

STUDENT HANDBOOK

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MESSAGE FROM ADMINISTRATION

Willows Intermediate School has a proud tradition of excellence in academics, as well as our extra- and co-curricular activities. 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. Communication is vital to our success! We hope you are a key part in continuing the great traditions of Willows Intermediate School!

“DO THE RIGHT THING”

Sincerely,

Chris Harris, 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. 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).
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 and TRUANCY

Attendance is a key ingredient to student success. Tardies disrupt the educational process and excessive absences negatively affect a student's growth and development. Students are responsible for attending school **regularly and punctually**. Students who exhibit a pattern of tardiness will face disciplinary action, which may include detention, and/or exclusion from participation in extracurricular activities.

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, etc.).

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. It is state law for young people to wear a helmet when riding a bicycle, skateboard or scooter.

BELL SCHEDULE

Period 1	8:05 - 9:00
Break	9:04 - 9:19
Period 2	9:19 - 10:09
Period 3	10:13 - 11:03
Period 4	11:07 - 11:57
Lunch	12:01 - 12:51
Period 5	12:51 - 1:41
Period 6	1:45 - 2:35

Students should **NOT** arrive prior to 7:15am.

Campus must be cleared of all students by 2:45pm, except for attending school sponsored events, or waiting for transportation.

Collaboration Day Bell Schedule

****Every Other Wednesday**

Period 1	8:05 - 8:50
Break	8:54 - 9:09
Period 2	9:09 - 9:49
Period 3	9:53 - 10:33
Period 4	10:37 - 11:17
Period 5	11:21 - 12:01
Lunch	12:01 - 12:51
Period 6	12:55 - 1:30

CAFETERIA

The cafeteria is available for all students. All students may receive a breakfast and/or lunch free of charge. Interested students may choose to eat a school lunch free of charge.

Breakfast will be served from 7:30-7:50. Students also have the opportunity to participate in our 2nd Chance Breakfast if they did not eat breakfast before school.

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 into 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.

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 onto campus.

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 the 3rd 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. Use of words which may lead to fighting (racial slurs, slandering, threatening, etc.) are forbidden.
3. You are not to bring personal toys, playing cards or sports equipment from home, except upon instruction from staff. Bring sports equipment from home at your own risk.
4. Use playground equipment and areas as per directions.
5. 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.

DETENTION POLICY

Lunch detention and 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 have 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 the 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 issued as a means of discipline. Students may also be removed/restricted from any extracurricular activity for disciplinary infractions.

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

The following are also against WIS rules to possess:

- Squirt guns, toy guns and/or lasers
- Permanent pens, white-out, aerosol spray cans
- Personal athletic equipment without permission
- Sunflower/Pumpkin Seeds, or nuts with shells
- Water balloons
- Stink bombs
- Gum, powder type candy.

Note: The use of electronic devices such as 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/video is forbidden without specific permission from staff.

DRESS STANDARDS

If your attire looks inappropriate, it is inappropriate. Bare midriffs are not allowed. Logo apparel depicting vulgar, tasteless messages, gang symbols (clothing worn by known gangs) or apparel advertising alcohol, tobacco or drugs 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 or sag.

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 extracurricular 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.

REPORT CARDS & PROGRESS REPORTS

Quarterly report cards are issued 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 midpoint of each quarter; their purpose is to inform parents on how their child is performing.

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. 7th/8th Grade students must keep devices in a pocket or backpack and turned off during class time. 6th 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 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 year-end trip and graduation dance.

4 or more majors: Barred from

participation in the 8th grade year-end trip, graduation dance and graduation ceremony.



DO THE RIGHT THING!

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, 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

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

This institution is an equal opportunity provider.