



# **HILLVIEW WARRIORS**

## **HILLVIEW JUNIOR HIGH SCHOOL “HOME OF THE WARRIORS”**

### **PARENT HANDBOOK**

333 Yosemite Drive  
Pittsburg, CA 94565  
Telephone: 925.473.2380  
[www.pittsburg.k12.ca.us/hillview](http://www.pittsburg.k12.ca.us/hillview)

**Heidi Leber**  
Principal

**Martha Campos-Lopez**  
Vice Principal

**Phil Lucido**  
Vice Principal

## **PRINCIPAL'S WELCOME**

At Hillview Junior High School, we envision a respectful and trusting student-centered environment with:

- Strong community-school connections
- Shared decision-making with the community as a norm
- Clear and high expectations
- A collaborative, cooperative, and safe learning and work environment
- Appreciation of our cultural and ethnic diversity
- Respect for individual differences
- Ongoing reflection, assessment, and evaluation of all facets of the learning community
- An integrated, interdisciplinary, meaning-centered curriculum accessible to all students

As a schoolwide program, our goal is to provide relevant, challenging work for all students as we link business, community and parents. We view parents as partners in providing experiences that are the foundation and support of learning. Our goal is to prepare our diverse student body with the knowledge and skills to face the challenge of living and working in the technological, information-based world of the 21st century. We will make significant improvements in test scores this year!

## **HILLVIEW JUNIOR HIGH SCHOOL'S MISSION**

Hillview Junior High School collaborates with students, parents, and community partners to prepare tomorrow's leaders for their future using the strategic approach of developing critical thinking, emphasizing effective communication, and instilling accountability and independence.

**School Mascot: Warrior**

**School Colors: Blue and Gold**

**Hillview Junior High School Office Staff Directory**

**Phone: (925) 473-2380**

**Principal: Heidi Leber (925) 473-2382**

**Assistant Principal: Phil Lucido (925) 473-2383**

**Assistant Principal: Martha Campos-Lopez (925) 473-2384**

**Counselor: Joanna Aragon ext. 5137**

**Counselor: Deirdre Williams ext. 5138**

**Principal Secretary: Nancy Logaburn ext. 5130**

**Counseling Secretary: Diana Lopez ext. 5133**

**Attendance/Registrar: Cathy Matlock ext. 5134**

**School Secretary: Desiree Leslie ext. 5131**

**Media Clerk: Erica Loera ext. 5132**

**Parent Family Liaison: Fay Massey ext. 5139**

**Parent Volunteer Coordinator:  
Charlotte Zamora ext. 5132**

**Full Service Community Coordinator:  
Darren Gapultos ext. 5163**

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## **ACADEMIC SUPPORT**

### **AERIES Parent Portal**

AERIES is a web-based application designed to allow parents and students access to information such as grades, reports cards, attendance, tardies, etc. The application is **CRITICAL** because both parents and student need to know how they are progressing during the school year.

### **Report Cards and Progress Reports**

Grades are available at all times on AERIES Parent Portal. Quarter and semester grades are mailed home approximately a week after the end of the grading period. Progress reports are NOT mailed home but are available in AERIES.

## **ACADEMIC EDUCATIONAL PROGRAM**

### **AVID- Advancement via Individual Determination**

AVID is a college readiness program designed to increase school wide learning and performance. Emphasis is placed on personal responsibility, character building and answering the question "what do you want to do after high school?" Community, CSU, and UC colleges take note of student transcripts with AVID courses because AVID students' high success rate in college. Therefore, **AVID courses are a very prestigious addition to a student's transcript.** Students in AVID will work on areas such as:

- Organization/ Note taking skills
- Study/Test taking skills
- Social skills for academic success

## **ADDRESS UPDATES**

It is very important to keep your current address updated at all times. The only way to give, change or update an address is with a current utility bill from the residence you are living in with your name on the bill, if you are sharing or renting from someone there is a form to fill out that you can get from the Registrar office. The form needs to be notarized by a professional.

