



2019-2020

**Every Student Matters,
Every Moment Counts**

Wilson C. Riles Middle School

Student Handbook 2019-2020

4747 PFE Road, Roseville, CA 95747
 Phone: (916) 787-8100 Fax: (916) 773-4131 Attendance: (916) 787-8100 ext.7910
<https://wcr.centerusd.org/>

Mission Statement

The mission of Wilson C. Riles Middle School is to develop our students' academic, emotional and social skills for success today and in the future.

School Motto

Every student matters, every moment counts.

School Leadership

Mr. Borasi, Principal
 Mr. Homesley, Assistant Principal
 TBD, Counselor
 Ms. Kent, Academic Coordinator
 Ms. Slay, Academic Coordinator
 Ms. Wildman, Academic Coordinator

Name: _____

Student ID Number: _____

A Day

Period	Subject	Teacher	Rm #
0	HR		
1			
2			
Early 3/ Lunch			
Late 3/ Lunch			
4			

B Day

Period	Subject	Teacher	Rm #
0	HR		
5			
6			
Early 7/ Lunch			
Late 7/ Lunch			
8			

School-Wide Expectations

Be Safe
 Be Responsible
 Be Respectful
 Be Kind

Words for Success

Please
 Thank You
 You're Welcome
 Excuse Me
 I'm Sorry

Daily School Supplies

Agenda book
 Student ID card
 Pencils
 Sharpener/erasers
 Pens
 Binder paper
 3 ring binder (2" minimum)
 with dividers
 Pencil/pen pouch
 Backpack

Wilson C. Riles Middle School

2019-2020 Abridged Calendar*

*See school website for a full listing of events

1st Semester

August

- 7 First Day of School
- 8 Picture Day
- 22 Back to School Night

September

- 2 School Holiday – Labor Day
- 6 Q1 Progress Reports ([available online](#))

October

- 8 End of Quarter 1
Progress Reports ([available online](#))
- 7-11 No School – October Break
- 24 Parent Conferences
- 24-25 Minimum Days

November

- 15 Q2 Progress Reports ([available online](#))
- 11 No School – Veterans Day
- 25-29 No School – Thanksgiving Break

December

- 19-20 Minimum Days
- 20 End of 1st Semester
- 12/23-1/3 No School – Winter Break

2nd Semester

January

- 6 No School
- 7 School Resumes after Winter Break
1st Semester Report Cards ([mailed home](#))
- 20 No School – Martin Luther King Jr. Birthday

February

- 7 Q3 Progress Reports ([available online](#))
- 10 No School – Lincoln's Birthday
- 17 No School – Washington's Birthday
- 27 Parent Conferences
- 27-28 Minimum Days

March

- 13 End of 3rd Quarter
Progress Reports ([available online](#))

April

- 2 Open House
- 24 Q4 Progress Reports ([available online](#))
- 6-10 No School - Spring Break
- 4/28 Start State Testing

May

- 25 Memorial Day
- 26 8th Grade Incentive Trip to [Sun Splash](#)
& 7th Grade Fun Day
- 27-28 Minimum Days
- 28 Last Day of School
8th Grade Celebration
2nd Semester Report Cards ([mailed home](#))

Bell Schedules

You may check our calendar on the school website to see the schedule for each day.

Mondays are "early out" days, and school is dismissed at 1:25 pm.

Tuesdays through Fridays are "regular schedule" days, and school is dismissed at 2:30 pm.

On minimum days, school will end at 11:45 am.

Our bell schedules are listed on the next page.

Assemblies, safety drills, and other events will have special schedules.

WCR MIDDLE SCHOOL

2019-20 Bell Schedules

REGULAR DAY			
Period	Start	End	Minutes
HOMEROOM	7:55 AM	8:15 AM	20
1/5	8:20 AM	9:40 AM	80
2/6	9:45 AM	11:05 AM	80
1st Lunch	11:05 AM	11:40 AM	35
Late 3/7	11:45 AM	1:05 AM	80
Early 3/7	11:10 AM	12:30 PM	80
2nd Lunch	12:30 PM	1:05 AM	35
4/8	1:10 PM	2:30 PM	80

MINIMUM DAY			
Period	Start	End	Minutes
1/5	7:55 AM	8:40 AM	45
2/6	8:45 AM	9:30 AM	45
3/7	9:35 AM	10:20 AM	45
1st Lunch	10:20 AM	10:55 AM	35
Late 4/8	11:00 AM	11:45 AM	45
Early 4/8	10:25 AM	11:10 AM	45
2nd Lunch	11:10 AM	11:45 AM	35

EARLY RELEASE DAY			
Period	Start	End	Minutes
1/5	7:55 AM	9:05 AM	70
2/6	9:10 AM	10:20 AM	70
1st Lunch	10:20 AM	10:55 AM	35
Late 3/7	11:00 AM	12:10 PM	70
Early 3/7	10:25 AM	11:35 AM	70
2nd Lunch	11:35 AM	12:10 PM	35
4/8	12:15 PM	1:25 PM	70

ALL CLASSES DAY			
Period	Start	End	Minutes
1	7:55 AM	8:40 AM	45
2	8:45 AM	9:25 AM	40
3	9:30 AM	10:10 AM	40
4	10:15 AM	10:55 AM	40
5	11:00 AM	11:40 AM	40
1st Lunch	11:40 AM	12:15 PM	35
Late 6	12:20 PM	1:00 PM	40
Early 6	11:45 AM	12:25 PM	40
2nd Lunch	12:25 PM	1:00 PM	35
7	1:05 PM	1:45 PM	40
8	1:50 PM	2:30 PM	40

