

# STUDENT HANDBOOK

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## ADMINISTRATION MESSAGE

Willows Intermediate School has a proud tradition of excellence in academics and athletics; we hope you will find the WIS experience a very enjoyable and rewarding one.

This handbook is designed to help familiarize you with our school. It contains all the basic information you will need on policies and procedures at the school. Your teachers will guide you through this handbook the first week of school; please read it carefully and refer to it often. We expect every student to have this handbook with them in every class and to record daily assignments on the calendar pages.

May this be your best school year.

"DO THE RIGHT THING"

Sincerely,  
Steve Sailsbery, Principal  
Ron Bazan, Asst. Principal

## STUDENT INSURANCE

The Willows Unified School District does not carry insurance to pay for accidental injuries of students. A voluntary insurance program is available for those desiring such protection at a minimal cost.

## TRANSPORTATION

District transportation is a privilege, not a right. It is important that students who ride the bus conduct themselves in an orderly manner at the bus stop and on the bus. Disciplinary referrals to the office will be written for students not obeying school rules, with all violators subject to the following action:

**1st Violation** - Warning

**2nd Violation** - Two days to two weeks suspension of bus riding privilege.

**3rd Violation** - One semester suspension of bus riding privilege. These penalties may be altered according to the severity of the violation.

## BICYCLES, SKATEBOARDS & SCOOTERS

Bicycles, skateboards, and scooters are not to be ridden on campus. While every reasonable effort is made to protect personal equipment, students bring them to school at their own risk and are responsible for all damages. When crossing Cedar Street, all students are to use the existing crosswalks.

## **VISITORS**

Parents are always welcome on our campus. However, students from other schools are not to be on our campus at any time during school hours unless prior approval from the Administration is granted. All visitors must report to the office prior to going out onto campus.

## **TELEPHONE USE**

Classroom phones are available to students with permission from the teacher. The Office phone will **only** be available in case of illness or an emergency. Cell phone use is not permitted on campus except afterschool or with staff permission.

## **EMERGENCY CARDS**

An updated emergency card is **extremely important**. Without it, the school cannot treat you if there is a medical emergency, nor can the school release you from school in case of illness. If you change your address or telephone number, please notify the office immediately.

## **STUDENT BODY CARDS**

Cards cost \$5.00 each. The cards are useful for dances and other activities such as high school athletic events. For example, dances are \$1.00 with the card and \$2.00 without it. Students may pick up replacement cards in the office for a fee of \$3.00.

## **LOCKERS**

Lockers are never to be shared or traded unless a staff member instructs otherwise. Seventh and eighth grade students receive a hall locker in the main building. All students receive a P.E. locker. Students are expected to keep their lockers clean and to remove all stray marks, smudges, or dirt from their lockers.

## **CAFETERIA**

A cafeteria is available so students may purchase a hot lunch at a cost of \$ 2.00. Interested students are required to select either hot lunch or mini combo first period each day and pick up their lunch card; failure to have a card will result in the student having to eat last that day; changing your mind about your previous meal selection is permitted, however, students will have to go to the end of the line. Breakfast will be served from 7:30-7:50 for \$1.25.

A snack bar is also provided for students to purchase "fast food" items. All food must be eaten inside the cafeteria or outside in the table area; students should finish their lunch and dispose of all trash before going out to play. No students are allowed in the hallway during lunch hour.

## **CLOSED CAMPUS**

Willows Intermediate School has a "**CLOSED**" campus policy. **This policy simply means that once a student arrives at school in the morning, the student is to remain on campus until dismissed from the last class of the day.** Should it be necessary for students to leave before the end of the day, they must officially check out through the office with a note from home. Failure to do so will result in disciplinary action.

## **LUNCH PASSES**

Although WIS has a closed campus, students may go home for lunch as long as they have **written parent permission** on file in the office. Students are permitted to go **only** to their **own homes**, and only by **themselves**. Students who violate this procedure will face disciplinary consequences and may lose their "home for lunch" privilege for the rest of the year.

