

# Hillcrest High School

11800 Indiana Ave.  
Riverside, CA 92503

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## Student Handbook 2021-2022





# Campus Administration

**Craig Collins**

*Interim Principal*

**Chad Freeman, Ed.D.**

*Assistant Principal*

**Christopher Prescott**

*Assistant Principal*

**Patricia Schiessel**

*Assistant Principal*

**Scott Vollmer**

*Athletic Director*

**Becca Cook**

*Activities Director*

\*By no means is this handbook all-inclusive. The school retains the right to alter or vary the application of these rules. The handbook is intended to assist parents, students, and school personnel as they work together. Many guiding statements are included in this document, but it does not cover every situation. As new policies or regulations are developed by the School District, the State, or Federal Statutes, additions and/or deletions will be made. Every effort will be made by the school personnel to help students understand what is expected of them.



# Hillcrest High School

## **Welcome to Hillcrest High School!**

Hillcrest is a comprehensive high school with a STEM focus. We value courage, inclusiveness, innovation, and integrity. We offer a full complement of academic courses to support student success with college and career readiness. Some of the specialty courses we offer include: Integrated Mathematics/ICT, Integrated Mathematics/Robotics and Computing, Computer Aided Drafting and Design, various levels of Computer Science, ASB, Renaissance, and AVID. In addition to our academic focus, Hillcrest successfully competes in boys and girls athletic competitions at the varsity level. Our dedicated performing arts program includes choir, drama, and band. Hillcrest High School is a dynamic learning environment that is student focused. We embrace a growth mindset in all campus endeavors and encourage a productive struggle to prepare our students for college and careers. We support the Alvord Unified School District Promise: All Trojans will realize their unlimited potential.



## **Guidance & Counseling**

### **Services**

The Hillcrest High School Counseling Office is open from 7:00am to 3:30pm on school days to help serve you. The phone number is (951) 358-1761. Each student is assigned a counselor by their last name.

Last Name	Counselor
A – En	Mrs. Bierbaum
Es – Lo	Mr. Avina
Lu – Rh	Mr. Montoya
Ri – Z	Mrs. Prescott

- Counselors are specially trained to assist you with personal, academic, social and career development.
- Matters that you discuss with a counselor are confidential.
- Students may make appointments for a specific time to see their counselor by coming to the Counseling Office. Passes are issued to students for scheduled appointments.
- Counselors are available during lunch, before school and after school without an appointment.

### **Graduation Requirements**

To graduate from Hillcrest High School and participate in Commencement exercises, a student must earn a minimum of 220 credits in grades nine through twelve and complete Integrated Math 1.

Courses receive 5 credits each semester in which a passing grade is earned. Courses may be retaken to improve a grade of D but will receive elective credit. Students who do not pass a required course will be recommended to complete summer school, adult education, or Odysseyware classes. A student who falls behind in credits or is experiencing attendance or behavior problems may be required to be placed in an alternative placement within Alvord USD to better meet the needs of the student.

## Required Classes

The following courses must be completed with a passing grade:

Classes	Credits
English 1,2,3, & 4	40
Modern World History (10 <sup>th</sup> grade)	10
U.S. History (11 <sup>th</sup> grade)	10
Economics (12 <sup>th</sup> grade)	05
U.S. Government (12 <sup>th</sup> grade)	05
Math	30
Physical Science	10
Life Science	10
Physical Education	20
Foreign Language or Visual/Performing Arts	10
Health	05
Electives	65

In Addition:

- All students in grades 9, 10, & 11 must be enrolled in 6 classes.
- All students in grade 12 must be enrolled in a minimum of 4 classes.
- All students must take an English Class each semester.
- Three years of High School Math must include Integrated Math 1 or beyond.
- A semester course, successfully passed is worth 5 credits.

*Students must complete a minimum number of credits each year to remain on track for graduation. Students may be recommended for alternative placement if they are not making satisfactory progress. Satisfactory progress toward graduation is:*

Credits	
00-55	End of Grade 9
55-110	End of Grade 10
110-165	End of Grade 11
165-220	End of Grade 12

## Eligibility requirements for 4-year College/University Admission

In order to be academically eligible to apply directly to a 4-year university or college, a student must complete a minimum of 15 selected courses (known as A-G requirements) with a minimum grade of C and complete SAT or ACT testing. Completing the minimum requirements does not guarantee selection, only eligibility. Students are encouraged to check with their chosen schools to confirm any other requirements.

The academic eligibility requirement does not apply to admission to a community college. To pursue a degree or certificate from a community college, a student must be a high school graduate or complete the equivalent. For application information, log on to [www.cccapply.org](http://www.cccapply.org).

For more information on SAT or ACT testing, please check their websites at [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org). A current calendar of testing dates is available on the web or in the Counseling Office.

## ELIGIBILITY REQUIREMENTS FOR THE COLLEGE BOUND ATHLETE

In addition to a college or university's minimum admission requirements, the college bound athlete must meet the academic requirements for athletic eligibility.

Strict rules govern the recruiting of high school athletes, and admission to a college or university does not guarantee eligibility for athletic participation. Students who want to participate in college athletics should contact the athletic department of their preferred colleges by the spring of their junior year. At the same time, potential athletes need to register their athletic intent with the appropriate athletic association to begin the process of eligibility.

For more specific information, contact the National Collegiate Athletic Association (NCAA) at [www.ncaa.org](http://www.ncaa.org) or the National Association of Intercollegiate Athletics (NAIA) at [www.naia.org](http://www.naia.org).