August				
M	T	W	T	F
		TAC	8AC	9A
E12B	13A	14B	15A	16B
E19A	20B	21A	22B	23A
E24B	27A	28B	29A	30B

September				
M	T	W	T	F
2	3A	4B	5A	6B
E9A	10B	11A	12B	13A
E14B	17A	18B	19A	20B
E23A	24B	25A	26B	27A
E30B				

October				
M	T	W	T	F
	1A	2B	3A	4B
7	8	9	10	11
E14A	15B	16A	17B	18A
E21B	22A	23B	24MA	25MB
E28A	29B	30A	31B	

*10/24 and 10/25 - Fall PT Conferences

November				
M	T	W	T	F
				1A
E4B	5A	6B	7A	8B
11	12A	13B	14A	15B
E18A	19B	20A	21B	22A
25	26	27	28	29

December				
M	T	W	T	F
E2B	3A	4B	5A	6B
E9A	10B	11A	12B	13A
E16B	17A	18B	19MA	20MB
23	24	25	26	27
30	31			

January				
M	T	W	T	F
		1	2	3
6	7A	8B	9A	10B
E13A	14B	15A	16B	17A
20	21B	22A	23B	24A
E27B	28A	29B	30A	31B

February				
M	T	W	T	F
E1A	4B	5A	6B	7A
10	11B	12A	13B	14A
17	18B	19A	20B	21A
E24B	25A	26B	27MA	28MB

March				
M	T	W	T	F
E2A	3B	4A	5B	6A
E9B	10A	11B	12A	13B
E16A	17B	18A	19B	20A
E23B	24A	25B	26A	27B
E30A	31B			

April				
M	T	W	T	F
		1A	2B	3A
6	7	8	9	10
E13B	14A	15B	16A	17B
E20A	21B	22A	23B	24A
E27B	28ST	29ST	30ST	

*April 28 - May 1 - Statewide Testing

May				
M	T	W	T	F
				1ST
E4A	5B	6A	7B	8A
E11B	12A	13B	14A	15B
E18A	19B	20A	21B	22A
25	26B	27MA	*28MB	

*May 28 - 8th Grade Celebration

The “Husky Code” at Wilson C. Riles Middle School

Every student and adult at Wilson C. Riles Middle School follows four basic behavior expectations:

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful**
4. **Be Kind**

Positive Behavior Plan

Climate for Learning

The school staff is committed to providing a safe, orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school. As a school, we encourage attitudes and behaviors that promote mutual respect.

School-Wide Positive Behavior Support Plan

Safety, Responsibility, Respect and Kindness are the four guiding expectations at Riles Middle School. At the beginning of the year, all students are explicitly taught what it means to be safe, responsible, respectful and kind on all areas of the campus. (See the Husky Code). Students are rewarded for exhibiting safe, responsible, respectful and kind behaviors.

The goal of the school-wide positive behavior support plan is to encourage students to demonstrate a high level of responsibility and citizenship. All students begin each school year with 100 merits. All students will have the opportunity to maintain 100 merits by adhering to the behavior standards set by the school and district. Students who maintain 100 merits are rewarded throughout the year.

Students' incentives for maintaining 100 merits may include:

- Ticket drawings
- Gift certificates
- Special treats
- Special celebrations, assemblies, and activities

Students must maintain a minimum of 90 merits to be eligible to participate in student activities. These include school sports programs, 8th grade Celebration, 7th grade Fun Day, dances, assemblies, attendance at athletic events, end of year activities, and other events/activities that may be offered throughout the school year.

How does a student lose merits?

A student can lose merits if a school rule has been violated. Range of merit loss is from 1-15, depending on the severity of the infraction. Students assigned detention and are late arrivals or “no shows” will receive further disciplinary consequences including loss of merits.

How do students earn merits back to be eligible for school activities and recognition?

To earn back merits, students must pick up a Merit Recovery form in the main office and follow the procedures noted. Students are encouraged to recover their merits in a timely manner. Students may check their current merit count in the front office before or after school. The last day to earn back merits lost for the year is May 19, 2020. Students who have lost 2 merits for after school detention may earn 1 merit for arriving to detention on time, on the assigned date and following the Husky Code for the duration of the detention.