## **HALL PASSES**

Students are not permitted out of the classroom during class time unless they have a hall pass from an authorized staff member.

## **PHYSICAL EDUCATION**

Excuse from — P. E. is required. If you cannot participate on a given day, have your parent write a note; excuses for more than 3 days must be verified by a physician.

Dress for — All students are expected to wear the required uniform, which consists of a gray T-shirt and black shorts. Students may purchase a uniform in the school office for an approximate fee of \$15.00.

## **DRESS STANDARDS**

All students are expected to dress and groom themselves neatly and modestly in clothes that are suitable for school attendance and activities. **TOPS** - must have **shoulder straps** and no undergarments may be shown; no half shirts, no halter tops, half blouses, or fishnet shirts are allowed; no tee shirts decorated with inappropriate language, statements relating to drugs, alcohol, tobacco, or sexual related messages may be worn; the stomach area may not be exposed, including when arms are extended outward.

**SHORTS** - may be worn but must be of reasonable length (defined as no shorter than the middle of the palm when the arm of the student is held straight down); shorts shall not be so tight as to draw undue attention to the student.

**PANTS** - must not be overly baggy and/or saggy; **pants must be worn on the waist, not drag on the ground**, and not be more than 2 sizes larger than the student's waist.

**HATS** - are not to be worn indoors and the bill of any cap must be forward when worn outdoors on campus.

**SHOES** - Shoes with hard soles must be worn at all times. **ACCESSORIES** No gang related colors, symbols, or paraphernalia which may include, but is not limited to: long belts hanging down, wallet or hip chains, hair nets or bandanas.

## **YEARBOOKS**

The yearbook is created with student volunteers under the direction of the staff advisor. Yearbooks are pre sold throughout the year at an approximate cost of \$ 30.00. Student body card holders receive a \$5.00 discount.

## **DANCES**

Dances may be held during the school year. Only 7th and 8th grade students are eligible to attend dances, with the cost of admission being \$1.00 for those students with a Student Body Card and \$2.00 without. All dances are held immediately after school until 4:15 PM.

**Only** Willows Intermediate School students may attend. Attendance may be restricted due to disciplinary referrals.

## **REPORT CARDS & PROGRESS REPORTS**

Quarterly report cards are issued four times during the school year. Semester grades will be computed and one credit will be earned for each passing grade. Students with a 3.0 or better Grade Point Average will qualify for the Honor Roll each quarter. Progress Reports are given to students at the mid-point of each quarter; their purpose is to inform parents on how their child is performing. Signed report card/progress report envelopes must be returned to first period teachers.

## **ATTENDANCE INFORMATION & HOMEWORK FOR ILL STUDENTS**

- 1) Students should be at school and to every class on time every day unless they have a valid excuse.
- 2) Parents should call the office on the day that a student is absent. If no phone contact can be made, students must bring a note to the office the day they return to school, which must be done before 8:00 AM or lunch detention will be assigned; failure to verify the absence within 2 school days will result in the absence being considered unexcused; students will be expected to make up all time missed from school (one hour for every class) either through detention or Saturday School.
- 3) Students who are habitually tardy or truant are subject to being referred to the School Attendance Review Board (SARB), with possible legal action taken against them.
- 4) Parent requests for absentee homework should be limited to illnesses involving three or more days and students are expected to make up all missed work.

## **STUDENT TARDIES**

Tardies disrupt the educational process. Students are responsible for attending school **regularly and punctually**. Students who exhibit a habitual pattern of unexcused tardiness will face disciplinary action, which may include detention, suspension, Saturday School, and/or exclusion from participation in extracurricular activities.

## **TRUANCY**

Students can receive a major referral for cutting school and students will be assigned one hour detention for each class missed or Saturday School. Other measures may also be taken (i.e., loss of privilege to participate in a field trip, dances, athletics, etc.)

Students who cut school may also be referred to the probation department and/or child protective services may be notified if parents are continually negligent in getting their children to school. Second semester 8th graders have additional penalties for cutting school as mentioned in the Eighth Grade Discipline Policy.

