

HILLIARD COMSTOCK MIDDLE SCHOOL

Student Handbook

Believe! Achieve!

Comstock Crusaders: On a quest for knowledge.



HILLIARD COMSTOCK MIDDLE SCHOOL

2750 West Steele Lane
Santa Rosa, CA 95403

Student Handbook



Believe! Achieve!
Comstock Crusaders: On a quest for knowledge.

VISION

At Comstock, our goal is to inspire our students to be global thinkers who will thrive in the 21st Century. We are devoted to developing academic excellence, creating a nurturing environment and fostering an innovative approach to learning. We will cultivate in students a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humankind."

Student's Last Name

First Name

Grade

CLASS SCHEDULE

PERIOD	SUBJECT	RM #	TEACHER	MONDAY-FRIDAY
	ADVISORY In 1 st Period			8:00 AM - 8:13AM
1				8:13AM - 9:08AM
2				9:12 AM - 10:07AM
SNACK & RESTROOM BREAK				10:07 AM - 10:19 AM
3				10:23 AM - 11:18 AM
4				11:22 AM - 12:17 PM
LUNCH				12:17 PM - 12:47 PM
5				12:51 PM - 1:46 PM
6				1:50 PM - 2:45 PM

IMPORTANT CONTACT INFORMATION

MAIN OFFICE	ATTENDANCE	FAX	WEBSITE
528-5266	528-5448	528-5480	http://www.hcms.srcs.k12.ca.us/ or www.comstockmiddleschool.weebly.com

SCHOOL COLORS: PURPLE & GOLD

PRINCIPAL'S MESSAGE

Dear Comstock Crusader,

Welcome to Comstock Middle School! Our school is all about overcoming obstacles and achieving success—*your* success!

Your years in middle school are two brief, but very important, years. There are learning standards to master, work habits to practice, and interpersonal skills to develop. You will find high expectations and clear goals in each of your classes. Remember that, more than anything else, success requires *effort* and *never giving up*. We will do everything we can to support you in meeting these challenges—and you need to do your personal best, too.

Three important values guide us toward success at Comstock. The first is *safety*. We do not want anyone to be hurt physically or emotionally in our school. The second is *respect*. You need to respect yourself, your fellow students, all of the adults on campus, and our school rules. The third value is personal *responsibility*. *You* must take responsibility for completing all of your assignments, for taking care of your own property and the school's property, and for behaving appropriately.

We look forward to working with you to make this year the best one you've ever had in school. Remember to ask any staff member if you ever have a question about anything at Comstock, or whenever you need help. Never feel alone at Comstock—we are here to help you!

Sincerely,
Laura Hendrickson
Laura Hendrickson
PRINCIPAL



HILLIARD COMSTOCK MIDDLE SCHOOL

GUIDING VALUES

SAFETY
RESPONSIBILITY
RESPECT
KINDNESS



THE CRUSADER COMMITMENT TO EXCELLENCE

As a student I will:

- Remember that success results from effort and not giving up.
- Keep myself and others safe.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to practice learning outside of school & complete my homework.
- Know and follow school and class rules.
- Regularly talk to my family and my teachers about my progress in school.
- Treat all people with respect.
- Take responsibility for my actions.

Student Signature

Date

As a parent/guardian or family member I will:

- Talk with my child about the value of education.
- Monitor TV viewing and make sure that my child reads every day.
- Make sure that my child attends school every day on time, with homework completed.
- Support the school's discipline procedures.
- Monitor my child's progress in school.
- Make every effort to attend school events, i.e., parent/teacher conferences & Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention and proper nutrition.
- Participate by volunteering when possible.
- Respect the school, staff, students and families.

Parent Signature

Date

As a school staff we will:

- Work as a team in a Professional Learning Community.
- Communicate regularly with families about their child's progress in school.
- Communicate high expectations for every student.
- Endeavor to motivate our students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning.
- Support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment.
- Provide assistance to families on what they can do to support their child's learning.
- Relentlessly help every student to succeed.

Hilliard Comstock Middle School Staff



Comstock “Chill” Skills

I Calm Myself - aka - “Chillin” – Just Breath

I take three deep breaths to help calm myself when I am feeling upset or anxious. Purposeful breathing helps to calm the mind and body by bringing in oxygen and turning our focus away from our source of anger or anxiety. Our body and mind become quite and we are able to calm ourselves.

“Breathing in, I calm body and mind. Breathing out, I smile.” ~ Thich Nhat Hanh

“Feelings come and go like clouds in a windy sky. Conscious breathing is my anchor.” ~ Thich Nhat Hanh

I Visit My Personal Haven - Retreat, Relax, Recharge

My Personal Haven is a shelter, a refuge, a retreat. This is a place where I am safe and secure. My Personal Haven can be a real place or a place that I see only in my mind. My place of safety allows me to hear myself and to understand how I feel. In my Haven I feel secure in myself.