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE KIND
General/ Schoolwide	<ul style="list-style-type: none"> ● Walk at all times ● Keep your hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Follow the directions of all staff ● Keep gum at home ● Personal electronic devices and earbuds are to be turned off and stored unless otherwise directed by an adult 	<ul style="list-style-type: none"> ● Use school appropriate language ● Use the words for success ● Use appropriate words and tone with peers and staff ● Recognize and respond to all adult directions 	<ul style="list-style-type: none"> <input type="checkbox"/> T.H.I.N.K. <input type="checkbox"/> Be accepting of others and their differences
Classroom	<ul style="list-style-type: none"> ● Enter and exit room with permission ● Use all materials as intended ● Be aware of your surroundings and conscious of others 	<ul style="list-style-type: none"> ● Have class materials ready ● Stay on task and work to the best of your ability ● Own your decisions and choices ● Communicate with your teacher if you need help 	<ul style="list-style-type: none"> ● Value and allow time for the input of others ● Allow others to learn ● Respond to the teacher's attention signal ● Wait to be recognized 	<ul style="list-style-type: none"> ● Offer encouragement and support to others ● Try to understand others' perspectives ● Be willing to apologize and accept apologies
Technology	<ul style="list-style-type: none"> ● Use chairs and desks appropriately ● Inform staff of vandalized, broken, or altered equipment ● Use technology as directed 	<ul style="list-style-type: none"> ● Finish food and drink outside of computer lab ● Use your technology equipment appropriately ● Put equipment back where you found it 	<ul style="list-style-type: none"> ● Be gentle with technology equipment ● Leave computer lab clean for the next class 	<ul style="list-style-type: none"> <input type="checkbox"/> Use headphones to stay focused <input type="checkbox"/> Offer help to peers in need <input type="checkbox"/> T.H.I.N.K.
Lunch Areas	<ul style="list-style-type: none"> ● Walk to the lunch area ● Go directly to a seat or the back of the lunch line ● Remain seated until dismissed by an adult 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your I.D. number and cash ready for the cashier <input type="checkbox"/> Turn off and put away all electronic devices <input type="checkbox"/> Check out and return equipment with a noon-duty aide 	<ul style="list-style-type: none"> <input type="checkbox"/> Throw your trash in the trash can <input type="checkbox"/> Encourage peers to keep their area clean <input type="checkbox"/> Take only what is yours 	<ul style="list-style-type: none"> <input type="checkbox"/> Thank cafeteria staff members <input type="checkbox"/> Pick up trash even if it is not yours <input type="checkbox"/> Welcome all peers to sit at your table
Passing Areas	<ul style="list-style-type: none"> ● Walk at all times ● Keep your hands, feet, and objects to yourself ● Stay to the right side of hallways 	<ul style="list-style-type: none"> <input type="checkbox"/> Go directly to your next class <input type="checkbox"/> Turn off personal electronic devices and store them in your bag <input type="checkbox"/> Throw away trash 	<ul style="list-style-type: none"> <input type="checkbox"/> Walk on paved areas <input type="checkbox"/> Use appropriate voice volume 	<ul style="list-style-type: none"> ● Greet staff members as you walk around campus ● Use positive language
Pick-up Zone (To and From School):	<ul style="list-style-type: none"> ● Look both ways for cars before walking into the pick-up lanes ● Stay on the sidewalk unless entering your car ● Only cross the parking lot near the buses if you are with an adult 	<ul style="list-style-type: none"> ● Actively look for your ride ● Communicate with your ride if you are going to be late ● Predetermine a pick-up location 	<ul style="list-style-type: none"> ● Use school appropriate language while in the front of the school ● Speak respectfully to all staff and community members ● Follow the directions of all staff members 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep gates clear <input type="checkbox"/> Greet the person who is picking you up From school
	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE KIND

Back of School (To and From School)	<ul style="list-style-type: none"> ● Walk your wheels on campus ● Have wheels? Wear a helmet! ● Be aware of your surroundings ● Follow the rules of the road 	<ul style="list-style-type: none"> <input type="checkbox"/> Lock your wheels at the bike rack or in a teacher's room (with permission) <input type="checkbox"/> Communicate with home if you are going to be late 	<ul style="list-style-type: none"> ● Use school appropriate language in neighborhoods ● Walk on sidewalks and use crosswalks ● Keep moving toward your destination ● Be courteous of the property of others 	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage peers to respect neighbors and their property <input type="checkbox"/> Greet staff members as you enter and exit campus <input type="checkbox"/> Pick up and throw away any trash you see
Assemblies	<ul style="list-style-type: none"> ● Enter and exit in an orderly fashion, when directed ● Remain seated unless otherwise directed 	<ul style="list-style-type: none"> <input type="checkbox"/> Listen to the presenter <input type="checkbox"/> Look at staff members for directions 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep eyes on the speaker <input type="checkbox"/> Sit attentively <input type="checkbox"/> Respond appropriately 	<ul style="list-style-type: none"> ● Clean up after yourself ● Applaud at appropriate times ● Encourage all participants
Husky Help	<ul style="list-style-type: none"> ● Use all resources as intended and return if needed ● When you leave Husky Help, exit campus 	<ul style="list-style-type: none"> <input type="checkbox"/> Have a clear purpose and work on school work <input type="checkbox"/> Bring all materials you need with you <input type="checkbox"/> Leave your space clean and put all trash in the trash can <input type="checkbox"/> Be where you belong 	<ul style="list-style-type: none"> ● Raise your hand when you need help ● Return any materials used back to where it belongs 	<ul style="list-style-type: none"> <input type="checkbox"/> Wait patiently and quietly for teacher's help <input type="checkbox"/> Help others when possible <input type="checkbox"/> Thank the staff
After School Activities	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself ● Remain in the area the activity is happening ● Walk at all times (except when participating in sports) 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your ID card with you <input type="checkbox"/> Finish food and drink before entering the gym <input type="checkbox"/> Put all trash in the trash can <input type="checkbox"/> Communicate end time with ride before event 	<ul style="list-style-type: none"> ● Wear clothing that is dress code appropriate ● Allow everyone to focus on the activity without distractions ● Use school appropriate language 	<ul style="list-style-type: none"> <input type="checkbox"/> Patiently wait your turn in lines <input type="checkbox"/> Cheer positively for the Huskies and opponents <input type="checkbox"/> Be inclusive <input type="checkbox"/> T.H.I.N.K.
Detention (Lunch and After School)	<ul style="list-style-type: none"> ● Remain in your seat, facing forward ● Leave campus immediately after released from after school detention 	<ul style="list-style-type: none"> <input type="checkbox"/> Use the restroom and get water before arriving <input type="checkbox"/> Arrive on time <input type="checkbox"/> Bring detention slip <input type="checkbox"/> Be productive and work silently on assignments 	<ul style="list-style-type: none"> ● Recognize and respond to the detention supervisor ● Reflect on why you received detention ● Create a plan to avoid future detentions 	<ul style="list-style-type: none"> <input type="checkbox"/> Create a plan to repair damage caused by your behavior
Restrooms	<ul style="list-style-type: none"> ● Walk at all times ● Use restrooms for their intended purposes ● Turn water off after washing your hands 	<ul style="list-style-type: none"> <input type="checkbox"/> Flush toilet after use <input type="checkbox"/> Throw trash in the trash cans <input type="checkbox"/> Leave personal items in backpack/classroom 	<ul style="list-style-type: none"> ● Honor the privacy of others ● Properly treat bathroom property ● Use indoor voices 	<ul style="list-style-type: none"> <input type="checkbox"/> Wait for peers outside <input type="checkbox"/> If there is an accident or problem, seek help from an adult
Office	<ul style="list-style-type: none"> ● Keep hallways clear and walk on the right ● Stay in designated areas or seats ● Promptly sign-in and sign-out 	<ul style="list-style-type: none"> <input type="checkbox"/> Have a clear purpose for being in the office <input type="checkbox"/> Be accountable for your actions and words <input type="checkbox"/> Only enter the office during class time if you have a pass 	<ul style="list-style-type: none"> ● Use indoor voices ● Be mindful of others' right to privacy ● Communicate clearly, calmly, and honestly 	<ul style="list-style-type: none"> <input type="checkbox"/> Use Words for Success <input type="checkbox"/> Thank the office staff for helping you <input type="checkbox"/> Be helpful to office office
	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE KIND
Library	<ul style="list-style-type: none"> ● Keep your hands, feet, and objects to yourself ● Walk at all times 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your books, ID card, and agenda for each visit <input type="checkbox"/> Treat books and displays appropriately and carefully 	<ul style="list-style-type: none"> ● Respond appropriately to everyone ● Use library appropriate volume ● Put books back where 	<ul style="list-style-type: none"> <input type="checkbox"/> Use the Words for Success <input type="checkbox"/> Wait your turn

