independent Study Agreements must be signed before the student leaves, and all work must be returned on the date the contract ends. Please contact the Crocker office if questions.

### **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 to report 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) schedule. Crocker teachers are always interested and willing to meet with parents; however, the parent conference weeks 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 the main office. 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.

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

### **EMERGENCY INFORMATION**

It is the parents' 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 calling a parent on their cell phone or Smartwatch in the bathroom when not feeling well is not safe. Students need to come to the office when ill for their safety.

**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

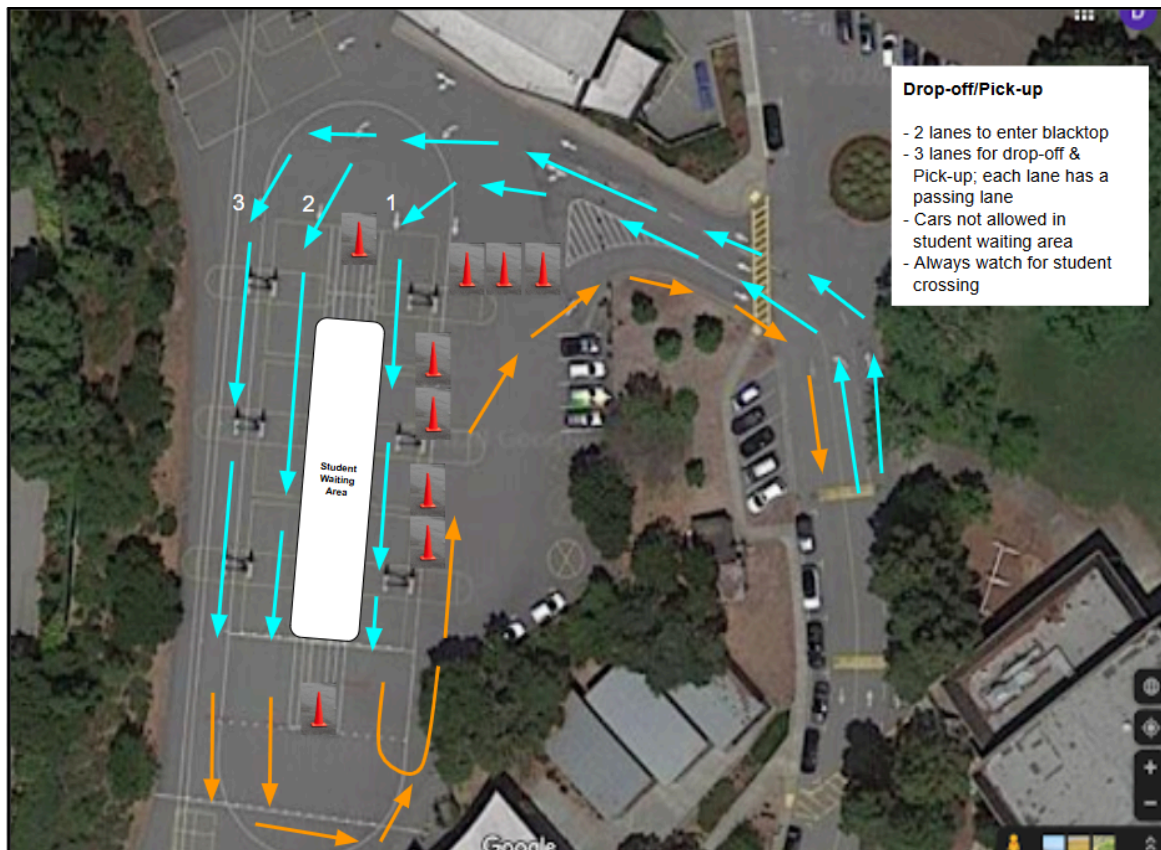
COVID-19: Tests positive for COVID and has symptoms of COVID. Your child should stay home until they have not had a fever for 24 hours without using fever-reducing medication and other COVID symptoms are mild and improving. If your child tests positive for COVID and has no symptoms, they can come to school, but should wear a mask for 10 days after testing positive.

## MEDICATION

If a student needs to take medication during the school day, it must be brought to the office. A parent or guardian must complete a medication form, which must also be signed by a medical professional. All medication, including pain relievers like Tylenol and Advil, will be stored in the office, and students must come to the office to take it. For safety reasons, students should never share or give medication to others.

## PROCEDURES FOR AM DROP-OFF

The blacktop opens for cars to DROP OFF at **8:10 AM**. Before school begins, students should be downstairs in the courtyards. 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.