I Tune-In

I make a conscious effort to hear your words and to understand your meaning. I pay attention by looking directly at your eyes, setting aside my distracting thoughts. I show that I am listening by using appropriate body language such as nodding occasionally and making small comments such as “Yes” and “Uh huh”. I reflect on what is being said and ask questions (after you have made your point). I respond with honesty but always assert my opinions with respect.

I Use My Words

I am able to speak my mind in a kind and careful way. I am able to choose my words carefully to encourage others, and to help us feel connected to each other. I do not need to use my words to divide us or to offend you. I can use my words to share how I feel and to help resolve conflicts.

I Have Patience

I am secure enough with who I am to give up control and allow events to unfold. I am able to smile through my boredom and do not become disrespectful. I find peace in knowing that my perseverance and patience will turn into future reward.

“If you don't get everything you want, think of the things you don't get that you don't want.” ~Oscar Wilde

I Let-It-Go

I let the little things go. I don't let unkind words and actions affect me. I am able to ignore the small issues and let them go without turning them into big issues. I am in control of myself and of my actions. I take responsibility for how I feel.

EXPECTED SCHOOLWIDE BEHAVIORS

There are three guiding values at Comstock: safety, respect, and responsibility. Examples of what students and staff can do to practice these in different areas of the school are listed below:

AREA / EXPECTATION	SAFETY	RESPONSIBILITY	RESPECT
All School Areas	Tobacco products must be kept off all district property Keep toys, rubber bands, water pistols, & other nuisance items at home Keep water off of floors Keep your hands, feet , & other objects to yourself	Keep cell phones off and put away from 8:00-2:34 Clean up after yourself Throw away papers and wrappers. Pick up and throw away litter, and encourage your friends to do the same. Use drinking fountains appropriately	Electronic games are distracting to yourself and others. Keep them at home. Use kind words and actions Respect property, yours and others Show affection in private, not in public Leave gum at home
Cafeteria & Lunch Tables	Walk at all times Eat only your own food	Wait patiently in line Put garbage in proper containers	Use good manners Clean up your area
Gym/Locker Room	Sit properly in bleachers Use equipment properly Keep food outside Secure valuables	Show good sportsmanship Return equipment to designated area Use only your own locker. Make sure your locker is fully locked!	Be a team player; encourage others Wait your turn and don't crowd at the lockers
Assemblies & Other Special Events	Sit quietly during the presentation Wait for dismissal	Focus on presentation Be an "active listener"	Listen responsibly Applaud appropriately
Library & Computer Labs	Keep hands and feet to yourself Use chairs and tables appropriately	Return materials to proper places on time Use Internet appropriately, print only what's needed Keep food & drink outside	Use kind words and actions Respect property, yours and other
Hallways	Walk at all times Keep hands and feet to yourself Move to class on time	Eat outside, not in the hallways Follow staff directions	Use an "inside voice" Keep food and drinks in the Quad
Office Areas and Student Services	Use chairs and tables appropriately Stay behind counter and central area—not in the teacher's work area or mailroom	State your purpose politely when coming to the office & sign in Have a pass from your teacher Obtain permission to use the phone, only for an emergency or illness	Speak quietly; others are working Use kind words and actions
Restrooms	Keep water in sink Wash hands Put towels in garbage	Flush toilets Inform adults of vandalism	Give people privacy Respect property, yours and others
Bicycles, Skateboarders, and Walkers	Walk and ride bikes safely Wear helmets Secure bicycles and skateboards	Use other's property only with their permission Pick up all litter—even if it's not yours	Use kind words and actions Respect property: the school's, your own, and others'
Bus Area & Buses	Do not block front doors Stay on the sidewalk	Wait in line patiently, without pushing Keep the area clean	Use kind words and actions Respect bus drivers

DISCIPLINE / CONSEQUENCES

Discipline consequences for students who are unable to follow the school rules range from a verbal warning to suspension/expulsion. The following information is provided as an explanation of the possible consequences. Specific consequences are assessed based on the individual situation.



FRIDAY SCHOOL (After-School Detention)

Friday school takes place every Friday in the Library from 3:00 to 4:00 p.m. It can be assigned by a school administrator or the Attendance Office for the following: inappropriate behavior, excessive tardies, unexcused absences, failure to serve detention or previously assigned Comstock Academy. Students must bring class work and materials to complete during Comstock Academy. Staff will use restorative practices to help students reflect on behavior and make goals for improvement. Failure to serve detentions may result in suspension from school or other disciplinary action.

LUNCH DETENTION

Lunch detentions take place each Tuesday and Thursday. It can be assigned by a school administrator or the Attendance Office for the following: inappropriate behavior, excessive tardies, or unexcused absences. Staff will use restorative practices to help students reflect on behavior and make goals for improvement. Failure to serve detentions may result in more serious consequences. Lunch will be served.

CLASS SUSPENSION

Should a student become a severe discipline problem in class, the teacher has the right to suspend the student from that class for up to 2 days. There will be a teacher conference with the parent/guardian to formulate a plan for the future.