### NAIA Eligibility Requirements for Entering Freshmen

(Examples of local NAIA colleges are: Point Loma, CSU San Marcos, Biola, Concordia)

An entering freshman student must meet two of the three entry level requirements:

- A. Achieve a minimum score of 18 on the ACT or 860 on the SAT. The SAT score of 860 must be achieved on the Critical Reading and Math sections of the exam only. The test score must be achieved at a single test sitting administered by a certified tester on a National or International testing date to apply to this requirement. Residual tests are not acceptable. The ACT/SAT test must be taken prior to the beginning of the term in which the student initially participates.
- B. Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale.
- C. Graduate in the upper half of the student's high school graduating class. This is interpreted to mean the class ranking listed on the student's final high school transcript. High schools that do not rank students may elect to certify that the student has met this requirement.

### NCAA Eligibility Requirements for Entering Freshmen

(Examples of local NCAA colleges are: Division I: USC, UCLA, CSU Fullerton, CSU Long Beach, CSU San Diego; Division II: Cal Baptist, Cal State San Bernardino, UC San Diego, Cal State LA, Azusa Pacific, Chapman)

### NCAA Division I Full Qualifier

16 Core courses

- 4 years of English
- 3 years of math (Integrated Math 1 level or higher)
- 2 years of natural or physical science (one with lab required)
- 1 year of the additional English, math or natural/physical science
- 2 years of social science
- 4 years additional from any of the areas above or foreign language, philosophy or comparative religion

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### Hillcrest High School Student "Sample"- Division 1 Full Qualifier

16 courses

- |                      |                      |                          |
|----------------------|----------------------|--------------------------|
| 1. English 1         | 6. Integrated Math 2 | 11. Conceptual Physics   |
| 2. English 2         | 7. Integrated Math 3 | 12. Modern World History |
| 3. English 3         | 8. Trig Pre-Calc     | 13. US History           |
| 4. English 4         | 9. Biology           | 14. Government/Economics |
| 5. Integrated Math 1 | 10. Chemistry        | 15. Spanish 1            |
|                      |                      | 16. Spanish 2            |

\*SAT or ACT completed

\*High School Diploma

\*GPA requirement fulfilled

Note: Beginning 2016, Division I will require 10 core courses completed prior to the 7<sup>th</sup> semester. Only core courses are used in the calculation of the grade point average (The minimum GPA is now a 2.3 or higher). Hillcrest High School's list of NCAA approved core courses is updated annually. The current list is available on the Eligibility Center's Web site at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

Division I & II have a sliding scale for test scores and grade point average. The sliding scale for those requirements is available on the website at [www.ncaa.org](http://www.ncaa.org).

The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used for athletic eligibility. The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.

## **Alternative Means of Earning Credit**

Credit may be earned outside the regular classroom in a number of ways. These include Community Service, Odysseyware Credit Recovery, and/or Adult Ed Classes. See your counselor for a complete explanation of opportunities and restrictions.

## **Concurrent Enrollment**

### Eligibility

Eligible high school students may attend Riverside City College if they demonstrate college readiness. Interested high school students must meet ALL of the following requirements:

- Be at least sixteen years of age OR have completed tenth grade
- Have a cumulative GPA of 3.0 or higher
- Attend high school at least a minimum day

### Required Paperwork

Students who meet the eligibility requirements must submit the following items each term of desired attendance in order for eligibility to be determined:

- [RCC Online Admission Application](#) Confirmation Page (not required for continuing students)
- Official High School Transcripts (in a sealed envelope and printed no less than ninety days ago)
- [School/Parent Approval Form](#) (signed by all required parties)

High school students are not required to pay enrollment fees. However, students taking courses are required to pay a Health Fee, Student Services Fee, and Transportation Fee during every term they attend. Other costs, such as materials, books, and parking permits are to be paid by the student. The current schedule of fees is available on the Tuition and Fees page.

## **Report Cards**

Progress/Report cards are issued and given out at the end of every six-week grading period. Credits are earned at the end of each semester. You may also review grades and attendance through the Aeries Portal Online.

## **Transcripts**

Currently enrolled students or their parents may receive an unofficial transcript at any time by going to [www.parchment.com](http://www.parchment.com) or your Aeries portal account. If you require an official transcript and you are unable to obtain this from Parchment, please fill out the official transcript request form in the Counseling Office and turn it in to the registrar. Official transcripts require a 48 hour processing time.

## **Grade Point Average (GPA) and Academic Honors**

Hillcrest is on a 4.0 grading scale; A=4, B=3, C=2, D=1, F=0, I=0. Classes designated as "Advanced Placement" are offered and can be taken in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade.

"Advanced Placement" Courses are weighted and awarded quality points for GPA calculated as follows: A=5, B=4, C=3.

## **Schedule Changes**

Students are able to request schedule changes the first week following the beginning of a semester. No changes will be made after these deadlines. Contact your school counselor or administrator should you have any questions or concerns.

### *How do I make a schedule change request?*

There are 2 ways students can request a schedule change.

1. Students can visit their assigned counselor before school, during their lunch and/or after school. Please note that our counseling team encourages students to take full advantage of instructional time; therefore, students may not "stop by" the Counselor's Office during passing period and/or during class time. A schedule change is carefully reviewed and will take time.
2. If a student cannot visit his/her counselor during the indicated times, the student can submit a Schedule Change Request. It will be looked at in the order it was received. If we need to further discuss your schedule change request to assess the situation properly and make appropriate changes, we will contact you as soon as we can.