## PROCEDURES FOR PM PICK UP

The blacktop opens for cars to PICK UP at **3:10 PM** (2:05 on early 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 three 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 2 and 3. At 3:35 pm or 2:30 pm on early days, students who are not picked up will go to the front of the MPR and wait to be picked up.

## POWERSCHOOL PORTAL & CHECKING PROGRESS

PowerSchool 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, but not daily, to check on the student's academic progress.

### **SCHEDULING CLASSES**

Please note that to balance classes, we do not schedule students based on student, parent, or teacher preference. The final version of the fall schedule will be posted on PowerSchool the Friday afternoon before the first day of school.

## ***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 (see page 9).

Consequences at Crocker for plagiarism or cheating may include:

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

### **ARTIFICIAL INTELLIGENCE (AI)**

AI tools are computer programs that can help with tasks like learning, problem-solving, and organizing information. At Crocker, we believe learning should reflect each student's own thinking and effort.



### Safe & Appropriate Use of AI Includes:

- **Protecting Privacy:** Don't share personal information unless using a school-approved tool.
- **Thinking Critically:** Always double-check facts and be aware of possible bias.
- **Using Ethically:** Be respectful and use AI to support learning, not to cheat, plagiarize, or spread false information.
- **Getting Guidance:** Only use AI tools with teacher or parent supervision, and understand how they work.
- **Choosing Wisely:** Use AI programs that are appropriate for middle school students.

AI tools should never replace your own work. Using AI to do your assignments for you is a violation of Crocker's Academic Integrity policy. If you're unsure about using AI for a class, ask your teacher first.

### Consequences at Crocker for misusing AI may include:

Notifying the parent/guardian  
 Complete or partial loss of credit for an assignment  
 Making up the assignment  
 Notifying an administrator  
 If serious, notifying law enforcement.

### ATTENDANCE & TARDIES

You are expected to attend school every day and arrive on time for class. State law recognizes only a few reasons to be excused from school (see pages 4-5); all other reasons are considered unexcused.

Students who arrive at school after the second bell at 8:30 AM are to report to the office for an admit slip. Students may receive an after-school detention if **three unexcused tardies** accrue in a month.

Students who miss school due to illness or other unexcused activities will not participate in after-school extracurricular activities on that day, including dances.

### BEHAVIOR EXPECTATIONS & DISCIPLINARY CONSEQUENCES

At Crocker, we expect all students to act responsibly and respectfully both on and off campus. A positive school environment depends on cooperation and mutual respect among all members of our community. Each trimester, teachers will review classroom expectations and consequences. Most behavior issues are handled by the teacher, but serious concerns may be referred to an administrator and addressed formally.

When conflicts arise, students are encouraged to respond calmly and respectfully. Try using these steps:

- **NOTICE** – Recognize how you're feeling.
- **PAUSE & TAKE A BREAK** – Breathe deeply and count to ten.
- **GIVE YOURSELF SPACE** – Step away and do something calming (e.g., take a walk or get water).
- **THINK TWICE** – Consider the best way to respond.
- **REFLECT** – Talk about your feelings with a trusted friend or adult.
- **TALK IT OUT** – With support from an adult, calmly speak with the other person to resolve the issue and move forward.

To help keep our campus safe and respectful:

- Avoid roughhousing or dangerous play.
- Do not play fight, use headlocks, shoulder-check, or pants others.
- Walk away from fights or challenges and seek adult help immediately.

We are here to support you—never hesitate to ask a staff member for help.

### **EXPECTED BEHAVIOR IN CLASS**

Each teacher communicates what respectful, responsible, and safe looks and sounds like 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 MORNING RECESS & LUNCH RECESS**

- Students walk, not run, through campus hallways and up the stairs
- Students check out and return play equipment from the Sports Hut
- All games are OPEN
- Backpacks and food/candy/drinks are not allowed on the blacktop during recess
- School blacktop equipment should be used on the blacktop only during recess time and will be shared; personal equipment is to be kept at home
- 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 turned off and put away during recess to promote socializing; students who want to work on assignments may go to the library
- Students must remain on the Crocker premises during school hours unless picked up by a parent/guardian in the school office; they cannot enter the North School campus unless they have permission to retrieve Crocker sports equipment
- Cell phones, Smartwatches, and AirPods are not to be used during recess and lunch breaks; they are to be put away in backpacks or lockers; if seen, they will be taken to the office.