SCHOOL SUSPENSION

A student, when suspended, must remain at home or be in the presence of a guardian. In addition, the student must remain away from the school grounds of any school and shall not be allowed to participate in or attend any school-sponsored activities such as athletic activities, school dances, or music performances for 20 days. For suspensions of 3 days or more class work will be requested by the Attendance Secretary. The parent/guardian is responsible for picking it up and the student is required to return completed assignments to teachers upon returning to school.

IN SCHOOL PLACEMENT

In lieu of suspension from school the student is removed from his/her regular instruction program due to violation of school discipline policies or violation of the Education Code. The student is placed in the Main Office or the library for the remainder of the day assigned. Classroom assignments are provided by the teacher for the student to complete during ISP.

LOSS OF PRIVILEGE LIST

The Loss of Privilege List (L.O.P. List) is for those students who are ineligible to attend school activities or after-school activities due to their inability to behave appropriately and follow school rules.

The LOP List begins with the first day of school until the end of the first quarter, and then starts up again with the start of the next quarter. Each quarter begins with a "clean slate". Students lose their privileges with their first suspension or third misbehavior referral.

GROUNDS FOR SUSPENSION AND/OR EXPULSION

A student may be suspended or expelled for acts which are enumerated if the act is related to school activity or attendance which occur at any time including but not limited to any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the snack break and lunch period, whether on or off campus.
4. During, or while going to or coming from, a school sponsored activity.

Subject to the limitations contained in Board Policy 5114.1, a student may be suspended or recommended for expulsion if the Superintendent or the Principal of the school in which the student is enrolled determines that the student has committed one of the following violations:

48900(a)	Caused, attempted to cause, or threatened to cause physical injury to another person.
48915(a) (1)	Calls for mandatory expulsion recommendation if the injury is serious and not in self defense.
48900(b)	Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.
48915(a) (2)	Calls for mandatory expulsion recommendation for possession of a knife, explosive, or other dangerous object.
48915(c) (1)	Calls for mandatory expulsion recommendation for possession, sale or furnishing of a firearm.
48915(c) (2)	Calls for mandatory expulsion recommendation for brandishing a knife.
48900(c)	Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant.
48900(d)	Offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage, an intoxicant of any kind, and then sold, delivered or furnished another liquid, substance or material and represented it as a controlled substance, alcoholic beverage or intoxicant of any kind.
48915(a) (3)	Calls for mandatory expulsion recommendation for sale of controlled substances.
48900(e)	Committed or attempted to commit robbery or extortion.
48915(a) (4)	Calls for mandatory expulsion recommendation for robbery or extortion.
48915(a) (5)	Calls for mandatory expulsion recommendation for assault or battery upon a school employee.
48900(f)	Caused or attempted to cause damage to school or private property.
48900(g)	Stole or attempted to steal school or private property.
48900(h)	Possessed or used any tobacco containing product.
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity.
48900(j)	Possessed, offered, arranged or negotiated to sell drug paraphernalia.
48900(k)	Disrupted school activities or willfully defied the rightful authority of school personnel.
48900(l)	Knowingly received stolen school or private property.
48900(m)	Possession of an imitation firearm.
48900(n)	Committed or attempted to commit a sexual assault or sexual battery.
48915(c) (4)	Calls for a mandatory expulsion request for committing or attempting to commit sexual assault or sexual battery.
48900(o)	Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness.
48900(q)	A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person, may suffer suspension, but not expulsion, pursuant to the provisions of this section.
48900 (r)	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
48900.2	Committed sexual harassment.
48900.3	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
48900.4	Intentionally engaged in harassment, threats or intimidation that is sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating or hostile educational environment.
48901.5	Possessed or used any electronic signaling device, including but not limited to paging and signaling equipment, while on campus or while attending any school sponsored activity.
32051	Engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace.

32261 (f)	As used in this chapter, “bullying” means one or more acts by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4.
32261 (g)	As used in this chapter, an “electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to , a telephone, wireless telephone or other wireless communication device, computer, or pager.
35183 (b)	The Governing Board prohibits district students from wearing gang-related apparel, based on its determination that this policy is necessary for the health and safety of the school environment. To further discourage the influence of gangs, the Superintendent or designee shall ensure the school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, including wearing, carrying or displaying gang regalia or making gang-related gestures, staff shall so inform the parent/guarding, and the student may be subject to disciplinary action.

For detailed descriptions of the California Education Code please reference the *Desktop Edition of the California Education Code*.

DRESS CODE

In accordance with State law, we may insist that a student remove or change articles of clothing which may be a danger to the student's health or safety, or disrupt or interfere with the normal operation of the school or classroom. Please be aware that we consider the following to be unsafe, inappropriate or disruptive clothing.

THE FOLLOWING ITEMS SHOULD BE LEFT AT HOME AND ARE NOT PERMITTED AT SCHOOL:

All Items listed below will be confiscated by school personnel and the parent/guardian will be held responsible for picking up the item from the Main Office.