### *What are some approved reasons for a schedule change?*

As always we strive to service our students the best we can. Therefore, we have developed some policies and procedures with regards to schedule changes to try and bring organization. Schedule changes will be made according to **space available in classes**. Classes are typically heavily impacted and there are not usually many seats left to move students around. **Please be advised that making a schedule change for one class may result in changing the rest of your schedule.** Below are approved reasons for requesting a schedule change:

- Enrolled in a course you have already completed.
- Enrolled in a course for which you have not met the prerequisite.
- Do not have a full schedule of 6 classes.
- Did not receive a course required for graduation.
- Did not receive a course for program/course for which you have been approved or made the team. All approvals require an email or written note from coach or teacher.

*Please note that specific teacher requests are NOT a valid reason for a schedule change.*

## **Withdrawal from School**

A withdrawal from school is only granted through parent/guardian notification, through the Counseling Office. A parent/guardian must make this request in person. A check-out sheet with instructions will then be given to the student to present to each of his/her teachers during the normal course of the student's last day. The check-out sheet is to be returned to the Counseling Office for final clearance and issuance of an official school transfer. Before the transfer slip is issued or records can be forwarded to the new school, all textbooks must be returned and all fees paid.

# Graduation Plan

**Summer:**

9<sup>th</sup> Grade 1<sup>st</sup> Sem.      9<sup>th</sup> Grade 2<sup>nd</sup> Sem.

<b>Alternative:</b>	<b>Alternative:</b>

**Summer:**

11<sup>th</sup> Grade 1<sup>st</sup> Sem.      11<sup>th</sup> Grade 2<sup>nd</sup> Sem.

<b>Alternative:</b>	<b>Alternative:</b>

**Summer:**

10<sup>th</sup> Grade 1<sup>st</sup> Sem.      10<sup>th</sup> Grade 2<sup>nd</sup> Sem.

<b>Alternative:</b>	<b>Alternative:</b>

**Summer:**

12<sup>th</sup> Grade 1<sup>st</sup> Sem.      12<sup>th</sup> Grade 2<sup>nd</sup> Sem.

<b>Alternative:</b>	<b>Alternative:</b>

<b>Work Completed</b>	<b>Credits Required</b>	<b>Credits Earned</b>
Subject Required		
English 1	10	
English 2	10	
English 3	10	
English 4	10	
World History (10 <sup>th</sup> Gr.)	10	
U.S. History (11 <sup>th</sup> Gr.)	10	
American Govt (12 <sup>th</sup> Gr.)	5	
Economics (12 <sup>th</sup> Gr.)	5	
Mathematics	30	
Life Science	10	
Physical Science	10	
Fine Art OR Foreign Lang.	10	
Health/Fresh Seminar	5	
Physical Education	20	
Electives	65	
<b>Total</b>	<b>220</b>	

<b>Recommended Testing:</b>		
PSAT	SAT Reasoning	
ACT	SAT Subject Tests	
ASVAB	AP Exams	
<b>A-G Requirements</b>		
History/Social Studies	2 years	
English	4 years	
Mathematics	3 years	4 years rec.
Lab Science	2 years	3 years rec.
Foreign Language	2 years	3 years rec.
Visual / Final Arts	1 year	
College Prep Electives	1 year	





# Advanced Placement/Honors

## What is the AP Program?

The Advanced Placement Program (AP) is a collaborative effort between motivated students, dedicated teachers, and committed high schools, colleges, and universities. Since its inception in 1955, the program has allowed millions of students to take college-level courses and exams to earn college credit or placement while still in high school. Each year, an increasing number of parents, students, teachers, high schools, and colleges/universities turn to the AP Program as a model of education excellence.

## What is the Honors Program?

In an effort to encourage our students to take challenging, advanced academic work, Hillcrest High School offers courses designated as HONORS. Honors classes typically require additional projects and reading. Students selecting these courses are expected to spend considerably more time in preparation outside of class. The grading standard for these classes is very rigorous. Students seeking an honors designation will complete specialized activities and assessments as well as participate in additional class instruction.

## AP Course Grading Policies and Procedures

Advanced Placement courses meet the general graduation requirement for their respective subjects. Students may typically earn college credit with a score of "3" or higher on the Advanced Placement test, depending on the policies unique to each university. Students completing the class with a letter grade of "C" or higher will earn a weighted grade. The grade earned for the course is an independent reflection of work completed throughout the school year; therefore, cannot be changed as a result of successfully passing the AP exam. Students cannot be penalized or rewarded for their participation in the AP exam.

## AP Class Changes – Add/Drop Policy

Students are encouraged to participate in rigorous curriculum to prepare for college and future careers. Part of this preparation includes learning to manage time and complete difficult tasks. It is sometimes necessary to drop a course for a variety of reason. The add/drop policy clarifies timelines and ramifications for adding and dropping courses. All add/drops must be approved the assigned counselor.

**Drop Policy** - Any course may be dropped before the end of the first grading period without posting a negative mark on the official transcript. A transfer grade will follow the student into the next course.

A course can be dropped before the end of the second grading period with a "W" posted on the transcript to indicate that the student withdrew from the class. The "W" will not affect the grade-point average of the student, but will be seen by future colleges and institutions. A transfer grade will follow the student into the next course.

A course may be dropped during the final grading period of any semester. A "WF" will be posted, reflected that the student withdrew from the course with the grade of "F". This mark will affect the grade-point average, equaling "0" points for the course. A transfer grade will follow the student into the next course.

**Add Policy** - Students may add a course during the first grading period of either semester to earn full credit. Students can add courses during the second or third grading periods with a transfer grade from a similar course. Courses added after the beginning of the second grading period, without a transfer grade, may only earn a pass/fail mark.



