



HILLIARD COMSTOCK MIDDLE SCHOOL

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Laura Hendrickson, Principal

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Believe! Achieve! **Student & Parent Guide**

“BUILDING COMMUNITY THROUGH CONNECTION”

Welcome to the 2020-2021 School Year!

We know this is not how we had hoped to start the year and realize that at this time remote learning with the potential of moving to a hybrid model is the safest for our students, our staff, and our families. This guide is designed to answer most of the questions you may have as we start the year.

School Year 2021 Believe! Achieve! Believing that all students can achieve even as we experience unprecedented changes could not be a more appropriate characteristic for this year as we navigate remote learning, a new modified schedule and the potential of a hybrid learning environment. Now more than ever, we understand the value of education, feel the weight of our responsibility, and see the potential of where we can go. We can achieve great things..

The HCMS Team is committed to supporting you. Here is our promise to you:

- We will safeguard the health and safety of students and staff
- We will comply with the State and County Health Department guidelines
- We will remain flexible in adapting to the needs of our students and families
- We will maintain a positive attitude and always assume positive intent
- We will create a positive learning environment for our students
- We will encourage risk taking and trying something new
- We will ensure equitable access to teaching and learning:
 - Prioritize the needs of most vulnerable students and staff
 - Anticipate the needs of our students and staff
 - Provide consistent communication
- We will leverage and adapt our resources to address the needs of our students

We understand there is a great deal of uncertainty, which causes anxiety and stress. Our goal is for Comstock to be a welcoming, safe haven for our students. We are committed to you and your student's success.

Warmly,
THE COMSTOCK TEAM

Communication with Our Comstock Community

It is important to us that we stay connected to you and your student(s). We provide a variety of ways for information to come to you. Please be sure to sign up for all forms of communication so you don't miss vital information.

- **Introducing the NEW Parent Square!** ParentSquare has **many** exciting features. Please check out srcschools.org/parentsquare on the district website. We will be using ParentSquare to communicate the weekly activities that are happening between 1:30 pm and 2:15 pm for students. These activities will also be posted on our website calendar.
- **Illuminate Ed** is where parents and students may view quarter and semester grades. To create a parent portal account or to set up notifications go [HERE](#). If you have not activated or are having an issue with your parent portal in Illuminate Education, please contact Christina Arteaga Garcia for questions and for any updates to your personal information. (carteagagarcia@srcs.k12.ca.us).
- **Google Classroom** - All HCMS teachers will use Google Classroom to communicate with students. Each teacher will provide information, assignments, and other content related to the class through Google Classroom. This is also where your student will turn in assignments and/or classwork. Additionally, teachers will use either **Zoom** or **Google Meets** to provide live interaction. **It is strongly suggested that students check their SCHOOL EMAIL daily.**
- **Student Activities** - More news on the way from our Leadership Class
- **Counseling Information** - Counselors will send out pertinent information via Parent Square and Google Classroom. The counselors will be sending an email with information of how to access their grade specific Counseling Google Classroom to each student's **SCHOOL EMAIL**.

Distance Learning Schedule

All students are on a block schedule, participating twice a week in each class. Block periods stay the same as the in-person hybrid model for consistency.

Monday ALL Students 1,3,5	Tuesday ALL Students 2,4,6	Wednesday	Thursday ALL Students 1,3,5	Friday ALL Students 2,4,6
7:30 - 8:20 0 Block	7:30 - 8:20 0 Block	<u>8:00 - 10:00</u> Professional Development (site or district)	7:30 - 8:20 0 Block	7:30 - 8:20 0 Block
8:30 - 9:50 1st Block	8:30 - 9:50 1st Block	<u>10:00 - 10:15</u> Break	8:30 - 9:50 1st Block	8:30 - 9:50 1st Block
9:50 - 10:00 Break	9:50 - 10:00 Break	<u>10:15 - 11:45</u> Prep for Distance Learning Prep Work Lesson Planning Common Planning Grading	9:50 - 10:00 Break	9:50 - 10:00 Break
10:00 - 11:20 2nd Block	10:00 - 11:20 2nd Block	<u>11:45 - 12:15</u> Lunch	10:00 - 11:20 2nd Block	10:00 - 11:20 2nd Block
11:20 - 11:40 Break	11:20 - 11:40 Break	<u>12:15 - 3:00</u> Daily Live Interaction per SB 98	11:20 - 11:40 Break	11:20 - 11:40 Break
11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block		11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block
1:00 - 1:35 Lunch	1:00 - 1:35 Lunch		1:00 - 1:35 Lunch	1:00 - 1:35 Lunch
1:35 - 2:15 Student Options and Services (Other Support Staff)	1:35 - 2:15 Student Options and Services (Other Support Staff)		1:35 - 2:15 Student Options and Services (Other Support Staff)	1:35 - 2:15 Student Options and Services (Other Support Staff)
1:35 - 3:30 Distance Learning Live Interaction	1:35 - 3:30 Distance Learning Live Interaction		1:35 - 3:30 Distance Learning Live Interaction	1:35 - 3:30 Distance Learning Live Interaction