		<input type="checkbox"/> Keep the library free of litter	they belong	
Buses	<ul style="list-style-type: none"> ● Stay behind the yellow line until asked to board the bus ● Keep all parts of the body inside the bus at all times ● Remain facing forward and seated while the bus is in motion ● Enter and exit the bus through the entrance door, except for emergencies 	<input type="checkbox"/> Have your ID with bus rider sticker with you at all times <input type="checkbox"/> Arrive at the bus stop 5 minutes before the bus is scheduled to arrive	<ul style="list-style-type: none"> ● Be courteous to the driver and fellow passengers ● Remain on the sidewalk and off of private property while waiting at the bus stop ● Keep the bus and the bus areas clean and pick up trash 	<ul style="list-style-type: none"> ● Greet the bus driver upon entering the bus and thank the bus driver when exiting ● Welcome any students to sit next to you on the bus
Science Labs	<ul style="list-style-type: none"> ● Actively participate by following the lab safety contract guidelines ● Report spills and broken materials to the teacher immediately ● Wear eyewear, when directed 	<input type="checkbox"/> Follow lab directions and do assigned lab work <input type="checkbox"/> Use lab materials as directed and keep them in appropriate locations <input type="checkbox"/> Ask questions, if you are unsure of what to do	<ul style="list-style-type: none"> ● Actively listen to others in the classroom ● Raise your hand when you have a question ● Clean the lab station at the end of each period 	<input type="checkbox"/> Let all group members participate <input type="checkbox"/> Politely ask group members and classmates for help
Locker Rooms	<ul style="list-style-type: none"> ● Keep your hands, feet, and objects to yourself ● Walk at all times, unless otherwise directed ● Notify P.E. teachers if there is a problem or injury ● Inform staff of vandalism or broken equipment 	<input type="checkbox"/> Only use your assigned locker <input type="checkbox"/> Always securely lock up your valuables <input type="checkbox"/> Change in appropriate locations only <input type="checkbox"/> Place trash in trash receptacles	<input type="checkbox"/> Speak respectfully to everyone and use words for success <input type="checkbox"/> Help others when help is needed <input type="checkbox"/> Follow the directions of all staff members	<input type="checkbox"/> Encourage others appropriately <input type="checkbox"/> Respond appropriately to everyone <ul style="list-style-type: none"> ● Respect the space property of others
Stairs	<ul style="list-style-type: none"> ● Refrain from throwing any items from stairs or balcony ● Keep hands and feet to yourself on the stairs 	<ul style="list-style-type: none"> ● Walk on the right side of the stairs ● No loitering at the base, on the stairs or at the top. ● Only use the stairs if you have a class upstairs 	<ul style="list-style-type: none"> ● Use appropriate language and volume of voice. ● Recognize and respond to all adult directions 	<ul style="list-style-type: none"> ● Walk at all times ● If there is an issue on the stairs seek out an adult

Student Activities

Wilson C. Riles Middle School offers a variety of activities to benefit all students. **These activities are privileges, and so students must meet specified guidelines in order to participate. A site review team may waive the requirements for unique circumstances. Students with an Individualized Education Program (IEP) may be required to meet differential standards.**

Athletics

Wilson C. Riles Middle School participates in the Foothill Intermediate Schools Athletic League (FISAL), competing with schools from Antelope to Auburn. Students have the opportunity to participate in a variety of sports in 7th and 8th grade: Boys' Basketball, Girls' Basketball, Flag Football, Girls' Volleyball, and Track & Field.