Hats are not to be worn at school and must be in lockers during school hours. Hoods are not to be worn on campus. No nets, curlers, bandanas, head rags, beanies, etc. For safety reasons, it is important for staff to be able to identify any non-students who may be on campus. Therefore, the wearing of hats, hoods or any other head covering on campus during school hours is prohibited, unless approved by a licensed physician or campus administrator.

Miniskirts, skirts with high slits, short shorts, fish net tops, bare midriff shirts/blouses, spaghetti straps, tank tops with sleeves less than two inches wide, halter tops or shirts/blouses with scooped arm holes and no sleep attire.

Items that depict display or refer to drugs, alcohol, weapons, violence, or lewd pictures/messages, including buttons, patches, etc.

Professional teams sport attire except for SRCS sport logos.

Slippers or bare feet -- shoes must be appropriate for school. Tennis shoes & socks must
Be worn for P.E.

Backpacks and school bags must not have inappropriate writing or patches.

ALL underwear must be covered at all times (no bra straps, boxers, etc. showing).

ALL pants and shorts must be hemmed, must fit without a belt (although a belt may be worn)
And must not sag, bag or drag on the ground. Nothing may hang from belts or pants (no hats, rags, bandanas, chains, belts, etc.)

Santa Rosa City Schools AR 5114.16 states, "For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts which may be threatening or criminal, and which may include such behaviors as intimidation, threats, and violence."

The wearing of clothing; marking on one's own skin (tattooing); writing on books, papers and backpacks; and words or gestures not related to the curriculum which may be associated with gangs are not allowed and include:

No red or blue bandanas, red or blue shoe laces, red or blue belts, belt buckles with the numbers 13, 14 or initials, three or four dots, hand signs indicating 13 or 14 or known gang signs; inflammatory gang related terms. No more than one article of clothing in red or blue may be worn at one time. Please reference the Hilliard Comstock School Safety Plan for further descriptions. Every effort will be made to address gang related issues from an educational, counseling perspective and to communicate to parents about concerns.

GUM

Gum is absolutely **not** allowed on campus. Students found chewing gum are assigned campus clean up detail. Multiple gum infractions will lead to more serious disciplinary actions.

MARKERS

Students are not allowed to have permanent markers on campus, specifically the *Sharpie* brand. Markers used for class projects/assignments should be non-toxic and washable. Permanent markers found in the possession of students will be confiscated and the student will be referred to an administrator for appropriate action.

ELECTRONIC DEVICES

Electronic devices such as iPods, MP3 & CD players, laser pointers and PSPs are **not** allowed to be used on campus during school hours (7:45 am to 2:45 pm) unless authorized by a teacher or administrator for educational purposes. Electronic devices will be confiscated and kept in the Main Office for the parent/guardian to pick up. The school is **not** responsible for the damage or loss of electronic devices.

CELL PHONES & OFFICE PHONES

Cell phones must be turned off from 7:45 a.m. to 2:45 p.m., unless directed by a teacher or staff for instructional use. Students attending the After School Program or school tutorials must keep their cell phones off until the end of the activity. Cell phones used during class, snack break or lunch will be confiscated, brought to the office, and returned only to the parent/guardian.

The office telephones are not available for student use except when you are called to receive a message from a parent. Phone messages should only be called in for the most urgent cases.

HARASSMENT/SEXUAL HARASSMENT

You have a right to be free from harassment/sexual harassment at Comstock Middle School and it is expected that you will not harass or sexually harass anyone. Significant discipline consequences will result for anyone engaging in harassment or sexual harassment.

Harassment is defined as any behavior that invades the rights of a pupil or group of pupils by creating an intimidating or hostile educational environment.

Sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome, and not asked for. Sexual harassment is a form of sexual discrimination in education or employment which may be:

1. Physical, such as unwelcome touching or interference with movement,

2. Verbal, such as epithets, derogatory comments or slurs,
3. Visual, such as the display of derogatory cartoons, drawings, or posters.

If you are feeling harassed by anyone at school be sure to inform an adult right away!

SEARCHES

The school administration has the right to search a student and their possessions if there is a belief that inappropriate items such as drugs, alcohol, weapons or stolen property have been brought on campus. Lockers are the property of the school and may be searched at anytime.



SCHOOL PROCEDURES

ATTENDANCE

COMING OR LEAVING CAMPUS

HCMS is a closed campus. Once you arrive on campus, you may not leave without permission. Students must check out with the Attendance Office when leaving and/or returning to school. A dated note signed by your parent/guardian stating the time and reason for leaving is required. The note must be given to the Attendance Secretary before school begins.

A child may not be released to anyone other than a parent, guardian, or a person listed on the student's Emergency Card. Identification will be required when picking up the student.

If someone other than those listed on the card arrives at the school to pick up a child, the child will not be released.

Adults must report to the office, not the classroom. Children must be picked up in the office.

Medical/dental appointments SHOULD be scheduled outside of the school day.