# Grading & Instruction

## Plagiarism and Academic Dishonesty

Plagiarism is the act of misrepresenting someone else’s ideas as your own. Copying ideas or text from your classmates, the Internet, books, or any published content is against the law. Submitting someone else’s work as your own will earn no credit and require a parent/student/teacher conference. The school’s policy will be strictly enforced.

## Consequences

Note: On a college application, there is a question regarding plagiarism and academic dishonesty. If a student has any record of such behavior, the teacher writing the letter of recommendation is to share that information with the university/college where the student is applying.

<b>First Offense (Depending on Severity of Incident)</b>	<b>Second Offense (Depending on Severity of Incident)</b>
<ul style="list-style-type: none"> <li>• <b>“F” or “zero” on the assignment</b></li> <li>• <b>Phone call home from teacher notifying parent</b></li> <li>• <b>Referral to the assistant principal</b></li> <li>• <b>Restriction or removal from extra-curricular activities (coach’s/advisor’s discretion)</b></li> <li>• <b>Copy of cheating report placed in file</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>“F” or “zero” on the assignment</b></li> <li>• <b>Phone call home from teacher notifying parent</b></li> <li>• <b>Referral to the assistant principal</b></li> <li>• <b>Restriction or removal from extra-curricular activities or events</b></li> <li>• <b>Ineligible for extra credit in the class</b></li> <li>• <b>Potential drop from Honors/AP course; transfer grade of an “F” (if in Honors/AP)</b></li> </ul>



# Services Offered at H.H.S.

**Student Store:** Hillcrest High School maintains the Student Store, which is located in the 300 wing. It carries a variety of school supplies, clothing merchandise, gift items, and snack items. The store is open at lunch daily. Food items are not sold during class times.

**Library:** The library at Hillcrest High School is open from 7:00am to 3:30pm, Monday through Friday. Students may come in before and after school without a pass. During class time the student is required to have an official school pass from their teacher in order to enter the Library. The pass must state the purpose of the visit and when the student should return to class. Students must sign in at the front desk.

Books are checked out for a two-week period, and lists are sent to students Hillcrest Trojans account via e-mail to remind students of overdue books. If a student has an overdue book, no other books may be checked out. The student must return or pay for any book not returned by the end of the school year, or upon checking out of school, whichever comes first. Library computers are for SCHOOL RELATED WORK ONLY. Students must display their ID cards in order to use the computers and check out Chromebooks. Students must have parental permission to use the internet.

**Literacy Center:** Literacy Center operates in the library from 2:45-4:00 Monday through Thursday. Literacy Center is an opportunity for all students to access intensive intervention and support in ELA and Mathematics, provided by faculty members and highly qualified tutors. Students may also come to Literacy Center for a quiet place to work on homework, study, do research, work in study groups, or use computers. Literacy Center is supervised by faculty members, and students will need their IDs to check in and out of Literacy Center each day.

**PTSA:** PTSA is an association made up of dedicated parents, teachers and students whose main objective is to provide support for programs that benefit all students. Parent and community participation in fund-raising events enables PTSA to provide annual scholarship money, awards and prizes. We encourage parents and students to get involved by becoming a member of and participating in PTSA. For more information, contact the Main Office at 358-1755.

**English Learner Advisory Committee (ELAC):** The ELAC is a parent committee concerned with the needs of students whose primary language is not English. This group focuses on the strategies and support system to make non-English speaking students successful at Hillcrest. For more information, call 358-1755.

**Physical Education Uniforms:** All students are expected to dress for activity everyday in their physical education uniforms. The uniform may consist of a Hillcrest High School T-shirt (\$10) and gym shorts (\$15). Cash, checks, and all forms of credit are accepted as payment options for PE uniforms. A plain cardinal red pair of shorts and a plain ash colored T-shirt without writing may be substituted pending teacher approval. Rubber soled tennis shoes and socks must be worn. In addition to the uniform, students may wear sweats on cold weather days. The intent of the uniform is to encourage students to wear clothes that allow free movement, are relatively inexpensive, and help promote school pride and unity. **The school accepts no liability for lost or stolen personal property.**

**Yearbooks:** Yearbooks are distributed at the end of May, but they are purchased in advance, preferably during registration, for a discounted price with an ASB card. All yearbook purchases are nonrefundable and can be paid with cash or all credit cards. Be sure to have your ID card or your receipt to pick up your yearbook.

**Formal Dances:** We hold one formal dance per year, our Junior-Senior Prom. This dance is open to upperclassman students in good standing, and one guest.

**Guest Passes:** HHS requires guest passes for dances. Students from Hillcrest High School must pick up the guest pass forms at the Activities Office, and each student may only invite one guest. Guests must be 20 years of age or younger and/or attending high school (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade). Approval of a guest pass is contingent upon completion of a guest pass form and school administration approval. All guests are expected to adhere to the school rules and guidelines.

**Pep Rallies and Class Spirit Competitions:** Pep rallies are held in the gym several times a year and are a fun way to encourage school spirit and pride. Each class has a staff advisor assigned to work with the grade level student body on activities and competitions throughout the year.

**Renaissance Celebrations:** Academic celebrations will be held throughout the year to honor students who have achieved academic and artistic success.

**Athletics:** Hillcrest High School offers extensive co-curricular programs in athletics. We offer the following sports: Baseball, Basketball, Cross Country, Football, Golf, Pep Squad, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Water Polo and Wrestling. For more information about HHS athletics, call 358-1755.

