

# STUDENT HANDBOOK

1145 West Cedar Street  
Willows, California 95988  
(530) 934-6633  
FAX (530) 934-6697  
[www.willowsunified.org/wis](http://www.willowsunified.org/wis)



## MESSAGE FROM ADMINISTRATION

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 the basic information you will need on policies and procedures. Your teachers will guide you through this handbook the first week of school; please read it carefully and refer to it often.

May this be your best school year.

**“DO THE RIGHT THING”**

Sincerely,

Stephen C. Sailsbery, Principal

## ATTENDANCE INFORMATION & HOMEWORK FOR ILL STUDENTS

1. Students should be at school and to every class on time EVERY DAY.
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 may be assigned; failure to verify the absence within 2 school days will result in the absence being considered unexcused.
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 with Saturday School a possibility to make up absences.
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, and/or exclusion from participation in extra-curricular activities.

## TRUANCY

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

## **BICYCLES,**

## **SKATEBOARDS & SCOOTERS**

Bicycles, skateboards, and scooters are not to be ridden on campus. Students bring them to school at their own risk and are responsible for all damages. Bikes must be parked in the bike racks and locked securely. Students riding skateboards and scooters to school must find a place to store them.

## **BELL SCHEDULE (PANDEMIC schedule)**

Period 1	8:05 - 8:54
Period 2	9:04 - 9:48
Period 3	9:58 - 10:42
Period 4	10:52 - 11:36
Lunch	11:36 - 12:25
Period 5	12:29 - 1:17
Period 6	1:27 - 2:15

**Students should not ARRIVE PRIOR TO 7:15am.**

**Campus must be cleared of all students by 2:30pm, except for attending school sponsored events, or waiting for transportation.**

## **Collaboration Day Bell Schedule(Pandemic)**

**\*\*Every Other Wednesday**

Period 1	8:05 - 8:50
Period 2	9:00 - 9:37
Period 3	9:47 - 10:24
Period 4	10:34 - 11:11
Period 5	11:21 - 11:58
Lunch	11:58 - 12:46
Period 6	12:50 - 1:30

## **CAFETERIA**

A cafeteria is available for all students. All students will receive a lunch free of charge, if they so choose. 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, again free of charge.

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.

## **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. Parents must come in to the office and fill out the proper paperwork. 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.

## **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.

## **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.

## **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.

## **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.

## **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. Do NOT run, yell, shove, fight, spit, horseplay, use profanity, or use public displays of affection, etc. WIS "Hands Off" Policy = DO NOT TOUCH ANYONE.

## **PLAYGROUND RULES**

1. Games involving running (except basketball) are to be confined to the north grassy area.
2. Our school maintains a hands-off policy
3. Use of words which may lead to fighting (racial slurs, slandering, threatening, etc.) are forbidden.
4. You are not to bring personal toys, playing cards or sports equipment from home, except upon instruction from a teacher. Bring sports equipment from home at your own risk.
5. Use playground equipment and areas as per directions.
6. Students must remain in sight of a supervisor at all times. The exception is when visiting the restrooms. Restrooms may be checked by a supervisor.
7. At no time, should any ball be kicked while on the blacktop.

## **DETENTION POLICY**

Lunch detention and an after school detention may be assigned for discipline problems. Teachers may assign their own detention to any student for violating classroom and or school rules. All students are responsible for securing their own transportation from school on the detention day.

## **DISCIPLINE PRACTICES & PROCEDURES**

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

### **Reasons for a Major Referral:**

- Defiance/disrespect of authority (all staff has authority).
- Fighting or threatening to harm others.
- Serious or continued classroom disturbance.
- Other inappropriate behavior in the judgment of staff/administration.

### **Resulting Action for Any Major Referral:**

A Parent Conference may be required before a 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). Saturday School may also be issue used as a means of discipline. 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 May 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.
  8. Other unacceptable acts as determined by staff or administration.