### **EXPECTED BEHAVIOR AT LUNCH**

- Form single-file lines to pick up ID cards and 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 NOT allowed, 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 turned off and put away during lunch to promote socializing

- Students will clean up after themselves and put all trash into the proper garbage, recycling, or compost bins
- Students eat lunch in the designated areas and stay there until the lunch recess bell rings; these areas for eating include the blue tables in the courtyard, the quad outside the MPR, next the counselor's office (not in front of MPR), near the lecture hall, and 8th-graders only on the lower grass area near the band room
- Students shall not congregate, hang out, or eat in the restrooms at any time, and phones and Smartwatches are to remain off and in backpacks or lockers
- Students may NOT go upstairs to congregate or use the restroom; restrooms 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.
- Students who arrive early to school can wait in the MPR quad or near the lecture hall; no game playing is allowed before school
- 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.

#### **BEHAVIOR RESPONSE SYSTEM**

Crocker uses a three-tiered system to respond to student behavior fairly and consistently. Our goal is to support student growth while providing clear expectations for behavior and consistent consequences for misconduct. When behavior is ongoing or serious, the student will be referred to an administrator for further support and intervention. Disciplinary situations are treated as opportunities for learning. When students, staff, and families work together, we can help students reflect, take responsibility, and make positive changes.

#### **Tier One: Staff Conversation and Reflection**

- A staff member addresses the behavior through a brief conversation.
- May include a short timeout (5–10 minutes) during or after class.
- Students may be asked to reflect on their behavior in writing or verbally.
- In some cases, consequences may include lunch detention, campus beautification, or a referral to the office.

#### **Tier Two: Repeated or More Serious Behavior**

- Triggered when behavior continues or requires a stronger response.
- Involves a written referral to an administrator.
- Consequences may include:
  - Campus beautification

- After-school detention with reflection
- Loss of certain privileges

### **Tier Three: Direct Referral to Administrator**

For repeated misbehavior or serious conduct requiring immediate administrative attention. An administrator will determine appropriate consequences, which may include:

- Detention
- Loss of privileges (e.g., field trips, school events)
- Suspension
- Expulsion, in the most serious cases. The superintendent may be involved when required by district policy.

Students who repeatedly violate expectations or fail to make improvements may be excluded from special activities.

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>- Chromebook misuse</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>- Inappropriate online searches</li> <li>- Littering</li> <li>- Minor Conflict between Students</li> <li>- Smartwatch use</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>- Chromebook misuse continues</li> <li>- Conflict between Students continues</li> <li>- Defiance</li> <li>- Disrespect continues</li> <li>- Creating violent pictures/graphics</li> <li>- Dress Code Violation continues</li> <li>- Foul Language continues</li> <li>- Gaming continues</li> <li>- Headlocks</li> <li>- Leaving Campus without Permission</li> <li>- Teasing/Name-calling continues</li> <li>- Pantsing</li> <li>- Public Displays of Affection</li> <li>- Selling Items (like food or candy)</li> <li>- Shoulder-checking</li> <li>- Taking anothers' belongings</li> </ul>	<ul style="list-style-type: none"> <li>- Assault or fighting</li> <li>- Bullying (physical, cyber, written)</li> <li>- Chromebook misuse - severe</li> <li>- Discriminatory Language/Behavior</li> <li>- Drug, Alcohol, or Tobacco (use or possession)</li> <li>- Extortion</li> <li>- Harassment</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>

### **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 campus or something similar. An administrator or supervising staff member will monitor the beautification consequences.

### **DETENTION**

Certain behaviors may result in a student having to serve detention, which any staff member may assign. Students who continually exhibit inappropriate behavior may lose the privilege of participating in extracurricular activities as determined by an administrator. Detention is after school on Wednesdays, starting at 3:30 PM and ending at 4:10 PM. Detention is located in Portable 2.

### **SUSPENSION**

Offenses of a serious nature or repeated less serious offenses will be dealt with by suspension from school for such a period as is determined to be appropriate (CA Ed. Code 48900). Suspension may be appropriate for students who are prohibiting themselves and/or other students from learning, being unsafe, or causing disruption in the school. The length of the suspension will be determined by the administrator and based on the severity of the offense. The State of California acknowledges that any day of suspension from learning is a severe consequence, and while restorative practices will be used, suspension may be warranted. Suspension may occur for serious Tier 2 or 3 infractions.

### **BICYCLES & SCOOTERS**

Any student bringing a bicycle, 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 stolen or damaged bicycles or scooters. Skateboards and scooters are not allowed at school. New: E-scooters can only be ridden by a person with a driver's license.

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 their bikes and scooters. Students may receive a referral to an administrator 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, as they cause damage to the fields. Please review the [Town Guidelines](#). Students must WALK their bikes and scooters across the crosswalk and listen to the directions of the crossing guards. The crossing guards are to be respected and are there for student safety.