## **PROMOTION/RETENTION POLICY**

All students must demonstrate a minimum proficiency in the following areas:

- 1) a yearly GPA of 2.0 on all semester grades.
  - 2) score BASIC on the most current available STAR in Reading, Language, and Math.
  - 3) Partial Mastery (70% or higher) on a majority of the state standards in Math and Language Arts.
- Failure to qualify in at least two of the three requirements may constitute retention in the same grade.

**Note:** 8<sup>th</sup> grade students failing to meet Promotion Policy criteria will not participate in Graduation Ceremony.

## **WIS ATHLETICS**

The Willows Intermediate School intramural sports program has been designated to afford students the opportunity to participate in extracurricular activities which promote team competition, sportsmanship and social relationships.

Intramural activities are offered after school hours to all students in the school (5-8), and consist of basketball, football, softball, soccer, pickle ball, badminton, and track.

Parent organized/sponsored club sports available for Boys/Girls Basketball, Girls Volleyball, and Wrestling.

## **EXTRACURRICULAR ELIGIBILITY**

Students who have demonstrated a "C" average or above during the preceding progress report or grading period are eligible to participate in extra-curricular activities that result from membership in the following school sponsored programs: Interscholastic Sports, Student Council, and other extracurricular programs that require a continuing commitment of student's time.

Students should always abide by all discipline codes; all athletes must be in compliance with the WIS STUDENT ATHLETIC CODE. Regular attendance and being on time is expected. When a student is suspended from school, he or she may not participate in any extracurricular activity. A student who fails to follow school rules may be temporarily or permanently suspended from extracurricular activities.

## **GUM CHEWING**

Gum chewing **is not** permitted at any time on campus. Detention and/or clean-up duty will be assigned to all violators, with a major referral being issued on 3<sup>rd</sup> incident.

## **CLASSROOM RULES**

- 1) Treat each person (other students and adults) with respect. Be courteous to all.
- 2) Abide by all directives given by school staff.
- 3) Individual teachers will have their own expectations for students to follow.

## **PLAYGROUND RULES**

- 1) Refrain from running and yelling, except on the north grassy area.
- 2) Refrain from fighting and horseplay behavior, profanity, spitting, etc.
- 3) Games involving running (except basketball) are to be confined to the north grassy area.
- 4) Our school maintains a hands-off policy (keep your hands off others unless instructed otherwise by a staff member)
- 5) Games cannot be "locked" until

maximum numbers for that sport are reached.

- 6) Use of words which may lead to fighting (racial slurs, slandering, threatening, etc.) are forbidden.
- 7) Use a half court for basketball unless permission is given by staff to play full court.
- 8) You are not to bring personal toys or sports equipment from home, except upon instruction from a teacher.
- 9) Games involving pushing, tackling, hitting or throwing objects at each other are forbidden.
- 10) Use playground equipment and areas as per directions.
- 11) Students must remain in sight of a supervisor at all times. The exception is when visiting the restrooms. Restrooms will be checked by a supervisor.

## **DISCIPLINE PRACTICES & PROCEDURES**

School Rules apply going to and coming from school and at all related school activities.

Four reasons for a Major Referral:

- 1) Defiance/disrespect of authority (all staff has authority).
- 2) Fighting or threatening to harm others.
- 3) Serious or continued classroom disturbance.
- 4) Other inappropriate behavior.

### **Resulting Action for any major referral:**

Parent conference may be required before student is admitted back into classroom or activity. Along with counseling and providing a warning, students may be issued detention and/or suspension (1-5 days). Students may also be removed/restricted from any extracurricular activity for disciplinary infractions.

Continued Major Referrals: Possible expulsion recommendation.  
Any time a student's presence at

school constitutes a danger to persons or property or threatens to disrupt the education process, the student may be suspended or possibly even expelled regardless of the number of major referrals.