ABSENCES

The Attendance Office should be called with the reason you are absent. If a reason for the absence is not communicated to the school, an automated message will notify your parent/guardian that you were absent. All absences must be verified by the parent/guardian with either a phone call or a written note. The note should contain the date(s) of absence, reason for absence and a parent/guardian signature. Consequences for frequent absences could result in being assigned Comstock Academy and/or referral to the Child Welfare & Attendance Office of the Santa Rosa City Schools.

You **MUST** be present for **FOUR** periods to be eligible to participate in any school related function scheduled for that day. This includes but is not limited to athletic events, dances, clubs, After School Program, etc.

TARDIES

Any student arriving 30 minutes late to 1st period must report to the Attendance Office before going to class. Students “cutting class” or persistently late will be referred for disciplinary action.

Students have four minutes to pass from class to class or return from lunch. All students are expected to be on time to every class.

CONSEQUENCES

Students will get a VERBAL notification and a PINK reminder slip that they have received an official tardy and it will be documented on the student record.

Failure to serve tardy detentions will result in further disciplinary action.



VISITORS

Comstock is a closed campus and student visitors are not permitted on or near the school campus during regular school hours. Parents and other adults are always welcome and are encouraged to visit at any time. Anyone wishing to come on campus must check in at the office to receive a Visitor's pass.

PERSONAL CELEBRATIONS

We support families bringing gifts including food for student celebrations. In order to maintain a rigorous academic environment, items will be held in the office during class time. Students can share treats at break and lunch in designated eating areas.

CHANGE OF NAME, ADDRESS, PHONE OR TRANSFERRING

HCMS (528-5266) must have your correct address and name at all times. In case your parent/guardian uses a post office box for their mail, be sure to give both house address and mailing address. Any change of name, address, telephone number, or if you are transferring to another school MUST be reported to the Attendance Office.



MEDICATION

The school must receive a completed Permission for School Personnel to Give Medication form which includes a written statement from the child’s physician detailing the method, amount and time schedules by which such medication shall be taken. The form must be signed by the parent and by a doctor and brought to the office to be kept on file.

Any medication to be administered to a child during school must be brought to the school office in its original container with the prescribed dosage.

BICYCLES

Helmets are required by California State law for students who ride their bicycles to school. Bike racks are provided on the south side of the campus. Upon arrival on school grounds lock your bicycle to the bike rack inside the bike cage, which is locked during the school day. The school is not responsible for lost or stolen bicycles.



SKATEBOARDS, ROLLERBLADES & SCOOTERS (manual or motorized)

Skateboards, rollerblades and scooters should be used off campus only. If these items are brought to school, they must be locked in the student's locker or stored in the Main Office. They must be walked or carried off

campus at the end of the day. If these items are used on the campus they will be confiscated and the item will only be released to a parent/guardian.



CAFETERIA/LUNCH

The cafeteria offers students a nutritious breakfast and lunch program. For families who qualify, free or reduced breakfast and lunches are available. Contact the Main Office or the cafeteria for an application or more information.

To help maintain a clean campus, students must remain seated when eating or drinking. Dispose of trash and stay in designated areas. Students are not allowed to eat behind the gym or in the fields.

LOCKERS

Students will be assigned two lockers at school. One of the lockers will be an outside locker for storage of books, lunches, and extra clothing. The other locker will be issued to you in P.E. class to store your P.E. clothes. You are only allowed to use school locks purchased at school.

You are not to share your locker, your combination or key with any other student. Sharing a lock result in an administrative detention.



Locks: For proper control and campus safety, the school requires that only school-issued locks be used on school lockers. Locks are available free of charge; however all locks must be returned to the school at the end of the year. If a student fails to return the lock to the school in working order, the student will be required to pay the school \$12.00 for a replacement lock.

The school assumes no liability for loss from lockers. Neither the school district nor the school has insurance to cover a loss, and assumes no liability for personal loss. DO NOT leave money or valuables in your lockers.

ID CARDS

Each student will be issued an ID card. Students will need their card to receive textbooks or to check out library materials. Students should have their IDs with them at all times when on campus.

LOST AND FOUND

Please put your full name in ink on all of your possessions. Lost and found articles of clothing are placed in a bin around the corner from the Student Store. Lost books are returned to the Library. Valuables such as jewelry, wallets, purses, locker keys, eye glasses, etc., are turned in to the Main Office.

LIBRARY

Library hours are posted on the library door. The library is open for student use before school, at lunch and after school as per the posted schedule. Hall passes are required during class time. Students are limited to check out two library items at a time for a three-week period. Encyclopedias, special references or reserve books are for overnight check-out only, and must be returned to the library before school the following day. Books may be renewed twice provided no one has requested the book. However, you will not be allowed to check out more items if any are overdue. Fines will be charged for lost items.



TEXTBOOKS

You are responsible for all textbooks and library books issued to you. You will be charged for all lost and

Damaged books. All textbooks are required to be covered. Unpaid fines will result in the withholding of yearbooks, report cards, and year-end activities.