### **BULLYING**

Bullying is not tolerated at Crocker. It involves aggressive behavior with a real or perceived power imbalance and is intended to cause emotional or physical harm. Bullying can be physical, verbal, social, or digital, and is repeated over time.

#### **Examples of Bullying:**

- Physical – Hitting, pushing, kicking, or taking someone's belongings
- Verbal – Name-calling, teasing, insults, or threats
- Discrimination – Targeting someone based on race, gender, disability, religion, identity, appearance, or other personal traits (in person or online)
- Social/Relational – Excluding others, spreading rumors, or turning others against someone

- **Cyberbullying** – Using phones, social media, or technology to harm or harass others

**Crocker's Commitment:**

- **Respect for All** – Students are expected to treat others with kindness and respect, both in person and online
- **Be an Upstander** – If you see bullying, speak up or get help from an adult. Support the person being bullied
- **No Retaliation** – Anyone who reports bullying is protected—retaliation is not allowed.
- **Education & Support** – Crocker teaches empathy, communication, digital responsibility, and respect for differences. Students are advised to protect their privacy online and avoid posting hurtful comments.
- **Consequences** – Bullying may result in disciplinary action, including detention, suspension, expulsion, or referral to law enforcement.

If you experience or witness bullying, tell a trusted adult immediately. You can also use the Anonymous Reporting Form on the Crocker Website. Help keep Crocker a safe and welcoming place for everyone.

#### **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 AirPods, smartwatches, smart glasses, 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. Parents should avoid calling or texting their student/s on their cell phones during the school day.

Cell phones and personal electronic devices will 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** – the phone is turned in to the office, and the student can retrieve it after dismissal
- **2nd offense** – the 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.

AirPods or other wireless earbuds are no longer allowed at school, as they are a distraction and connect to a cell phone. Students can use headphones that plug into the Chromebook; extras are available in the office.

## **DIGITAL CITIZENSHIP**

Crocker Middle School is working to empower our students to make respectful, responsible, and safe decisions online at school and home. Students should think before they post. Students should never share school or personal passwords with others.

“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. Technology misuse will follow Crocker’s disciplinary Tiers (page 12).

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, must cover the torso, and have shoulder straps
- Clothing with disruptive or unhealthy logos or words, including offensive language, pictures, or references to alcohol, smoking, 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 the staff must comply immediately by changing into their PE 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 may earn a consequence.

## **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 follow directions from their teacher using the previously arranged plan for leaving the building in a quiet and orderly fashion. The staff will follow San Mateo County’s “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, 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 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 Real and Howard).

#### IMMEDIATE ACTION RESPONSE: THE BIG FIVE

BIG FIVE ACTION	WHEN	WHAT
<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, lollipops, and energy drinks 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 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 will receive a consequence. Snacks are not allowed to be eaten in class without the permission of the teacher. Sunflower seeds are not to be brought to or eaten at school.

#### 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 recess. The student and parent will receive an email 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 to complete 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.

#### **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 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 school 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 that the school is not responsible for lost, damaged, or stolen personal property. 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; this includes cell phones.

#### **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 to class. Eating and technology use are 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. Students receiving honors are recognized at the end of the year.
- 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, which 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 trimester, each student received honors by earning at least a 3.71 GPA (translated to at least 70 points). Students receiving honors are recognized at the end of the year.
- 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, which 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 receiving honors are recognized at the end of the year.
- 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 accumulating 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 the 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 the 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 the 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 the eighth–grade student(s) who have accumulated the highest grade point average over three years.

**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 three years.

**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. If these items are brought to school, they will be brought to the office and can be picked up at the end of the school day.

#### **BLUE BOXES & ANONYMOUS REPORTING**

The blue boxes on campus provide an anonymous safety reporting place that helps combat bullying and other negative activities in schools by empowering students to speak up. The blue boxes are located next to the counselor's office and the main staircase.

Students can also report important issues anonymously through the Crocker website. False reporting will be taken seriously. This system will be monitored between the hours of 7:30 am to 4 pm, Monday through Friday, during the school year. Any reports submitted outside of these hours or during holidays will be responded to during the following normally scheduled school day. Please do not use this system for issues requiring immediate assistance.

#### **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.

#### **CLUB ED**

Club Ed takes place during lunch and is a quiet place for students to finish assignments or if they did not complete for homework. Students are expected to report to Club Ed only after lunch is eaten and report to the Club Ed room. If required, it can also be completed after school in the same room as detention.

When the assignment is completed, the student may check out with the Club Ed supervisor and leave. Although teachers may refer a student to Club Ed, students may voluntarily attend.