# ATHLETICS

We are currently partnered with the STS Academy and have the following sport seasons:

## ***Spring***

- Basketball boys and girls
- Soccer Boy's and Girl's

## ***Winter***

- Football Boys
- Volleyball Girls

## ***Fall***

- Softball Girls
- Track boys and girls

## **Eligibility**

For a student to be eligible for athletics, they must be enrolled 20 credits and maintain a minimum un-weighted grade point average (GPA) of 2.0 on the 4.0 point scale. A student not meeting the eligibility requirements is ineligible until the completion of the next grading period.

## **Game Day and Practice**

Students must attend a minimum of four (4) classes, except for a doctor or dental excused absence.

## ***Line of Communication***

1. Student athlete speaks with coach
2. Student/athlete and parent speaks with coach
3. Student/athlete and parent speak with coach and Athletic Director

## ***Spectator Sportsmanship***

The purpose of sportsmanship is to promote your team positively.

- Spectators are required to maintain a high degree of sportsmanship during athletic contests.
- Spectators must, at all times remain in the designated seating areas while a contest is in progress.
- No spectator is allowed to confront an official, coach, or player before, during, or after an athletic contest.
- The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.

For questions regarding athletics given by STS please contact Todd Munson: (925) 382-8320

## ATTENDANCE

To be successful in school, a student must attend classes daily. Meeting class attendance requirements helps instill concepts of self-discipline, exposes students to group interactions with teachers and fellow students, enables the students to hear and participate in class discussions, and involves the student in educational experiences.

If your student is going to be absent from school, the parent/guardian must phone the Attendance Office and state the reason for the absence. The attendance line number is 473-2380 Ext 5134

All absences must be cleared within **72** hours from the date of absence. If clearance is not obtained within this time period, makeup privileges for work missed may be denied. We encourage you to clear an absence(s) within the same day the student is absent. If no notification is given to the attendance office, then parents will receive a phone call from a computerized system to notify/remind the parents of a student's absence. Parents may also excuse their student's absence with a written letter/note to the office.

Excessive absences and unexcused absences, excused and others, will be referred to the School Attendance Review Board (SARB).

### ***Excused Absences (per California Education Code 48205)***

- Illness
- Medical/Dental appointments
- Religious Holidays
- Court Appearances
- Funeral Services (1 day in state/ 3 days out of state)

### ***Unexcused Absences/Truancy***

- Tardiness over 30 minutes
- Absences not cleared within 72 hours
- Vacations/Personal
- Leaving campus without permission

\* Students must sign in and out in the Attendance Office whenever coming or leaving campus during the school day for any reason, including being late to 1<sup>st</sup> period.

- To clear an absence a parent or guardian must call the attendance office. Absences not cleared after **72 hours** will be recorded as unexcused.
- Students leaving for appointments during the school day must:
  - Have a parent call the attendance office prior to the time of the appointment
  - Pick up a pass from the attendance office
  - Sign out on the sign out sheet in the attendance office
  - Sign in upon return if returning the same day.
- Student coming to school late must:
  - Sign up on the sheet in the Attendance Office
- Students must obtain parent/guardian permission and sign out through the Attendance Office before leaving campus. Failure to follow these procedures will result in the absence recorded as a cut. Parents/guardian are unable to clear this type of absence after the fact.
- If a parent needs to excuse a student and the student is unaware that they need to leave, the parent should call the Attendance Office. The Attendance Office will locate the student and call them to the attendance office.

## BELL SCHEDULE

<b>Monday, Tuesday, Thursday &amp; Friday</b>	<b>Adjusted Wednesday</b>	<b>Minimum Day</b>
Zero Period    7:30a-8:20a	Zero Period    7:30a-8:15a	Zero Period    7:45a-8:20a
1 <sup>st</sup> Period      8:30a-9:27a	1 <sup>st</sup> Period      8:30a- 9:15a	1 <sup>st</sup> Period      8:30a-9:05a
2 <sup>nd</sup> Period      9:32a-10:26a	2 <sup>nd</sup> Period      9:20a-10:04a	2 <sup>nd</sup> Period      9:10a-9:40a
3 <sup>rd</sup> Period      10:31a-11:25a	3 <sup>rd</sup> Period      10:09a-10:53a	3 <sup>rd</sup> Period      9:45a-10:15a
4 <sup>th</sup> Period      11:30a-12:24p	4 <sup>th</sup> Period      10:58a-11:42a	4 <sup>th</sup> Period      10:20a-10:50a
Lunch            12:24p-12:54p	Lunch            11:42a-12:12p	5 <sup>th</sup> Period      10:55a-11:25a
5 <sup>th</sup> Period      12:59p-1:53p	5 <sup>th</sup> Period      12:17p - 1:01p	6 <sup>th</sup> Period      11:30a-12:00p
6 <sup>th</sup> Period      1:58p -2:52p	6 <sup>th</sup> Period      1:06p – 1:50p	