PROGRAMS

RENAISSANCE PROGRAM

The mission of the Renaissance Program at Comstock is to create a "Renaissance" or "re-birth" in education. The program promotes and recognizes academic achievement, improvement and attendance.

- Gold: Students who receive a 4.0 GPA for the semester will receive a Renaissance Gold Card.
- Silver: Students who maintain between a 3.0 and 3.9 GPA with no F's for the semester will receive a Renaissance Silver Card.
- Purple: Students who maintain between a 2.5 and 2.99 GPA with no F's for the semester will receive a Renaissance Purple Card.
- White: Students who have perfect attendance for a semester or have improved by .50 GPA, will receive a Renaissance White Card.

REPORT CARDS

Grades are reported every Quarter (9 weeks). Semester grades (official transcript grades) will be mailed home at the end of each Semester.

A = Outstanding B = Above Average C = Average D = Barely Passing/Unsatisfactory F = Not Passing

PROGRESS REPORTS

Informal progress reports can be requested directly from the classroom teacher. Students with a grade lower than a C in any subject area may request the Weekly Progress Report through the Counseling Office.

TUTORIALS

If you are struggling in a subject area tutorials will be available throughout the school year. If you Earn a grade of C or lower you may be required to attend lunch or after school tutorials. The Tutorial schedules will be posted around campus and in classrooms.



BEST COUPONS

Best Coupons will be distributed to students by teachers and staff for exemplifying the Comstock Guiding Values of Safety, Responsibility and Respect in action. Students deposit coupons in the box in the Main Office. The Principal draws coupons daily and recognizes the students during the morning announcements.

ATHLETICS & STUDENT ACTIVITIES ELIGIBILITY

In order to participate in athletics, Leadership, class office, or similar activities, a student must:

- 1 Have a "C" average (2.0) in the grading period prior to participation.
- Maintain a "C" average (2.0) during the time the student participates in the activity.
- Meet all other eligibility requirements established by the athletic director.
- Maintain appropriate behavior, conducive to a positive school environment.
- Not have been suspended from school in the past 20 days.



PHYSICAL EDUCATION

PE Clothing: For hygiene, safety, and student identification/recognition purposes, students enrolled in Physical Education (PE) will be required to dress in PE clothing, which shall consist of purple and gold shorts and t-shirts. Common colored shirts and shorts are available for purchase from the school; however, no student will be denied participation in PE nor will any students' grades be adversely affected due to the

fact that the student does not have the PE clothing due to circumstances beyond the student's control. At the end of the year, purchased attire may be kept by the student or donated to the school. In addition, athletic type socks and athletic type shoes are required. Sweatshirts and sweatpants are optional.

PARTICIPATION EXCUSE

To be excused from physical education a note is to be sent by your parent or guardian to the P.E. teacher. Notes from parents to excuse you from P.E. are valid for a maximum of 3 days. Students who are excused by a parent are still required to dress for P.E. Anything after 3 days will be excused only by a physician's note. Physician's note should be given to the Main Office.

EXTRA CURRICULAR ACTIVITIES AND CLUBS

At Comstock, our mission is to inspire our students to be global thinkers who will thrive in the 21st Century. We are devoted to developing academic excellence, creating a nurturing environment, and fostering an innovative approach to learning. We aim to cultivate in students a desire to understand their world more deeply, an ability to think critically, a capacity for tolerance, and an appreciation of the cultural diversity in our world. Our extracurricular opportunities and clubs provide experiences for our students to develop as citizens. All of our extra-curricular activities and clubs are open to all students; they will be led by faculty members and will meet either during break, lunch or after school.

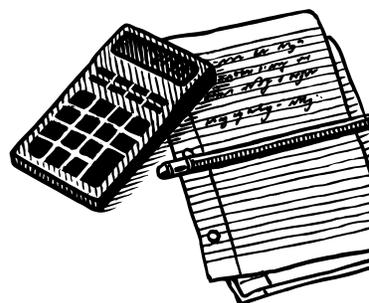
AFTER SCHOOL PROGRAM

Boys & Girls Clubs of Central Sonoma County invites you to be part of Comstock's FREE After School Program! All students are eligible to enroll!

The After School Program begins on the first day of school!

THE BOYS & GIRLS CLUB PROGRAM PROVIDES:

- Homework help
- Language arts and math activities
- Exciting enrichment classes
- Fun Fridays to celebrate a week of excellence
- Supervision in an academic and recreational setting



STUDENT EXPECTATIONS

The After School Program is an extension of the regular school day. Regular school discipline policies and consequences will be enforced. All participants are required to demonstrate Comstock's Guiding Values of Responsibility, Safety and Respect.

REGISTRATION

Forms are available for you in the Main Office or through the Boys & Girls Club office. Enrollment is on a first-come first-serve basis. Return your completed form with your parent/guardian signature to the Main Office.

PROGRAM HOURS

Monday through Friday from 2:45 – 6:00 p.m.