#### **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. Club Rush will take place in September.

### **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 the counselor. Students can participate in community service activities on or off campus. Some on-campus examples include the Green Team, teacher aide, sports equipment monitor, North Buddy, and recess or intramural referee.

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 focuses on social/emotional development, academic achievement, and college 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, 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 the 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 on 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 snacks 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 no chaperoned area to leave purses, backpacks, or other items, so students should leave valuables at home. The school is not responsible for personal items brought to the dance.
- 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 or ride home on their own, be picked up from a different location, or call a driving service, like Uber or Lyft.

### **DREAM: Developing Responsible Empathetic Adolescent Mentors**

The DREAM program is a leadership opportunity for all 8th-grade students to take an active role in building a positive school community. DREAM leaders help plan and lead lessons, support school events, and encourage student participation in activities. Through this program, students model responsibility, empathy, and leadership for the entire school.

### **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 disciplinary consequences 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 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 lists daily 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:

- Class field trips to an amusement park
- An overnight trip to Washington, DC
- 8th-grade graduation practice, lunch, and memory video
- Early yearbook distribution and signing
- Graduation dance
- Awards assembly
- Graduation ceremony at the end of the school year

Participation in these activities is a privilege granted to those students who are in good academic and behavioral standing. In trimester 3, any behavioral or academic referrals may result in the loss of one or more 8th-grade activities.

### **GRADUATION REQUIREMENTS**

For students to participate in the graduation ceremony, they must meet the following:

#### **Academic requirement:**

- Students must complete 8th-grade courses in Social Science, Science, English, Reading, Math, and Physical Education with a 1.75 cumulative GPA over the three trimesters of 8th grade
- In the third trimester, students may have no more than one F in the above-mentioned subjects. However, students with IEP or 504 plans may specify alternative promotion and graduation standards.

#### **Behavior Requirement:**

- No expulsion for offenses occurring during 8th grade
- No more than 5 days of suspension during 8th grade. This includes an accumulation of detentions and referrals during 8th grade, with three detentions equivalent to one day of suspension
- Students who participate in actions that would result in suspensions/expulsions during graduation practice may be excluded from graduation exercises, activities, and /or ceremonies.

**Attendance Requirement:**

- Students must be present for 90% of the school year. No more than 18 days can be missed except for a medical situation requiring a doctor's note.

**Other:**

- Students must have no outstanding obligations. All textbooks, library books and Chromebooks, and chargers must be turned in. All fees must be paid in full.
- Decisions are at the discretion of the Crocker administration.

**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 an amusement park. Students can sign up for different sports opportunities with their PE teachers.

**LOCKERS**

Each student is assigned a book locker and a gym locker at the start of the school year. Lockers must be used to store personal belongings and accessed only before school, during breaks, and after school. Students may not go to their lockers during class without permission.

**Locker Guidelines:**

- Use only your assigned locker—do not share lockers or combinations with others
- If you have trouble opening your locker, notify the office for help
- Keep locker combinations confidential to protect your belongings
- Students are responsible for all items stored in lockers. The school is not responsible for lost or stolen items.
- You may decorate the inside of your locker using magnets or magnetic accessories. Prohibited items: tape, stickers, contact paper, glue, writing, or any sticky substances.
- Notes or messages may not be left in or on lockers.

**LOST & FOUND**

Valuables found by students are turned in to the school office. The Lost and 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. Please email [crockerabsence@hcsdk8.org](mailto:crockerabsence@hcsdk8.org) if not attending school due to shadowing.

### **STUDENT ID CARDS**

Students are issued one original student identification card each school year. Photos are taken during picture day in September. 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 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. Students will lose the privilege of accessing the store if it is misused.

### **STUDENT GOVERNMENT**

#### **Associated Student Body (ASB) and Student Council**

Crocker ASB Officers are made up of 7th and 8th graders. These officers are elected by the 5th, 6th, and 7th-grade students on WEB Day of the previous school year. Following campaigning, candidates deliver a speech outlining their platform for the forthcoming year. The 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**

HCS D will provide breakfast and lunch to ALL students under the Universal Meals Program at NO cost to the families. Students use ID cards to retrieve their breakfast and lunch each day. Breakfast will be served from 8:10–8:25 AM. Supervision is not provided before that time. Students eat breakfast in the courtyard before school or in the MPR on rainy days.

## ***IMPORTANT SIGNATURES***

Parents and Students: Please read through the Crocker Student Handbook together. Your 1st-period teacher will collect the signature page on **Friday, September 5, 2025**.

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, & Medications
- PowerSchool

Cell Phones, Smartwatches & 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 student. 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)