## BOARD OF EDUCATION

The Pittsburg Unified School District (PUSD) Board of Education (or “School Board”) establishes and approves school district budget and policy, hires the Superintendent, provides oversight of the schools in their educational mission, approves hiring of administrators, teachers and classified staff. The Board usually meets at 7:30pm on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at the school district office, at 2000 railroad Avenue. See the PUSD website at <http://www.pittsburg.k12.ca.us/> for agendas, minutes, and contact information for Board members.



## CAMPUS CLUBS

Hillview Junior High School offers a variety of clubs for our students which students are encouraged to participate. Anyone interested in starting a new club can pick up information in the Main Office. Please [visit our school website for a complete club listing & schedule of activities](#).

## CLOSED CAMPUS

Hillview is a closed campus! Once a student arrives at school at the start of the day, they may not leave until dismissal time. Students who must leave for medical appointments or other valid reasons must obtain a permit to leave campus from the attendance office prior to leaving. Parent cannot excuse students to leave for lunch.

## COMMUNICATION

At Hillview we want to partner with parent/guardians for the success of our students. To keep open the lines of communication we ask that you follow this procedure:

- Step 1: Student should discuss the concern directly with the teacher
- Step 2: Student and parent(s) should discuss the concern with the teacher
- Step 3: Contact the student's counselor with your concern
- Step 4: Contact the student's assistant principal with your concern
- Step 5: Contact the principal with your concern

## COUNSELING

Hillview provides a variety of counseling services including assistance in educational planning, monitoring of academic progress, intervention support to achieve school success, interpretation of standardized testing, personal guidance, and crisis intervention. In addition to individual meetings with students, the counseling department offers a comprehensive program with a special focus on each grade level.

Parents may schedule an appointment by calling Ms. Lopez, the counseling secretary, at 925-473-2380 ex. 5133.

Each student is assigned to a counselor based on alphabetical groupings according to the student's last name. Students may request an appointment with their counselor by signing up in the counseling office.

- [Mrs. Aragon](#) (925) 473-2380 ext. 5137 6<sup>th</sup> grade A-L / 7<sup>th</sup> grade
- [Mrs. Williams](#) (925) 473-2380 ext. 5138 6<sup>th</sup> grade M-Z / 8<sup>th</sup> grade

# INTERVENTION SERVICES

## Four Corners

With the goal of stopping the cycle of gang violence, Four Corners staff facilitates school-based sessions and support groups that help students learn how to express anger without resorting to violence. It provides a safe place where they can communicate their needs, feel heard and learn how to resolve issues peacefully.

## Lincoln Center

Students who are in need of clinical counseling are referred to the Lincoln Center. The Lincoln Center has therapists to provide services to students and also assist in conflict mediation and crisis counseling. The Lincoln Center is located at the Wellness Center in Portable 1. If you would like more information please call our Full Service Coordinator at (925) 473-2380 ext. 5163 and he will put you in contact with Lincoln Center representatives.

## John F. Kennedy University (JFK)

Students who are in need of clinical counseling are also referred to JFK. JFK has therapists who provide services to students and also assist in conflict mediation and crisis counseling. JFK also located at the Wellness Center in Portable 1. If you would like more information please call our Full Service Coordinator at (925) 473-2380 ext. 5163 and he will put you in contact with JFK representatives.

## DISCIPLINE

Our discipline policy and procedures are intended to promote consistent and fair treatment of all students in an atmosphere of open communication, self-discipline, clearly communicated rules and regulations.