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

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

- Firearms, ammunition, knives
- Alcohol, tobacco, drugs (unless with doctor's prescription)
- Matches, lighters, firecrackers
- Permanent pens, white-out, aerosol spray cans

The following are also against WIS rules to possess:

- Squirt guns or toy guns
- Lasers
- Personal athletic equipment without permission
- Sunflower/Pumpkin Seeds, or nuts with shells
- Water balloons
- Stink bombs
- Gum
- Powder type candy

Note: The use of iPods, Mp3 players, cell phones, cameras, etc. is not permitted on campus except before/after school or with staff permission. Bringing valuable personal items to school is not recommended. The school is not responsible for lost or stolen items of this kind. Note: Taking pictures or video is forbidden without specific permission from staff.

### **DRESS STANDARDS**

If your attire looks inappropriate, it is inappropriate. Bare tummies are not allowed. Logo apparel depicting vulgar, tasteless messages, gang symbols (clothing worn by known gangs) or apparel advertising alcohol, tobacco is prohibited. All students are expected to dress and groom themselves neatly and modestly in clothes that are suitable for school attendance and

activities. (No pajamas)

**TOPS** - must have **shoulder straps** and no undergarments may be shown; no half shirts, no halter tops, half blouses, or fishnet shirts are allowed; the stomach area may not be exposed, including when arms are extended outward or above the head.

**SHORTS** - may be worn but must be of reasonable length; shorts **shall not** be so tight or short as to draw undue attention to the student. Students wearing extremely short shorts, which are determined by staff to be "too short," will be asked to put on their PE shorts.

**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.

**UNDERGARMENTS** - must be covered and not seen. Bra straps, underwear, boxer shorts, or any type of undergarment that can be seen outside of the clothing, or through the clothing must be covered.

**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. Students must bring appropriate shoes for PE on a daily basis.

**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, bandanas, or any particular brands or logos deemed inappropriate by staff.

Note: The administration reserves the right and will make the final determination on any dress code issues whether written in the student handbook or not, "including instances such as too many holes in garments, various labels/types of clothing, or accessories that may be associated with inappropriate or unsafe behavior....."

## **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.

## **EXTRACURRICULAR ELIGIBILITY**

Students who have demonstrated a "C" average or above and have no "F" grades during the preceding progress report or grading period are eligible to participate in school or booster sponsored extra-curricular activities.

When a student is suspended from school, he or she MAY NOT participate in OR ATTEND any extracurricular activity. A student who fails to follow school rules may be temporarily or permanently suspended from extracurricular activities.

## **HALL PASSES**

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

## **LOCKERS**

Lockers are never to be shared or traded. Seventh and eighth grade students receive a hall locker in the main building and may bring a combination lock to secure their locker. The combination must be reported to the office. No key locks are allowed. Any unauthorized locks may be cut off. 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. Lockers are not to be decorated on the outside.

## **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 P.E. — 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 \$20.00.

## **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.

## **STUDENT BODY CARDS**

Cards cost \$5.00 each. The cards are useful for dances and other activities such as high school athletic events.

## **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 and/or appropriate consequence depending on the violation.

**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.

### **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/ELECTRONIC DEVICES**

Students are allowed to bring a cell phone/electronic device to school. Devices can be used before school and after school. 7<sup>th</sup>/8<sup>th</sup> Grade students must keep devices in a pocket or backpack and turned off during class time. 6<sup>th</sup> Graders must store device in a backpack or with the teacher. Use of any device in bathrooms, locker rooms, or in any manner to bully or shame another person is forbidden and consequences will be enforced.

### **ENERGY DRINKS**

Energy drinks such as Red Bull, Monster, Rockstar, etc., are strictly forbidden on campus. DO NOT BRING THEM TO SCHOOL!

### **YEARBOOKS**

The yearbook is created with student volunteers under the direction of the staff advisor. Yearbooks are pre sold throughout the year.

### **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 school administration. No one will suffer

from having come forward and reported any questionable behavior or incidents. If in doubt, please speak with the administration. All matters of this nature will be treated with confidentiality.

### **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 (for any reason) 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.**



**DO THE RIGHT THING!**



Office of the Assistant Secretary for  
Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

## USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

- (2) fax: [\(202\) 690-7442](tel:2026907442); or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

- (1) mail: U.S. Department of Agriculture