ATTENDANCE

On the registration form it should be specified what days you will attend. Attendance will be taken by staff every day. Students that are not absent from school and are designated to participate in the After School Program should report to the After School Program area and check in with a supervisor. If you have a special circumstance or activity that requires you to leave early, an Early Release Authorization Form must be filled out, signed by a parent/guardian and submitted to the After School Program office. ID may be required before student is released.

SNACK

A daily snack is provided. You are permitted to bring food from home, but you are not permitted to leave school grounds to purchase snacks from off campus vendors.

RELEASE

Students must be picked up promptly by 6:00 p.m. The student is to be picked up and signed out by a parent/guardian with a teacher or Site Coordinator.

- Students that walk home are dismissed at 6:00 p.m. and must have parent/guardian permission.
- Any changes in pick-up procedure must be submitted in writing to Site Coordinator.

If you have any questions about the after school program, please contact our office and we would be happy to help you.

Student Use of Technology at Hilliard Comstock Middle School

Hilliard Comstock Middle School (HCMS) uses an online system for schools called: *Google Apps for Education* (Google Apps). Google Apps is a suite of free applications created for education, that include email, document creation, collaboration tools, and thousands of learning applications. Use of a Google Apps account will enable your child to have access to these learning tools at school, and from any Internet connected computer outside of school, so that your child can learn from anywhere, at any time.

For your child's online safety and privacy, access to Google Apps through HCMS, is only accessible through the @hcmsapps.com domain, which is owned and managed by HCMS. Student email in HCMS Google Apps accounts is filtered for objectionable content, can be monitored by HCMS staff, and has been restricted to allow students to send or receive email *only* to and from other HCMS students and staff.

Upon registration at HCMS, your child's protected school Google Apps account, including email, is created and students begin using their accounts when school begins. Please read the attached [HCMS Acceptable Use Policy for Technology](#) with your child and support us in teaching our students to use technology in a responsible manner.

If you do NOT want your child to have a Google Apps school account, please contact the office so we can discuss alternatives for your child.

We are delighted to be providing these 21st Century learning tools for our students. Please feel free to contact me with any questions or concerns.

Hilliard Comstock Middle School Acceptable Use Policy for Technology

Student Google Apps accounts are to be used for school projects only. Students have First Amendment rights to free speech, but Google Apps, sites, blogs, and email, as accessed through our @hcmsapps domain, are not public forums. They are extensions of classroom spaces, where student free speech rights may be limited. If a student posts something via email or on a web page, that disturbs the learning environment, that student's right

of speech may be limited. HCMS administrators will decide what conduct is “inappropriate use,” if such conduct is not specified in this Policy.

As a party of the Agreement with Google, HCMS maintains the right to withdraw access and use of Google Apps if there is reason to believe that violations of law, HCMS Policies, or Santa Rosa City Schools District Policies have occurred.

HCMS teachers and administrators have access to monitor student Google Apps accounts. Nothing students do in the Google Apps system is anonymous or private.

Students agree to abide by these HCMS Acceptable Use of Technology Practices:

- I will not post personal contact information about myself or other people. That includes last names, addresses and phone numbers.
- I will not send or display offensive or inappropriate messages, pictures or language.
- I will not harass, threaten, insult, or attack others.
- I will notify an adult immediately if I encounter material that violates appropriate use.
- I will not damage or do things that might damage computers, computer systems, computer networks, or data
- I will follow copyright laws. - I will cite sources for material from the Internet. - I will not post or redistribute copyrighted material without permission of the author.
- I will not misrepresent other HCMS staff, students, or anyone else.
- I will not use others’ passwords or share my password, or anyone else’s with others.
- I will not trespass in others’ folders, work or files.
- I will not attempt unauthorized access to computer systems, networks, data, or anyone else’s Google Apps account.
- I will not buy, sell or advertise anything through my Google Apps account or when
- Using the HCMS network.
- I will not download software or files for installation or storage on HCMS computers and I will not change computer settings unless directed to do so by a teacher.

Parents Understand: I, as a parent, recognize that it is impossible for HCMS to restrict access to all controversial materials, and I will not hold HCMS responsible for materials acquired on the HCMS network or the Google Apps domain, @hcmsapps.com.

**DECLARATION OF AGREEMENT:
Acceptable Use Policy for Technology at HCMS**

STUDENTS AGREE:

I have read the HCMS Acceptable Use Policy for Technology and agree to abide by its guidelines for use of my @hcmsapps.com Google Apps account. I understand that violation of these provisions may constitute suspension or revocation of system access and related privileges.

Student signature: _____ DATE: _____

Uso de Estudiantes de Tecnología de Hilliard Comstock Middle School

Hilliard Comstock Middle School (HCMS) utiliza un sistema en línea para las escuelas se llama: Google Apps para educación (Google Apps). Google Apps es un conjunto de aplicaciones gratuitas creadas para la educación, que incluyen correo electrónico, creación de documentos, herramientas de colaboración, y miles de aplicaciones de aprendizaje. El uso de una cuenta de Google Apps le permitirá a su hijo a tener acceso a estas herramientas de aprendizaje en la escuela y desde cualquier ordenador conectado a Internet fuera de la escuela, por lo que su hijo puede aprender desde cualquier lugar, en cualquier momento.