## Steps to Athletic Participation

*Step 1:*

Contact the head coach listed after watching and listening for sign-up and tryout information.

*Step 2:*

Complete the Athletic Clearance Packet that can be picked up from the Athletic trainer or Athletic Secretary. The Packet contains the following:

- Emergency Card, Assumption of Risk form, Extra & Co- Curricular activities by-laws, Medical History, and Athletic Physicals Card

*Step 3:*

Each student will be evaluated by the athletic director, trainer, teacher(s), as to his/her eligibility for participation.

**TRY-OUTS:**

- All athletes at Hillcrest High School will be given a fair tryout in order to make the team.
- Athletes must be in good standing and complete the season of sport before trying out for another team.
- NOTE: Students cannot participate on any School team until all forms are signed and returned to the Athletic Trainer's Office.

**Athletic Letters:** Hillcrest Athletic Letters will be given to eligible students with an ASB Card. If the student does not have an ASB Card, they may purchase a letter for \$40.00.

**Eligibility for Participation:**

**Any student wishing to participate in a school activity program must:**

1. Maintain academic eligibility. They must have passed 4 classes and maintained a 2.0 GPA.
2. Attend 4 or more classes on the day of an event in order to participate. Only a doctor's note or administrative waiver can allow the student to participate.

## The Hillcrest Trojans Athletic Code

The Athletic program at Hillcrest High School is recognized by the administration, faculty, student body, and community as essential and worthwhile in attempting to carry out definite and well established educational values and goals. It is further recognized that this program should provide opportunities for participation to develop and mature as responsible citizens.

Athletics shall be governed by the C.I.F. Blue Book of Rules and Regulations, the River Valley Leagues Constitution and by-laws, the Hillcrest Athletic Code, and Coaches policies. Athletics shall be directly responsible to the head coach and his assistants. Participation in athletics is considered a PRIVILEGE, not a right! The following are general responsibilities of the athlete.

**STEPS:**

1. Athletes shall follow all team rules set forth by the coach and Athletic Code.
2. Prior to participation, a student-athlete must complete the proper athletic clearance procedures which include:

- a) Read and understand the Student/Parent Guide
- b) Read the C.I.F. Code of Ethics
- c) Read and understand the School Student Handbook.

**CONDUCT and BEHAVIOR:** As athletes you are representing yourself, as well as your team, parents, school, and community. Proper conduct is expected at all times, on or off the playing fields and during school and non-school activities.

**APPEARANCE:** As a member of a team, you want to be proud of your appearance. Team members are expected to dress neatly and be well groomed. A dress code on the day of a game may be required by your coach.

**DEDICATION:** An athlete must be willing to dedicate himself/herself to being a scholar-athlete. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also understand that this means making a commitment to attending all practices, games, and team meetings. An athlete must be willing to sacrifice his/her own desires for the good of the team.

**LANGUAGE:** Anyone associated with athletics shall use language that is socially acceptable. Profanity, vulgar talk, ethnic or religious slurs or jokes will not be tolerated on or off the playing field at any time.

**LETTER REQUIREMENTS:** Because of the differences in many sports, each coach will set his/her own Varsity, JV, or Frosh/Soph award requirements.

**ELIGIBILITY:** Any student who has transferred more than once from one high school to another must check in with the Director of Athletics to insure eligibility. You are ineligible to participate on any sport team until cleared by the Athletic Director/Principal.

**RESPECT:** The athlete is to demonstrate the proper respect and courtesy to all coaches, teachers, administrators, officials, opponents, and spectators.

**RESPONSIBILITY FOR EQUIPMENT:** Athletes shall assume the responsibility for the proper care and return of all equipment and supplies issued. The athlete will be expected to pay for any lost, stolen, or damaged items. Proper use and care of the facilities are mandatory.

**TRANSPORTATION:** Athletes may NOT drive their own vehicles to school athletic events when transportation is provided by the AUSD. When necessary, district-cleared approved drivers ONLY will transport students.

**QUITTING A SPORT:** Athletes may be allowed to quit a sport at any time during the first two weeks of practice or prior to the first interscholastic contest without penalty. However, if an individual should decide to quit after this he or she will not be able to tryout for the next sport until the last contest of the current season. Athletes leaving one sport and going to another within the same season must have the approval of both coaches involved and the Athletic Director.



# Attendance

**Phone 358-1755**

**Office hours: 7:00am-3:30pm**

## **Attendance Policy**

**The State attendance laws require regular school attendance and punctuality with both the school and parents having the responsibility for enforcing these laws.** A student should not be absent from school without the parent's knowledge and consent. Students are expected to attend all classes and to be on time unless properly excused. The State of California has determined that excused absences are limited to the following reasons:

- Verified illness
- Verified visitation to a medical office, clinic, doctor, or dentist
- Funeral of an immediate family member
- Quarantine of the home

Absences which do not qualify as excused under the guidelines of the California Education Code are oversleeping, unverified illness, missing the bus, car did not start, rain or other inclement weather, visiting friends, lack of clothing, baby-sitting, etc. Students who are absent for these or other similar reasons listed in this paragraph will receive an unexcused absence.

The teacher of any class from which a pupil has an excused absence shall determine how the assignments will be made up by the pupil and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the Education Code 48205. Excessive absences in a class are sufficient reason for a failing grade in that class.