Eligibility for athletics is as follows:

- Parent Permission Form
- Medical Insurance
- A physical examination by a physician, nurse practitioner or medical clinic is strongly recommended
- Maintain a minimum 2.00 GPA, earn no "F's" and no "U's" in all classes throughout the course of the season, monitored by progress reports, quarter grades, semester grades (report card grade), and grade checks
- Maintain a minimum of 90 merits on the school wide merit system during the season
- Students falling below these academic and behavior standards will be ineligible to try out for sports teams and, during the season, will be dismissed from the team
- Attend at least 4 periods on game day and have an excused absence for periods missed
- Students on a sports team who are suspended from school will be dismissed from the team
- District transportation to and from athletic events is not available
- Have no unserved after school detentions

Clubs/Intramurals

A variety of after school and lunch time clubs are offered throughout the year. Some clubs include bible, cooking, Student Created Video Club, intramurals, and many more.

Dances and Special Activities

Dances and Special Activities occur throughout the year and may include assemblies, award parties, rallies, team events, field or activity days, and extracurricular field trips.

Students must meet the following requirements to participate in school activities:

- Have a minimum of 90 merits on the school wide point system at the time of the event
- Complete a permission slip/ticket and bring school ID to the event
- Attend at least 4 periods on the day of the activity and have an excused absence for any periods missed
- Be picked up by parents at the end of the event
- Have no unserved after school detentions

Awards Night

Wilson Riles will host a special awards night near the end of the school year to celebrate 8th grade students who have earned academic, athletic, and/or citizenship awards. These awards are based on student achievement and teacher recommendations. Honored students and their parents will be invited in advance.

8th Grade Year End Incentive Trip and 7th Grade Fun Day

Students must meet the following requirements to participate in the year end incentive trip:

- Have a minimum cumulative grade point average (GPA) of 2.0 from their combined first semester and 4th quarter progress report grades
- Have a minimum of 90 merits at the time of the trip/activity
- Have no suspensions during the month of May
- Turn in all library books, textbooks, athletic uniforms, etc. 1 day prior to the event
- Have no unserved after school detentions

End of 8th Grade Celebration

Our 8th grade celebration takes place on a regular school day. Because we have transportation commitments, lunch schedules, and our 7th grade students on campus to accommodate, we ask for parent cooperation with our timelines.

Students must meet the following requirements to participate in the 8th Grade Celebration:

- Have a minimum cumulative grade point average (GPA) of 2.0 from their 1st semester and 2nd semester grades

- Have a minimum of 90 merits by May 19, 2020
- Have no suspensions during the month of May
- Students at risk of not participating will be notified
- Turn in all library books, textbooks, athletic uniforms, etc prior to the event
- Students will follow our school dress code at the celebration. Hats are not allowed.
- At the conclusion of the ceremony, parents will be able to sign their child out for the remainder of the school day
- Have no unserved after school detentions

Student Health Services

Insurance

The school district does not carry accident insurance on students. Voluntary insurance coverage is made available to students at minimal cost. Insurance enrollment forms are available during the first month of school.

Medications

Medical treatment is the responsibility of the parent and the family physician. For a student to receive any medications during school, including inhalers and pain relievers (ie., Tylenol), a **Parent Request Form** must be completed. Forms may be obtained in the school's main office. Specific directions for the administration of any medication to be given at school must be included in a **written statement from the attending physician**, clearly specifying the condition for which the drug is to be given, how it is to be given, dosage, and related information. The medication should be brought in the original medication bottle.

Nurse's Office

The nurse's office is located in the main office. Any accident on campus must be reported immediately to the school nurse or the office. Any student who becomes ill on campus must report to the nurse's office and may not leave campus without staff approval. State law does not permit the school to dispense any medication without the doctor's written instructions. **Please note that health staff serves the entire district and are not on campus full time.**

Student Lunch Program

Full meals are provided in the cafeteria with a variety of nutritious foods. A student enters his or her permanent ID number on the pin pad located at each register when purchasing lunch. Money can be added to a student's account on-line at www.myschoolbucks.com or by presenting a check to the cashier.

National School Lunch Program

Families whose economic circumstances meet the federal criteria for the National School Lunch Program may apply for the free or reduced cost lunches for their children. Applications may be obtained in the school office and submitted to school officials for approval. The student is enrolled in the program upon approval.

Lunch Procedures

During lunchtime we expect students to be safe, responsible, respectful and kind by following the guidelines outlined in the Husky Code:

Be Safe

- Walk to the lunch area
- Go directly to a seat or the back of the lunch line
- Remain seated until dismissed by an adult

Be Responsible

- Take your place in the back of the line
- Have your I.D. number and cash ready for the cashier
- Turn off and put away all electronic devices
- Check out and return equipment with a noon duty aide

Be Respectful

- Throw your trash in the trash can
- Encourage peers to keep their area clean
- Take only what is yours

Be Kind

- Thank cafeteria staff members
- Pick up and throw away trash even if it is not yours
- Welcome all peers to sit at your table

During the first 20 minutes of lunch students are to remain seated. Students will be dismissed from the MPR/table area by school administration, Campus Monitor or a noon duty aide.

Student Transportation

The California Code of Regulations Title 5, Section 14103 states: Pupils transported in a school bus or a school pupil activity bus shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for the student to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destination.

