



## HILLIARD COMSTOCK MIDDLE SCHOOL

2750 West Steele Lane • Santa Rosa, California 95403-3299 • Phone 707-890-3885

*Laura Hendrickson, Principal*

*Trish Delzell, Assistant Principal*

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

## **“BUILDING COMMUNITY THROUGH CONNECTION”**

### **Welcome to the 2021-2022 School Year!**

We are excited to welcome you all back on campus. Since we are still in a pandemic and things are changing, we hope everyone can remain flexible and check the website and your parentsquare messages for updates as the year progresses. This guide is designed to answer most of the questions you may have as we start the year.

**School Year 2022 Believe! Achieve!** Believing that all students can achieve even as we experience unprecedented changes. 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](https://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.
- **AERIES** is where parents and students may view quarter and semester grades. This is a new system that we are beginning with this school year. More information will be coming in the next few weeks. In the meantime, this page will help you to register if you are coming from a school other than our feeder elementary schools. For those of you coming from Biella, Lehman, Monroe and Steele Lane, you will automatically be registered at Comstock. If you have any questions about registration, please contact Christina Arteaga Garcia for questions and for any updates to your personal information. ([carteagagarcia@srcs.k12.ca.us](mailto:carteagagarcia@srcs.k12.ca.us)).
- **Google Classroom** - We are back in the classroom and all HCMS teachers will continue to use Google Classroom to communicate with students. Each teacher will provide information, assignments, and other content related to the class through both in person and through the Google Classroom. More information will be provided by your students' teachers.
- **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**.

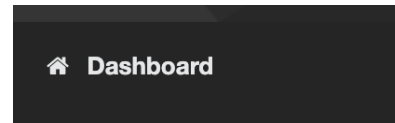


## How to Start the Year

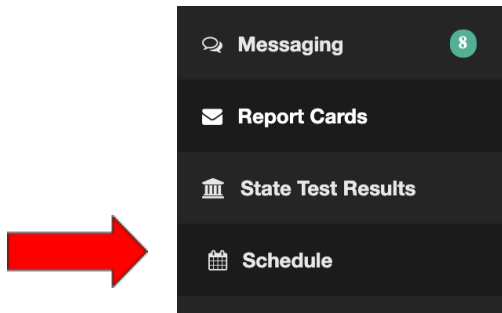
### How Do I Get My Schedule?

Schedules will be made available during orientation and at the start of school. One AERIES is up and running, you will receive instructions on how to access the schedule online. It is possible that the instructions below for Illuminate portal may still be active at the start of school.

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?

School will begin on Thursday, **Aug 12, 2021** at 8:15. Information will be available during orientation and on our website [www.comstockmiddleschool.com](http://www.comstockmiddleschool.com).

## 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 [HCMS Student Planner](#) 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.

New chromebooks will be provided in grades 7 and 9. More information to follow.

### Technology Issues - Call: 707-890-3848

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

We will be distributing textbooks and class materials assigned by teachers during the first few weeks of school via each classroom.

## Student and Parent Expectations

### 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 3<sup>rd</sup>; 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](mailto:mjenkins@srcs.k12.ca.us)

**Aliah Singh**      Email [asingh@srcs.k12.ca.us](mailto:asingh@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 Lomitas 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 as soon as possible following the guidelines established by CDC and California Department of Education. More information to follow.

## 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](mailto: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 meals for this school year are free to every student. We will ask for families to complete applications so that the state has information regarding numbers and demographics. We will call you with more information.

### Back to School Night

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