### *Expectations of Our School Community*

In all instances, written documentation regarding the behavioral incident and subsequent parent/guardian communication should be submitted to the principal or administrator handling the incident. All disciplinary actions will be governed by the California Education Code and the Pittsburg Unified School District Board of Education.

For additional information on discipline policies and procedures [please review the Student Rights and Responsibilities Handbook](#), refer to School rules and discipline.

## **K-8 MANDATORY UNIFORM POLICY [BP5132(B)]**

The governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board recognizes that in order to promote student safety and discourage theft, peer rivalry and/or gang activity the Board may wish to establish a dress code requiring students to wear uniforms. Such a dress code shall be included as part of each school's safety plan. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students and maintain a positive school climate. When the plan to require uniforms is adopted, the Superintendent or Designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policies. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183) The school shall establish guidelines identified in the school dress code and school safety plan provisions whereby parents/guardians may choose not to have their children comply with an adopted school uniform policy which is contrary to their beliefs and/or exceptions deemed appropriate by the Principal. The Superintendent or Designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Uniforms are generally a white collared top (i.e. polo shirts) and navy blue bottoms (i.e. pants, shorts, skirts, jumpers). No jeans. Jackets should be solid navy blue, gray or white. Each school may require more specific attire. If you have any questions, please contact your student's school.

### **DRESS CODE**

The Governing Board believes that appropriate dress and grooming contribute to a safe and productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process. Please remember when purchasing school attire that school is a learning institution, not a fashion show. **Please note if a student violates the dress code parent will be contacted and student will be sent home to change.**

The following guidelines shall apply to all regular school activities:

- All clothing shall be within the bounds of decency and good taste.
- Clothing that expose the chest, tank tops with extended armholes are not prohibited.
- Shirts and shoes are required at all times. No bare midriffs or bareback, no low cut or revealing tops are allowed. No "off-the shoulder" garments are to be worn. No underclothing should be worn as outer clothing. No short-shorts/skirts.
- Inappropriate lettering, printing, message patches or messages on skin, clothing, are prohibited. These include any reference to drugs, alcohol, sex, tobacco, racial slurs, profanity, swastikas, confederate flag, or any disparaging remarks. Exception to the rule, religious or medical reason. (Administration approval required)

#### ***Details for Some Dress Code Rules:***

- 1) Hats, hoods or other non-religious head coverings are not to be worn in classrooms and hallways.
- 2) No bandanas of any color can be worn on any part of the body

- 3) Scarves may be worn on the head. They may not cover the entire head and they must be of a silk-type material to distinguish them from bandanas.
- 4) Skirts and shorts must be as long as the fingertips when the student's arms are at their sides. Administrators have discretion to allow variation.
- 5) Footwear- Bedroom slippers are not allowed.
- 6) Jewelry can be disruptive to the learning environment. Teeth grills are not allowed.
- 7) Pajamas and other sleepware are not allowed.
- 8) Clothing worn for P.E. participation may **not** be worn to other classes.

## **ELECTRONIC DEVICES**

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the pertinent district/school rules. Students may carry cell phones at school, but students CANNOT use them or have them on during instructional time, unless being used for instructional purposes as directed/permitted by the teacher. The district/school shall not be responsible for the loss or damage of a cell phone brought onto campus.

Since it is an invasion of privacy, cameras or camera phones, etc. **are not to be used at any time** in the locker rooms or restrooms. Any student caught misusing a cell phone (i.e. taking pictures, videotaping a fight and calling for non-student to come to campus) will be subject to disciplinary action.

## **FIELD TRIPS**

There are several different types of field trips offered to HJHS students. We offer trips as part of the academic curriculum of classes and those considered enrichment through extracurricular activities. Students not performing well in one or more classes or those who have poor attendance, teacher(s) may choose to not approve participation in the enrichment field trip. They may refuse to sign the permission form. If the field trip is of an academic nature and tied to classroom curriculum, the signed permission form is required as evidence of notification of the upcoming absence. ***Students must go and return on the bus and/or district transportation!***

## **FOOD SERVICES ON CAMPUS**

Food Service is available at Hillview before school from 8:00am-8:20 am and during lunch. Hillview strictly adheres to district, state and federal school lunch nutrition policies, which shapes our menus. Breakfast is FREE for ALL students regardless of family income! Students are required to show their student I.D. when ordering breakfast. Food and drinks in classrooms are severely restricted. The decision to allow food and drinks is at the individual teacher's discretion. Outside food sales are limited to clubs or classes and STRICTLY prohibited unless approved by the leadership team.