Student Support & Enrichment Hour

(block after lunch) We will share each week's activities via ParentSquare & the HCMS website.

Student Enrichment:

College & Career Presentations
Study Skills workshops
Leadership Activities

Guest speakers
Club Meetings

Student Support:

Tutoring
Interventions
Counseling groups

English/Math support groups
1 on 1 teacher support
IEPs/504s/SSTs

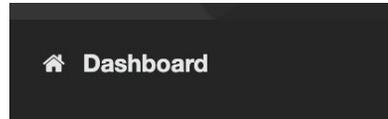
How to Start the Year

How Do I Get My Schedule?

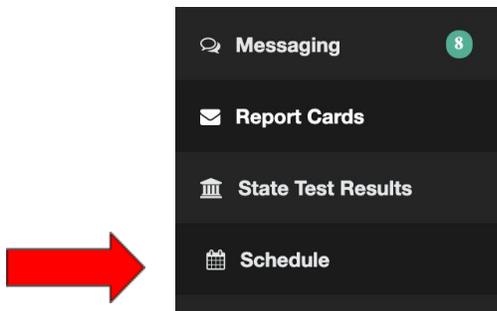
Schedules will be made available on the student's Illuminate portal the week prior to school.

To view your student's schedule:

1. Log in to your students **Illuminate portal**
2. Go to the **Dashboard** on the left hand side



3. Scroll down to **Schedule** and click



Please note that the student's schedule will not appear until all schedules have been published the week prior to school.

How Do I request a change in my schedule?

Once schedules are available, students will be able to fill out a form to request consideration of a schedule change. The change form will be sent out via Parent Square after schedules are available.

How Do I Attend the First Day of Classes?

Please remind your student to check his/her **SCHOOL EMAIL** on Friday, August 14 for an email from his/her teachers. In the email, the teacher will share course information, the Google Classroom code, a link to the first Zoom or Google Hangout session, and a course syllabus. Each student will follow his/her schedule according to the Bell Schedule above.

How to Navigate the Day & Organize the Week

Making a schedule is essential for success in school, *especially* during distance learning. Please feel free to make a copy of our [Weekly Planner](#) sheet to use with your student. Students can use this to fill in information about what's due when for each class, as well as keep track of questions they may have. It includes lots of tips for success, and ideas about how to best spend break and enrichment times.

Resources, Textbooks, & Materials

Chromebooks

Santa Rosa City Schools is moving to a one-to-one device practice. That means that ALL students need to check out a chromebook. Parents will complete the checkout form through the Illuminate portal. Insurance is available (as indicated on the form) for \$24 to protect against damage, loss, and/or theft.

Chromebook Distribution will happen at HCMS as follows:

Thursday, August 13 between 10:00 am and 4:00 pm

Friday, August 14 between 1:00 pm and 4:00 pm

Technology Issues - Call: 707-890-3848

Students and Parents Tech Support Step by step instructions in TechHub (a searchable database with videos) SRCS TechHub http://srcschools.org/techhub	No instructions in TechHub? Submit a help desk request online (link available in TechHub): Student/Parent Tech Support Form
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Textbooks & Materials

We will be distributing textbooks and class materials assigned by teachers the week of August 31, 2020. Prior to that week, we will provide communication with a detailed plan.

Student and Parent Expectations

In the Distance Learning Model we have adopted the following expectations for students and parents.