## **Absences**

- A satisfactory explanation from the parent or guardian of the student is required for any absence. An explanation for the absence may be a phone call from the parent or guardian to the Attendance Office on each day the student is absent or a note from the parent or guardian to the Attendance Office on the day the student returns from an absence.
- A note from a medical office or court paperwork will clear an absence, according to the State of California. A parent/guardian may call in to clear an absence so it won't turn into a truant mark.
- If the student returns to school after an absence without a phone call or note from the parent/guardian, the student will be considered truant. Students will have three days, including the day of return to clear the absence.
- It is the student's responsibility to request makeup work in a timely manner.
- Excused absences for more than three days will require doctor's verification to clear.
- The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents. (Ed. Code 46010.1) Students will be required to meet with their counselor or administrator before leaving campus. A verification of their appointment and attendance will be confirmed by a phone call and doctor's note.
- Phone messages from parent/guardian to their student will not be delivered during class time. The Attendance office will page the student during passing period ONLY. Students will NOT be excused from class to receive phone calls in the office.

## **Tardy Policy**

Students are expected to be prompt to each class. Tardies may affect academic grades as students miss class activities at the beginning of each period.

### **Tardy guidelines are as follows:**

- Detentions will be issued after the third (3<sup>rd</sup>) late tardy.
- All detentions will be issued by OCI.
- After 7:50am students will be detained in OCI for the remainder of 1<sup>st</sup> period.

## **School Attendance Review Board (S.A.R.B.)**

The purpose of the School Attendance Review Board is to divert students with school attendance or school behavior problems from the Juvenile Justice System by providing guidance and coordinated community services to meet their special needs. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at their level, the student and parent/guardian may be issued a citation and will be required to appear in court. Ed. Code 48263.

## **On-Campus Passes**

- Any student out of class is required to have an official pass and their student ID. Students out of class without an official HHS pass will be assigned detention, or placed in OCI.
- Sweeps of the campus will be conducted daily by campus supervisors and administration. Any student out of class without an approved hall pass and student ID will be sent to OCI.

## **Off-Campus Lunch Privileges**

1. Hillcrest is a closed campus for all students with 54 or less credits (Freshmen and Sophomores).
2. Off-campus lunch is a privilege that may be revoked upon request of the parent or by the discretion of the school administration when the student abuses the privilege (i.e., being tardy to class, less than a 2.0 GPA, earning an F in a course, loitering, inappropriate behavior, or any other violation of California Education Code or Board of Education policy).
3. **A parent must come to HHS in person to sign the permission slip allowing their student to leave at lunch.**
4. Students will be allowed to leave campus at lunch and must have a Hillcrest High School I.D. card in their possession with a lunch pass. Failure to produce this I.D. when called upon will be considered a violation of the privilege and will result in the student not being allowed to leave campus at lunch and possible disciplinary action.
5. Students are not permitted to bring drink containers onto campus. All cups, bottles, etc. must be consumed off campus or left in a receptacle outside the perimeter gates.

## **Student Early Release**

**If it is necessary for a student to leave during the school day, the procedure below must be followed:**

1. Before school, lunch or after school, present a signed note (with release time) from your parent/guardian at the Attendance Office requesting an off-campus pass. Phoned in early releases are not accepted.
2. The parent/guardian or person authorized to remove student from school on emergency card, must show valid picture ID.
3. Only parent or guardian may fax an early release note. The faxed note must be signed and state the time of release.

If a student becomes ill or has an emergency, he/she must check out with the Attendance Office staff before leaving campus. If this procedure is not followed, OCI or detention may be

assigned. Bringing a note after the fact will excuse the absence but not the penalty for failure to obtain an off-campus pass prior to departure! **Students must not leave campus for any reason without checking out at the attendance office first. This includes leaving at lunch and not returning.**

***PARENTS — Please make sure that the information on your child's emergency card filed in the Attendance Office is current. We must have a phone number to call you or another adult to release your child.***

### **Field Trip Guidelines**

- In order for a student to be allowed to attend a field trip during the school day, he/she MUST meet the following requirements:
- Completely fill out a field trip permission slip with parent signature
- Completely fill out a progress report/field trip notification sheet that shows the grade for each class.
- Any student with the grade of an "F" in a class will not be able to miss that class to attend the field trip.
- A teacher may suggest that a student not attend a field trip due to academic needs. In these cases, the student, family, and teachers, will reach resolution at least 24 hours before the trip.
- Students involved in athletics will follow CIF eligibility rules when traveling to school scheduled events.



# **Rules and Expectations**

### **Loitering**

Students are not to gather on private or public property or on any of the city streets surrounding our campus during or after the school day. Students going to or from school with parent permission to go off campus for lunch are not to loiter. **Unless students are participating in extracurricular activities, they are not to stay on campus after school.** Appropriate disciplinary action will be taken for those students who choose to violate this policy.

### **Searches and Use of Trained Dogs**

All persons entering this facility or at any time while on school grounds may be subject to search by school administrators using metal detectors. School administrators may conduct random searches in a classroom at any time. P.E. lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep school free of drugs and firearms, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district sponsored events. (Ed. Code 35160.1, 35294.5, 49050 - 49051, 493320 - 49334, P.C. 626.9 &10, Board Policy 5171.2)

### **Sexual Harassment**

The sexual harassment of any student by any other student or any District employee shall not be tolerated. Sexual harassment is a suspendable offense. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when this conduct meets specific criteria.