Note: Many families qualify to receive free or reduced lunch. To receive more information on this program stop by the main office or inquire on our website, the school district website, or contact Child Nutrition directly at 473-2364.

## GRADING

The purpose of grading is to communicate the level of achievement in the educational program to students, parents, institutions of higher learning, prospective employers, counselors, and other schools the students might attend. PHS uses the following grading symbols:

- A - Excellent Achievement
- B - Above Average
- C - Satisfactory Achievement
- D - Below Average, But Passing
- F - Failure to Meet Minimum Standards

The grade point average (GPA) is calculated by dividing the total number of grade points earned during a student's high school career by totaling number of credits earned and is posted on the transcripts. Class rank is not calculated.

### ***Incomplete Grades***

An Incomplete (I) may be assigned if a student has work outstanding that (due to illness or other extenuating circumstances) cannot be completed during the grading period.

## IDENTIFICATION CARDS

Students will be issued a student body ID card at the beginning of the year. All students are required to WEAR their student body ID cards at all times. If a student loses their Student Identification Card they may obtain a replacement from the Main Office for a replacement charge of \$5.00. Each Student will not be allowed entry to school activities or dances without their School Identification Card. Students in possession of forged or altered Identification Cards may be subject to disciplinary action.

## INFORMATION

### **IMPORTANT DATES**

- |                       |                                     |
|-----------------------|-------------------------------------|
| • First Day of School | August 16, 2017                     |
| • Thanksgiving Recess | November 20 – 24 2017               |
| • Winter Break        | December 25, 2017 – January 5, 2018 |
| • Spring Break        | April 2 – 6 2018                    |
| • Last Day of School  | June 5, 2018                        |

Please [visit our website to view monthly calendars](#).

## WHERE DO I GO FOR...?

Absences/Pass to Leave Campus	Registration/Attendance Office
Textbook/Library book returns or fee payment	Library
Purchase PE Clothes, school items/Pay fines	Main Office
Parent Resources	Counseling Office
New student enrollment	Registration/Attendance Office
Homework Request	Attendance/Counseling Office
Lunch Federal Assistance	PUSD Site SSC (3200 Loveridge Road)
Lost and Found	Main Office
Student Body ID Card Replacement	Main Office

## LIBRARY SERVICES

The library is open before school and at lunch for students to work quietly, read, return or check out books.

### Library Hours:

Monday, Tuesday, Thursday, Friday	Open: 8am	Close: 3:00pm
Wednesday	Open: 8am	Close: 2:00pm

### Hillview Library Code of Conduct:

1. Enter the library quietly
2. Work quietly (whisper voices)
3. Use a red shelf marker when looking for books
  - o If you do not know where a book belongs, return it to the circulation counter
4. NO ID CARD – NO COMPUTER – NO EXCEPTIONS!
5. NO backpacks in the stacks
6. NO gum, food or drinks
7. NO running, yelling or playing
8. Upon standing up & before leaving the table: Tuck in your chair – every day, all day, every time
9. If you borrowed a chair from another table, return it to the original table
10. Clean up after yourself
11. Use your manners – patiently wait your turn, say “excuse me”, “please”, and “thank you”.

### Textbooks and library books

Students are responsible for the care of the textbooks given them upon registering. Students are encouraged to cover assigned textbooks and keep them away from pets, young children, food and liquids. Prior to withdrawing from school, all textbooks and library books must be returned. Parents/Guardians will be fined for any damages or lost books. Student’s grades, transcripts and/or promotion certificate may not be forwarded to student’s next school or issued to student if fines or other charges have not been paid.