Para la seguridad de su hijo en línea y la privacidad, el acceso a Google Apps a través HCMS, sólo es accesible a través del dominio @ hcmsapps.com, que es propiedad y está gestionado por HCMS. Estudiante de correo electrónico de las cuentas de

Google Apps HCMS se filtra el contenido objetable, pueden ser monitoreados por el personal HCMS, y se ha limitado a permitir a los estudiantes para enviar o recibir correo electrónico sólo desde y hacia otros estudiantes HCMS y el personal.

Tras el registro en HCMS, cuenta de Google Apps escuela protegida de su hijo, incluyendo correo electrónico, se crean y los estudiantes comienzan a usar sus cuentas cuando comiencen las clases. Por favor, lea la Política de Uso Aceptable HCMS adjunto de Tecnología con su hijo y que nos apoyen en enseñar a nuestros estudiantes a utilizar la tecnología de manera responsable.

Si usted no quiere que su hijo tenga una cuenta de Google Apps escuela, por favor póngase en contacto con la oficina para que podamos discutir alternativas para su hijo.

Estamos encantados de proporcionar estas herramientas de aprendizaje del siglo 21 para nuestros estudiantes. No dude en ponerse en contacto conmigo con cualquier pregunta o preocupación.

Hilliard Comstock Middle School Política de Uso Aceptable de Tecnología

Estudiante cuentas de Google Apps deben ser utilizados únicamente para proyectos escolares. Los estudiantes tienen los derechos de la Primera Enmienda a la libertad de expresión, pero Google Apps, sitios, blogs y correo electrónico, acceder a través de nuestro dominiohemsapps, no son foros públicos. Ellos son extensiones de espacios en el aula, donde pueden ser limitados los derechos de libertad de expresión de los estudiantes. Si un estudiante Mensajes algo por correo electrónico o en una página web, que perturba el ambiente de aprendizaje, a la derecha del discurso de ese estudiante puede ser limitada. Administradores HCMS decidirán qué conducta es "uso inadecuado", si tal conducta no se especifica en esta Política.

Como parte del acuerdo con Google, HCMS mantiene el derecho a retirar el acceso y uso de Google Apps si hay razones para creer que se han producido violaciones de la ley, Políticas HCMS o Políticas Santa Rosa City Schools del Distrito.

Maestros y administradores HCMS tienen acceso para monitorear estudiantes cuentas de Google Apps. Nada hacen los estudiantes en el sistema de Google Apps es anónima o privada.

Los estudiantes se comprometen a respetar estos HCMS Uso Aceptable de Prácticas de Tecnología:

- No voy a publicar información de contacto personal sobre mí mismo oa otras personas. Eso incluye apellidos, direcciones y números de teléfono.
- No voy a enviar o mostrar ofensivos o inapropiados mensajes, imágenes o lenguaje.
- No voy a acosar, amenazar, insultar, o atacar a otros.
- Voy a notificar a un adulto inmediatamente si encuentro material que viole el uso apropiado.
- No voy a dañar o hacer cosas que puedan dañar los equipos, sistemas informáticos, redes informáticas, o datos
- Seguiré las leyes de copyright. - Voy a citar las fuentes de material de Internet. - No voy a publicar o redistribuir el material con derechos de autor sin el permiso del autor.
- No voy a tergiversar otro personal HCMS, estudiantes, o cualquier otra persona.
- No voy a utilizar contraseñas de otros o compartir mi contraseña, o cualquier otra persona que es con los demás.
- No voy a entrar ilegalmente en carpetas, trabajo o archivos de otros.
- No voy a intentar el acceso no autorizado a sistemas informáticos, redes, datos, o cuenta de Google Apps de ninguna otra persona.
- No voy a comprar, vender o anunciar cualquier cosa a través de mi cuenta de Google Apps o cuando usando la red HCMS.
- No voy a descargar el software o los archivos para la instalación o almacenamiento en ordenadores HCMS y no voy a cambiar la configuración del equipo a menos que así lo indique el profesor.

Los padres a entender: yo, como padre, reconozco que es imposible para HCMS para restringir el acceso a todos los materiales controversiales, y no voy a celebrar HCMS responsable de los materiales adquiridos en la red HCMS o el dominio de Google Apps, @ hemsapps.com.

DECLARACIÓN DE ACUERDO: Política de Uso Aceptable de Tecnología en HCMS

ESTUDIANTES DE ACUERDO: He leído la Política de Uso Aceptable HCMS de Tecnología y estoy de acuerdo con sus directrices para el uso de mi @ hemsapps.com cuenta de Google Apps. Entiendo que la violación de estas disposiciones puede constituir la suspensión o revocación de acceso al sistema y privilegios relacionados.