Major referrals for the following offenses will result in immediate suspension and possible expulsion recommendation:

- 1) Possession or use of weapons or explosives of any kind.
- 2) Possession or use of drugs, alcohol or tobacco.
- 3) Destruction of or intent to destroy, or theft of school or personal property.
- 4) Obscene acts, habitual profanity, or vulgarity.
- 5) Seriously injuring another.
- 6) Any and all gang related behavior, including but not limited to: display of signs or symbols, solicitation of members, planning of gang activities.
- 7) Sexual harassment.

### **EIGHTH GRADE DISCIPLINE POLICY**

Eighth graders who cut school during the second semester will receive a major referral each time they cut. A major referral will be issued for cutting class and it will count against 8th grade privileges such as the year-end trip, the graduation ceremony, and the graduation dance. Other penalties may also result as mentioned elsewhere in this handbook.

Eighth graders who receive two or more major referrals during the second semester of their 8th grade year can expect the following penalties:

**2 or more majors: Barred from participation in the 8th grade year-end trip.**

**3 or more majors: Barred from participation in the 8th grade graduation dance.**

**4 or more majors: Barred from participation in the 8th grade graduation ceremony.**

### **DETENTION POLICY**

Lunch detention and an after school detention may be assigned for discipline problems. Detention may be assigned by staff members for any student violating school rules; it is the students' responsibility to inform their parents of the detention; if necessary, students will be given twenty-four hours to complete the detention. All students are responsible for securing their own transportation from school on the detention day.

### **DO NOT BRING TO SCHOOL LIST**

The following items are illegal to possess and/or use on any school campus:

- 1) Firearms, ammunition, knives
- 2) Possession of alcohol, tobacco, drugs (unless with doctor's prescription)
- 3) Matches, lighters, firecrackers
- 4) Permanent pens, white-out, aerosol spray cans
- 5) "Beepers", pagers, or other electronic signaling devices unless authorized by an M.D.,

The following are, also, against WIS rules to possess:

- 1) Squirt guns or toy guns
- 2) Lasers
- 3) Personal athletic equipment without permission
- 4) Sunflower/pumpkin seeds with shells, water balloons
- 5) Stink bombs
- 6) Chewing gum
- 7) Powder type candy (lucas)

Note: The use of iPods, Mp3 players, CD/DVD players, etc. is not permitted on campus except after school or with staff permission.

## **SEXUAL HARASSMENT POLICY**

Students found guilty of sexual harassment will be suspended and possibly expelled.

Definition of sexual harassment: Any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone at school. Our school district wishes to maintain an environment which protects the dignity of all who enter our schools. Sexual harassment of any person will not be condoned or taken lightly.

Complaints of sexual harassment by either students or school employees should be reported to the principal and/or superintendent. No one will suffer from having come forward and reported any questionable behavior or incidents. If in doubt, please speak with the principal or vice principal. All matters of this nature will be treated with confidentiality.

## **HANDS OFF POLICY**

Our school maintains a hands-off policy (keep your hands off others unless instructed otherwise by a staff member) and rough play (games involving pushing, hitting, tackling, or other deliberate physical contact) is specifically forbidden. Kissing and other affectionate touching are also against our hands-off policy.

## **REGULAR DAY BELL SCHEDULE**

Period 1	8:05 - 9:10
Period 2	9:14 - 10:10
Period 3	10:14 - 11:06
Period 4	11:10 - 11:55
Lunch	12:02 - 12:41
Period 5	12:45 - 1:37
Period 6	1:41 - 2:35

**Campus must be cleared of all students by 2:50 P.M., except for attending school sponsored events, or waiting for transportation.**

## **Collaboration Day Bell Schedule**

### **\*\*Every Wednesday**

Period 1	8:05 - 8:56
Period 2	9:00 - 9:43
Period 3	9:47 - 10:30
Period 4	10:34 - 11:17
Period 5	11:21 - 12:04
Lunch	12:04 - 12:35
Period 6	12:39 - 1:30
Teacher Collaboration	1:35- 3:00