Center Joint Unified School District Board of Trustees has adopted the following policy

- 1) Students are to ride only those buses to which they are assigned and normally take to and from school.
- 2) Students are to be at their bus stop no more than five (5) minutes before the scheduled pick up time.
- 3) Students are to line up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct will not be tolerated.
- 4) Students are to form a single line and remain at a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- 5) Students are to board and exit buses in an orderly manner without pushing or crowding.
- 6) Students are to sit in seats and areas assigned by the bus driver.
- 7) Students will remain seated facing forward in their seats at all times. Legs, feet, or other objects are not to obstruct the aisle.
- 8) Students are to remain seated while the bus is in motion.
- 9) Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.
- 10) Students will cross roadways in front of the bus (All Grades) and escorted by the driver (Grades pre-K to 8th grade inclusive).
- 11) Students will be respectful and courteous to the driver and other staff at all times.
- 12) Students will identify himself or herself to the driver when requested to do so.
- 13) Students will not smoke or light matches on the school bus at any time.
- 14) Students will not fight, create excessive noise, litter, tamper with equipment, or deface property (cut seats, etc.).
- 15) Students are not permitted to eat or drink on the bus.
- 16) Students are not to possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, or weapons, pressurized containers (hair spray, perfume, paint, etc.)
- 17) Students are to wear shoes at all times. Athletic shoes with metal cleats must be carried.
- 18) Students will not use abusive language or gestures on or near the bus.
- 19) Students will never extend any part of their body or any of their possessions out of the window of the school bus.

~MISCONDUCT CITATION~

This citation process is the drivers Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will make sure that they observe any student misconduct, rather than to take the word of other students when issuing citations. This document is a four (4) part form with copies that are given or sent to:

- 1) The Parent
- 2) The Site Administrator
- 3) The Driver
- 4) The Transportation Department Under normal circumstances, if a citation is warranted, the Principal or Designee will sign the citation and mail the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate what the citation is for and if time off the bus is indicated, and the length or duration of the suspension of school bus riding privileges. In general, a period of forty eight (48) hours is allowed for parent notification. The driver should not take for granted that parent notification has occurred and should confirm with the site Administration before denying transportation services. Students that are cited during the a.m. bus route are entitled to ride the p.m. route home. Further, students who are cited during the p.m. route or on a Friday will be entitled to ride the bus on Monday, unless the citation is for a more severe infraction.

Student Policies and Procedures

Attendance

Daily school attendance is critical for student success. By law, parents are required to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. Absences from school will be excused for health reasons, family emergencies, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day.

Absences

If a student is out of school for the day or part of the day:

- A parent must call the school at **(916) 787-8100 ext. 7910** (available 24 hours a day). Please state your name and relation to the student, the student's first and last name, grade and reason for the absence.
- If a parent does not call, the student must bring a written note upon return to school. The written excuse must be presented to the attendance office upon arrival at school following the absence.
- For all classes missed, work must be made up to the satisfaction of the teachers.
- Students who are truant from school may face disciplinary action.
- After three days, unverified absences will be recorded as truant.
- After the third unexcused or unverified absence, a truancy warning letter will be mailed home.
- After the third truancy warning letter, parents may be requested to attend a site attendance review meeting to develop a positive attendance contract.
- After 14 days of absence due to illness, a doctor's note will be required for further absences. If a doctor's note is not provided, the absence will be considered unexcused.
- Students who are habitually absent or tardy may be referred to the School Attendance Review Board (SARB). This is a truancy mediation program operated by the court's district attorney, probation office and/or juvenile court.

Class Tardy

Students are more successful in school when they arrive on time to each class prepared. Therefore, **we expect all students to be seated in their assigned seat when the bell rings**. Tardies will be maintained on a school-wide basis weekly. Students may receive consequences including lunch and after school detention for excessive school-wide tardies each week.

Drop-Off / Pick-Up

Please drop off and pick up your child at the front of the school. When you are picking up or dropping off your child please pull as far forward as possible. The two lanes closest to the school campus are for pickup. The third lane, closest to PFE, is a drive through lane. Failure to pull forward causes unnecessary traffic congestion on PFE Road. The back of the school is for walking and bicycle traffic only. Students are not allowed to walk on PFE Road. The basketball court gate is for bus riders only. **Students are not to be dropped off or picked up in the church parking lot.** Staff supervision before 7:35 AM is not available. After 8:00 AM, students must enter through the main office. The outer gates are locked during the school day.

Early Departure

A student who needs to leave the campus early must be signed out in the Attendance Office by a parent, guardian, or responsible adult with a note from the student's parent or guardian. When possible, please avoid picking your child up during his/her lunch period or during his/her PE period (see bell schedule). **It may take up to 15 minutes for your child to report to the office during PE or lunch period.**

School Tardy

Students who arrive at school after 8:00 AM for any reason are to report immediately to the attendance office for a late slip/pass. School begins at 7:55 AM each day.

Academics

Academic Honors

As a result of quarter and semester grades, some of the academic achievement incentives below will be awarded to eligible students. Students with suspensions during a particular semester will not be eligible to participate that semester.

4.0 GPA

- Principal's Honor Roll Certificate
- Breakfast Invitation
- Spring Trip (if school budget allows)

3.25 or Higher GPA

- Principal's Honor Roll Certificate
- Breakfast Invitation

Agenda Books

Students are provided an agenda book the first week of school. **Students are required to have their agenda book at school each day.** It is the student's responsibility to write the class and homework assignments for all classes in his/her agenda. All teachers post class and homework assignments in a designated location in their classrooms. *Parents should check their child's agenda book daily to ensure the student is completing it each day.* This is the most effective means of communication between students, parents and teachers.

Gifted Academy

The Gifted Academy is a program designed to challenge gifted students in the classroom on a daily basis. The academy will consist of two core teachers, one each from English and social studies. These classes will cover the state standards, but in a different way than in the regular classroom. Teachers will use GATE strategies such as compacting, differentiation, depth and complexity, and Blooms Taxonomy questioning in order to provide students with a deeper understanding of the material. The academy will not require students to do extra work; it will provide them with lessons that will challenge the students to think about subjects in a different way.