The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive academic environment. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or assistant principals. (Ed Code 212.6, 230, 48980, 48900.2, and Board Policy 5191)

### **Public Display of Affection**

Public Displays of Affection are not allowed other than spontaneous and non-sustaining acts of affection. Dance moves that may be considered sexually provocative or moves that simulate sexual activity are prohibited. Public displays of affection and dance moves deemed inappropriate will result in the following:

- First Offense: warning/reprimand
- Second Offense & beyond: refer to administration/OCI

### **Harassment, Threats, Intimidation, or Hazing**

Harassing, making threats, bullying, or intimidating any student or group of students is a suspendable offense. Students conspiring to engage in or causing a disruption, disorder, hazing and/or invading the rights of a student or group of students, will be subject to disciplinary action. (Ed. Code 32051, 48900.4)

### **Gambling**

Gambling is illegal on campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated. (Ed. Code 48900)

### **Automobiles, Motorcycles and Student Parking**

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be visible to campus staff from the exterior of the vehicle. Parking permits can be obtained during registration or from the Activities Office for \$10.00. There is limited parking availability; permits will be issued on a first come, first served basis. Replacement permits are \$10.00.

Motor Vehicle Code V.C. 21113-C and all posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by HHS, as well as those vehicles that are improperly parked are subject to Riverside Police Department citation.

Students must possess a valid California Drivers License, current California Vehicle Registration, and proof of insurance when applying for a student-parking permit. Only vehicles that are "street legal" and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the student's own risk. Students should keep vehicles locked. Alford Unified School District accepts no responsibility for damage to any vehicle or its contents. Students may not park in the staff designated parking areas.

### ***SPEED LIMIT IN THE PARKING LOT IS 10 MPH.***

The student parking lot is out-of-bounds to students, except during lunch and after school. Administrative approval must be received before going to the parking lot at any other time. Violators will be subject to disciplinary action. Cars are not to be used as lockers! Students may not access cars during class periods or passing periods. Any vehicle entering school-parking facilities may be subject to search by school administration, trained dogs or police officers. Search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked in or upon the vehicle.

Student parking passes are a privilege, not a right. Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the

suspension of parking and/or off campus privileges. Inappropriate student conduct, and/or violation of school rules, regulations, and procedures can result in the revocation of student parking passes for the remainder of the semester and/or school year, in addition to other corrective actions related to the offense.

### **Skateboards, Roller Blades/Skates, Bicycles & Motorized Vehicles**

Skateboards, roller blades, scooters, bicycles and other similar contrivance should be properly locked and not ridden on campus both during the school day and during non-school hours. Students and others whose conduct is in violation of this regulation may be subject to disciplinary action, and/or notification will be made to the appropriate law enforcement agency. All persons under the age of 18 must wear a helmet when operating a bicycle. (V.C. 21212) No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking lots. Alvord Unified School District accepts no responsibility for damage to any of the aforementioned modes of transportation.

### **Identification (ID) Cards**

Every student must have his/her ID card in their possession while on campus or while attending school functions. ID cards are required for purchasing lunch and for attending Homework Zone. Students must show their ID cards when leaving campus and returning from lunch. On occasion, students may be asked to show their ID card to a staff member. Failure to comply is defiance and disciplinary action will be taken. There will be a \$5.00 fee for a replacement card.

### **Cell Phones, Music Players, and Electronic Devices**

Students are permitted to have in their possession an electronic device. Such devices shall remain deactivated and put away in the student's backpack, purse, pocket, etc., and their use strictly prohibited during any instructional time unless it is being used for a teacher-sanctioned classroom activity. Music players may not be used without headphones at any time.

**Students carry these devices at their own risk. The school's administration recommends that students not bring these items to school. Instructional minutes will not be used to search for lost or stolen devices. The district does not assume liability if such devices are damaged, lost or stolen. (cf. 5144-Discipline)**

Refusal to relinquish an electronic device to a school official upon request is defiance of authority and will result in further disciplinary action.

### **Confiscated Item Progression**

(Skateboards, scooters, all electronic devices)

1. Student may pick up after school.
2. Parent pick up after school.
3. Parent pick up after school.
4. Parent pick up + Detention.
5. Parent pick up + Detention.
6. Parent pick up + All Day OCI.
7. Parent pick up at end of the semester.

**\*Notice: The school does not assume liability for items confiscated. All items will be given to Campus Supervisors and stored in Security Room 519. Student names will be logged.**

### **Magic/Permanent Markers, White Out Pens, Etching Tools, Spray Paint, Laser Pointers, etc.**

These items are not allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be held liable for any damage committed by their student. (Ed. Code 48904, 48980)

## **Riverside Against Taggers:**

**1-866-TAG-FREE** (Call Toll Free to Report Graffiti)

**NEED TO TELL** 951/509-NEED (anonymous tip line)

## **Selling Non-School Items**

Students may not sell items at school unless they are participating in a school approved fundraiser. Violators will be subject to disciplinary action.

## **Visitor Policy**

Hillcrest High School is a closed campus to all but enrolled students, staff, and approved visitors. To be an approved visitor, a parent, guardian or invited guest should make prior arrangements with a school staff member and check in at the Attendance Office and pick up a visitor pass at the time of the visit. Students may not bring relatives or friends to school as visitors at any time, including lunch. This includes small children and babies. (P.C. 626.8 &.6)

## **Delivery Policy**

Deliveries for students will not be accepted. Classes will not be interrupted to deliver messages, lunches, homework, etc. to students.

## **Fire and Disaster Drills**

Students are responsible to stay with their teacher in the event of an emergency. Students should listen carefully to all directions from teachers and administrators in the event of a fire or earthquake. Fire Drill - Repeated short bursts from the bell system indicate a fire/drill. Earthquakes - Students are to "duck and cover" immediately upon direction. Students will only leave the classroom when directed to do so. If a drill or disaster occurs between classes, break, or lunch, all student's are to report to their previous teacher's room/designated area.