## **NEWSLETTER**

Once a week a school bulletin is sent out via email and later updated on the Hillview website. The bulletin provides updates on events at the school such as community events, sporting events, special testing dates, etc.. If you would like to receive the bulletin via email [please contact Ms. Zamora](#) to be added to our Parent Group email list.

## **PARENT GROUPS**

Student with parents who are involved in their school tend to have fewer behavioral problems and better academic performance, and are more likely to complete high school. Hillview Jr. High School offers programs to help parents get involved.

### ***ELAC (English Learner Advisory Council)***

ELAC is a parent group that is dedicated to working with parents of English Learners (EL) to provide them with information about the school, academics, community programs and resources for ELs. They also discuss EL compliance issues such as reclassification. Parents review site plans and make recommendation about the needs for ELs.

### ***PAAACT (Parents of African American American Achievement Network)***

PAAACT is an organization formed to advocate for parents and families of African American students in all grades and in every school of the district. All persons willing to promote the positive social, emotional, and academic development of African American students are welcomed to participate.

### ***SSC (Student Site Council)***

SSC is established per Education Code 52852 and 52853. It is responsible for developing an annual school plan and budget to facilitate school-based program coordination. Particular attention is paid to meeting the individual needs of each student. Our Principal and our SSC chair person, a parent, facilitate these meetings held on the first Thursday of the month in the library at 3:30 pm. An election will be held at the beginning of the school year. Please contact the principal's secretary, Nancy Logaburn (ex 5130) if you are interested in serving on the site council as a voting member.

This is part of the shared governance structure, designed to ensure representation of all stakeholders in the decision making processes. More information, including Site Council meeting minutes, is available under Parents Resources on the PUSD website.

### ***PARENT CLUB***

The Parent Club supports students and staff by fundraising and volunteering their time. It is run by the parents of students here at Hillview Junior High. (See Volunteering)



## **TARDIES**

Students will be considered tardy if they are not in their seats when the tardy bell rings. If students are up to 30 minutes after the tardy bell rings they are marked absent. (*For entry beyond 30 minutes, see TRUANCY*) If a student is late to school due to a medical, dental or court appointment, the student must bring proof of appointment to clear the tardy.

## **TESTING**

### **CAASPP- California Assessment of Student Performance and Progress**

CAASPP has replaced the Standardized Testing and Reporting (STAR) Program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure ALL students leave high school ready for college and career. The CAASPP is administered to ALL 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students and includes computer-adaptive test in English-Language Arts and Mathematics as well as paper-based test for science.

## **TRUANCY**

Students are considered truant when they are absent from class or school without the consent of school authorities or prior notification by a parent or guardian to the school. Students are considered truant if they do not clear their all day absence within three days. [Habitual truants will be referred to the School Attendance Review Board \(SARB\)](#). Unexcused absences greater than 30 minutes are considered truant. Anyone out of class without a pass will be considered truant.

## **VISITORS ON CAMPUS**

In accordance with state law, any person visiting Hillview Jr. High School, including parents/guardians, during school hours must receive permission and obtain a visitor's pass from the Main Office. **No student visitors are allowed.**

## VOLUNTEERING

Volunteers play a critical role in the effort to partner with parents, staff, and the community. We welcome parents to come and help. We know we cannot be successful without **our parents**.

There are many ways for parents to volunteer at Hillview Junior High. Below are just a few!

- Working with our various parent organizations
- Helping chaperone field trips and other events
- Serving on a ELAC, DLAC and Parent Club
- Before School, Lunch Duty or After School
- Helping stuff letters or Teacher work

To become a parent volunteer you will need to complete the following steps:

1. Complete the volunteer application
2. Provide a current tuberculosis certificate
3. Complete the fingerprint clearance from both the Department of Justice and the Federal Bureau of Investigation (FBI)
4. Complete the Volunteer Code of Conduct form
5. Provide a photocopy of a Driver's License or Identification Card

For additional information on becoming a volunteer at Hillview Jr. High School [contact Ms. Zamora, our Parent Volunteer Coordinator](#), at (925) 473-2380, ext. 5132 or Ms. Fay, the Parent and Family Liaison, at (925) 473-2380 ext. 5139 in the Counseling Office.