Grading Policy & GPA

A student's grade for the semester is determined by the percentage of possible points accumulated through daily work, quizzes, projects, and final examinations. The progress report grade of a given term may be looked upon as an informal grade in progress, and the semester grade reflects the student's final grade for that semester. Semester grades are the only grades recorded in the student's permanent record. The grade breakdown by percentage points is as follows:

Score - %	Letter Grade	Grade Points	Score - %	Letter Grade	Grade Points
90-100%	A	4	60-69%	D	1
80-89%	B	3	0-59%	F	0
70-79%	C	2			

To calculate GPA (Grade Point Average), for your classes, add up the grade point values for each of your classes, and then divide by the total number of classes you have.

For example, a student with an A in PE, a B in math, a C in social studies, a B in English, a B in science, and an F in his elective would have $4+3+2+3+3+0+1+4 = 20$ points divided by 8 classes = a 2.5 GPA

Homework/Classwork Policy

Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand in homework.

It is the student's responsibility to ask for and complete all make-up assignments. If a student will be out for three (3) or more days, parents may request classwork/homework through the office. Please allow 24 hours from the time of the request so that teachers may prepare a complete packet.

Husky Help

Voluntary after school help hours will begin shortly after the beginning of each semester. Schedules will be available in the front office and on the school home page. Husky Help hours will run from 2:40 PM to 3:40 PM Tuesday through Friday. **After school Husky Help begins at 2:40 PM. Students who are not in a classroom at 2:40 PM will be asked to leave campus.**

Promotion Requirements

Minimum promotion standards for middle school students follow Center Joint Unified School Board Policy 6146.21.

Report Cards and Progress Reports

End of Semester report cards will be mailed home. Mid-quarter progress reports and end of quarter progress reports will be available online through the student/parent portal on our school webpage. Parents can expect to receive either a progress report or report card about every 4 weeks. Specific dates are outlined on the calendar on page 2 of this handbook.

Dressing for Success

The CJUSD Board of Trustees and Riles staff believes proper dress and grooming is part of a positive educational experience. School should be a place of learning and preparation for a successful future.

If a teacher or staff member deems the student's clothing inappropriate, the student will be sent to the office to correct the issue. This may include changing into clothes to remedy the situation (loaner clothes are available). Students will return to class at the discretion of administration. While there is a certain amount of subjectivity in applying any dress code, it should be noted that the **decisions of the administration at WCR shall be final in dress code matters**. Students will receive the following consequences each quarter for dress code violations:

1 st & 2 nd violation	Warning and documentation by office staff
3 rd – 5 th violation	Lunch detention assigned by office staff
6 th & subsequent violation	Referral to administration, further disciplinary action, loss of merits, parent notification

Dress Code

- Skirts and shorts must be at or below the fingertips when arms are placed at the side. (Holes, openings, or slits in these garments must not reveal skin above the fingertips).
- Sagging pants are not allowed.
- Appearance of undergarments is prohibited.
- Several types of clothing may not be worn alone. Examples of clothing that may not be worn alone at school are tights; strapless tops, spaghetti straps, or halter tops; short shorts, shirts with large arm holes or low necklines, bare midriff or bareback tops, crop tops and half-shirts; or other clothing that exposes body parts or undergarments.
- Pajamas are not to be worn to school.
- The following clothing items, accessories, and backpacks are considered inappropriate and cannot be worn or displayed at school: clothing that bears profanity or weapons or that advertises sex, drugs, alcohol, tobacco, gangs or violence or that implies bullying.
- Students are prohibited from wearing any gang affiliated clothing or items. Gang attire is any clothing, accessory or manner of grooming which may be an indicator of gang involvement.
- Shoes must be worn at all times. Slippers, flip-flops, slides and other strapless shoes as well as high and platform heels are considered unsafe and are not to be worn at school.
- Head coverings are only allowed during inclement weather. During the cold or rainy season, students outside may wear a hood, a beanie, or an official school hat (available for purchase). No head coverings are permitted indoors. Red or blue bandanas are not allowed at school.
- Non-school sponsored brimmed hats are not allowed.
- Writing on oneself or others is not allowed.
- Piercings that are deemed unsafe will not be allowed.
- P.E. clothing is to be worn during the regular P.E. classes or athletic electives.

Other Student Policies & Procedures

Bicycles, Skateboards, and Scooters

Bicycles are to be parked inside the designated fenced area. All bicycles are to be securely locked, individually, in the racks. Skateboards and scooters must be carried directly to the student's homeroom or last period classroom upon arrival to school. Riding bikes on campus is not permitted at any time and may result in confiscation. The school assumes no responsibility for loss, damage, or theft of such items. The bike rack is not locked after 2:30 PM nor on the weekends. **STUDENTS ARE REQUIRED BY LAW TO WEAR A HELMET. Bicycles, scooters and skateboards may be confiscated if the student is not wearing a helmet.**

Cheating & Plagiarism – Academic Dishonesty

Any attempt to obtain credit for work done by another is unethical and a violation of school policy. This includes cheating on tests, copying work of others, giving your work to someone else for copying, copying word-for-word from published works (plagiarism), and similar activities. This includes all assignments, either written or technology based.

When a student participates in any form of academic dishonesty:

1. A zero will be assigned as a grade.
2. No extra credit work will be given to raise the grade.
3. Parents will be notified by the teacher.
4. Student may be referred to administration for disciplinary action.