## **Detention**

1. Students may be assigned detention as a consequence for not following school rules, regulations and procedures.
2. Students assigned detention will be given a detention slip with the date of the infraction and amount of time to be served. It is the student's responsibility to notify their parent/guardian that they have been assigned detention. Detention is located in OCI during lunch. If a student is late he/she will be considered a no show.
3. If a student has an excused absence on the assigned detention day or leaves school during the day for any reason (in which case the student must be checked out through the Attendance Office), the student must serve the detention the first day s/he is back in school.

## **On-Campus Intervention Program (O.C.I.)**

- Students may be assigned to O.C.I. as a consequence for not following school rules, regulations and procedures. They may be assigned to O.C.I. for one or more period.
- Students will be allowed to use the restroom and eat lunch, under supervision, at a time not scheduled for other students.
- Depending on the nature of the violation, campus beautification may be assigned in lieu of On Campus Intervention (O.C.I.).
- O.C.I. is a corrective action assigned instead of out-of-school suspension. Abuse of O.C.I. will result in out-of-school suspension. Students assigned to O.C.I. for attendance reasons will be limited to the number of assignments per semester.



# Dress Standards

All students are expected to present themselves in an orderly manner conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited.

**It is the at the teachers and administrations' discretion to determine what is appropriate.**

## **Students are expected to wear or display the following:**

1. Clothing that covers undergarments, the back and the entire midriff (bras and underwear are not to be showing at ANY time).
2. School/personal property (i.e. notebooks, folders, backpacks) that is free of graffiti.

## **Students may not wear, display or be in possession of:**

1. Spiked or studded jewelry of any kind including ankle bands, bracelets, chokers, rings, gloves and belts.
2. Any form of chain wallet.
3. Too small, tight, or large opening of garments such as halter, tube-tops or muscle-shirts, strapless, off the shoulder.
4. Oversized, sagged or baggy pants.
5. Hats are to be worn outdoors only.
6. Clothing, headgear, or accessories that are unsafe, lewd, indecent, vulgar, obscene, or gang related will not be permitted. Student dress shall not display emblems, lettering or pictures pertaining to gangs, drugs, tobacco, alcohol, sex, death, mutilation, violence or a gang's "silent code." Any clothing considered by the administration/law enforcement agencies to be gang related is not to be worn.

## **Definitions**

The Hillcrest High School Administration will determine the nature of gang dress and paraphernalia in continued consultation with the Riverside Police Department and District Office Personnel. The Alvord Unified School District Board of Education may set further specifics for rules relative to the dress and appearance of students which will be strictly enforced.

The term "saggy pants" means: The waistline of the pants is to be located at the hip bone of the student. With the pants correctly worn, the crotch of the pants will not hang below the body. Properly fitted pants incorrectly worn (below the hip bone) are considered "saggy pants."

Apparel, hats, jewelry, bandannas, insignias, colors, or paraphernalia that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated may not be possessed or worn on campus or at school activities. Clothing, apparel, and paraphernalia which denote gang affiliation and are not appropriate for school will vary and may change year to year.

**Violation of the dress standards** will result in parent contact by school personnel, confiscation of article, student placed in O.C.I. or sent home to change clothes/correct the violation. Repeated offenses will result in disciplinary action. Students and parents should continue to use good judgment when choosing their school clothing. Ed. Code 35183, P.C. 186.22



# Student Conduct

A pupil may be suspended or expelled for the following acts, which may occur: 1) while the student is on the school grounds; 2) while the student is going to or coming from school; 3) during the lunch period whether the student is on or off the campus; 4) during, or while going to or coming from a school sponsored activity.

The following offenses will result in suspension, expulsion, or disciplinary consequences.

- *Caused, attempted to cause, or threatened to cause physical injury to another person.*
- *Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.*
- *Possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind.*
- *Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind; and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant (i.e., look alike).*
- *Committed or attempted to commit robbery or extortion.*
- *Caused or attempted to cause damage to school property or private property.*
- *Stolen or attempted to steal school property or private property.*
- *Possessed or used tobacco or any product containing tobacco or nicotine products, including clove cigarettes, snuff and betel.*
- *Committed an obscene act or engaged in habitual profanity or vulgarity.*
- *Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.*
- *Disrupted school activities or willfully defied the valid authority of a school official.*
- *Knowingly received stolen school property.*
- *Possessed an imitation firearm.*
- *Committed or attempted to commit a sexual assault as defined in Sec. 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.*
- *Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.*
- *Offered, arranged to sell or sold the prescription drug Soma.*
- *Engaged in, or attempted to engage in hazing.*
- *Aided or abetted the infliction or attempted infliction of physical injury.*
- *Committed sexual harassment.*
- *Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.*
- *Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against staff members, a pupil or group of pupils.*
- *Terrorist threats against school personnel or property, or both.*

The prevailing philosophy at Hillcrest High School is that students who conduct themselves according to rules of courtesy and common sense need few stated rules to guide this conduct. It is the responsibility of all staff at Hillcrest High School to help students develop acceptable behavior patterns by creating a social climate within the school which is conducive to proper individual and group behavior. The school views the teaching of discipline as an essential part of the educational goal of the school. Ed. Code 35291, 35291.5 & .7, 48900, 48900.2, .3, & .4. 48902, 48904, 48915, 48980, P.C. 242, 245, 626.9, 626.10, Title 5-Sec. 300, H&S 11375b&e.