Expectations	
Student	Parent
<p>Attendance The student is expected to check the teacher’s Google Classroom and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p>Behavior Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student’s image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p> <p>Work Effort Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p> <p>Technology Students are expected to be prepared with their device so as to actively engage in online learning, including lessons and assignments.</p>	<p>Attendance: The parent is responsible for reporting a student absence in a timely manner. COVID-19 related absences are excused. All other absences will be reported in the normal school procedures. To report an absence please call (707) 890-3885</p> <p>Help at Home The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the Learning Coach Tip Sheet</p> <p>Communication The parent/guardian is expected to communicate early with the teacher, counselor, or site administration if he/she notices a change in the student’s learning, behavior, and/or demeanor.</p>

Academic Honesty

The HCMS community expects a full commitment to academic honesty from each student. Academic Honesty means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate(s) on any assignment will be in accordance with your instructor.
- You will not practice plagiarism of any form. Plagiarism is defined as follows:
 - *Copying or using ideas or words from another online classmate, or an Internet or print source and presenting them as your own.*
- If an instructor confirms that a student has plagiarized work, the student will be subject to consequences determined by their instructor and/or HCMS administration.

Discipline

All students are subject to the rules related to threats, intimidation, harassment and use of profanity or vulgarity, which exist under section 48900 of the California Educational Code. If you feel you are being harassed in your course environment, it is important to report it immediately to your teacher or HCMS administration. Harassment comes in many forms, including Spam (unsolicited e-mails not pertaining to the course), threatening communications; offensive ecommunications or any other kind of communication that makes you feel uncomfortable.

Netiquette

A high sense of mutual respect, self-respect and integrity is expected for HCMS students at school and in online settings. All students are expected to conduct their communications in a professional, respectful manner. The use of proper Internet etiquette is expected at all times. Inappropriate language, behavior, or use of other's images/likeness without permission will result in disciplinary action. [Video Conferencing Etiquette](#).

Best Way to Support Your Student

[Zoom Directions for Students](#) - help students understand how to connect with teachers via Zoom

[Intro to Google Classroom](#) - demonstration of Google Classroom to help parents understand what they are seeing

[Illuminate Help](#) - access point to get into your student's portal

[Common Sense Media](#) - navigate the world of devices and electronics as a parent

[Calm Meditations](#) - short audios that calm the nerves

[Audible Stories](#) - audio version of novels students may be assigned

School Counselor and Social-Emotional Supports

The HCMS Counseling Department has created a Google Classroom for each grade level. **Keep an eye out in your school email for an invitation to join your grade appropriate Google Classroom.** In each Google Classroom we will share information and documents that students may need while they are learning at home.

The Counseling staff will be available by email beginning August 3rd; please be patient as the start of the school year is very busy. Counselors will respond to your message as soon as possible. Please email your student's counselor directly with questions or concerns; let the counselor know the best way to contact you (i.e. email, cell phone, Zoom).

Counselors will be providing support to students from 1:30 pm -2:15 pm Monday, Tuesday, Thursday, and Friday throughout the semester. Topics include: health & wellness, college & career, A-G and other academic supports. These topics will be communicated via Google Classroom.

Counselor

Melissa Jenkins

Email mjenkins@srcs.k12.ca.us

Mental Health

If you are struggling with emotional overwhelm or other mental health challenges, call our **Integrated Wellness Center Warmline** at 707-890-3827. This is not a crisis line. For emergencies, call 9-1-1.

To learn about other local mental health resources, call 2-1-1.

Our **Integrated Wellness Center** will be open Tuesday, Wednesday and Thursday, from 11:00 am - 3:00 pm, by appointment. Located at 2232 Lomas Avenue, Santa Rosa.

Teacher Communication

If you have questions about particular classes or assignments, please contact teachers directly. You can find all teacher emails on the website tab entitled Staff Directory.

Photos

Due to current COVID restrictions, student photos will be scheduled for when hybrid model is activated. Please contact Lisa Greenstein at 707-890.3820 X54101 or lgreenstein@srcs.k12.ca.us with any questions.

Illuminate Education Home Connection (Parent/Student Portal)

If you have not activated or are having an issue with your parent portal in Illuminate Education, please contact Ms. Arteaga @ carteagagarcia@srcs.k12.ca.us

If your student is having difficulty accessing the student portal due to a forgotten password, please take the following steps:

1. Go to Santa Rosa City Schools website (<https://www.srcschools.org/>)

2. Click on “Families” at the top
3. Click on “How do I?”... in the list of options
4. Click on “Reset My Student Gmail Password” in the list of options
5. Follow the instructions in the Student Account Activation Portal that opens

NOTE: If you ever get locked out of your account and forget the answers to your security questions you can contact your teacher or Mrs. Banks to have your password reset

Meals

All families were mailed information from the District on how to apply for free/reduced-price meals and grab & go meals. To apply, add or track meals, please register at <https://family.titank12.com>.

Back to School Night

Once we have the school year underway, we will develop a plan for a virtual **Back to School Night**. Information will be coming out via Parent Square and on our website. .