Check Out Procedures (Changing Schools)

A student who plans to transfer to another school must notify the Attendance Office in advance in order to avoid delays in transferring. It is necessary for a parent to verify the transfer by calling or sending a note. Prior to checking out, all textbooks and materials must be returned. To do this, the student must attend school for a full day on his/her very last day. This allows each teacher to give a grade and to collect all textbooks and library books.

Closed Campus

To ensure student safety and supervision, Wilson C. Riles Middle School is a closed campus. A closed campus means that once a student arrives on the school grounds, he/she must remain on campus until the end of the school day unless signed out of the front office by a parent or guardian. Before leaving campus students must be signed out at the Attendance Office. If a student leaves school grounds without permission, the student is considered truant and is subject to disciplinary action.

Counseling Services

Counseling services are available. Stop by the main office or any classroom and complete a "Request Form" to see a counselor. You may be called to meet with the counselor at any time. We look forward to working with you and your families so your middle school years will be a positive and successful experience.

Daily Bulletin, Flag Salute, & Video Bulletin

The Daily Bulletin and Flag Salute are read during Homeroom. Students are to remain silent during reading of the Daily Bulletin. Students are expected to stand during the Flag Salute. The Daily Bulletin is also available online at <https://wcr.centerusd.org/>. The school website also contains a link to the weekly Video Bulletin, which is posted on the Wilson C. Riles YouTube Channel. Teachers will play the video bulletin in Homeroom on Mondays.

Detention After School

Administrators may require students to remain after school for disciplinary purposes. Title V, Education Code, states that students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the maximum school day. We will attempt to give students and parents 24 hours notice when assigning after school detention. Detention on regular school days begins promptly at 2:40 PM and ends at 3:30 PM. **Students who are absent on the day of an assigned detention will be expected to make up their detention on the first day of return to school.** Late arrivals or "no shows" will receive further disciplinary consequences.

If a student fails to serve an assigned after-school detention:

1st time: detention is reassigned, and one more will be assigned, with a loss of an additional two merits

2nd time: student is suspended for a day, with a loss of three additional merits

Detention During Lunch

Students may be assigned lunch detention as a disciplinary consequence for a variety of reasons. Students are expected to serve detentions when they are assigned and to show up for lunch detention immediately following class. Student may lose merits if they do not follow Husky Code during lunch detention. If a student is late or fails to serve an assigned lunch detention:

- 1st time: lunch detention is reassigned, with an additional lunch detention assigned
- 2nd time: after school detention is assigned, with loss of an additional two merits

Elevator

An elevator is located in the 2-story building. This elevator is not for general student use. Permission to use the elevator is determined by administration. Unauthorized use of the elevator by students will result in referral to administration for disciplinary action.

Fire and Safety Drills

Fire and other safety drills are conducted on a monthly basis. Students will follow procedures and teacher/staff instructions and directions during all drills. Students will be instructed in drill procedures at the beginning of the year and throughout the year as needed.

Food or Drink in class

Students are not allowed to eat in class. Students may drink water in class. No other drinks are permitted. Teachers may make exceptions to this rule. Unmarked bottles will be confiscated at the discretion of the administrator.

Gum

Gum is not allowed at any time on the Riles Middle School campus. Students who repeatedly have gum on campus are subject to school-wide discipline consequences, including Minor Office Discipline Referrals (ODRs).

ID Cards

Students are issued photographed ID cards at the beginning of the school year. Students are required to carry their ID card every day. ID cards are used for identification by staff members, entrance to special events, including evening activities and sporting events, and to check out of materials in the library or in the classroom. Students may purchase a replacement ID card for \$5 in the office.

Loitering

School is out at 1:25 PM on early out Mondays and 2:30 PM Tuesdays through Fridays. If students are staying for Husky Help or a verified after school activity, they must be under the supervision of an adult. Students may not loiter on campus or in the neighborhoods behind campus after school is out. If parents are picking up students, please have them wait in the front of the school for their ride.

Lost and Found

Lost and found articles such as jewelry, backpacks, money, wallets, keys, books, glasses, and purses are to be turned in to the main office. Clothing and all other items are to be placed in the lost and found bins located in the cafeteria or locker rooms. Unclaimed lost and found articles will be donated to charity at the end of each quarter.

Medical Requests

A parent/guardian may excuse their student from scheduled PE activities for a maximum of three consecutive days. All requests must be in writing and include the reason, date and phone number where a parent/guardian can be reached. A request for longer than three days will require a note from a doctor. Students with a request to be excused from activity are required to dress for PE and complete a written assignment or participate in a modified activity.

Money

Borrowing or lending money, buying or selling, or payment of any kind between students on campus is prohibited.

Parent Conferences

Each semester will feature one day designated for parent conferences. These dates are listed on page 2. To request a conference with their child's teacher or teachers at other times throughout the year, parents should contact the school (916-787-8100). The office staff will relay the message to the teachers, and the parent will be contacted within 24 hours.

Passing Periods

Passing periods between classes are five minutes long. Students are expected to immediately walk to their next class and use the restroom on the way if needed. Loitering between classes is prohibited. Behavior expectations are outlined in the Husky Code.

Permission to Leave Class

Due to the premium placed on educational time on task, permission to leave a classroom is at teacher discretion and will be very limited. Students must use their school-wide issued pass to leave a classroom during the period. If a student leaves without permission or abuses the pass then the administration can revoke or structure their time while not in class.

Personal Electronic Devices

The school is not responsible for damage to or loss of cell phones, mp3 players, games, laptop or tablet computers, e-readers, or other electronic devices or their accessories on campus. When directed by a teacher, students may use

such devices appropriately in class. Teachers and administration may determine appropriate use. Riles Middle School has a Personal Electronic Device Contract, and individual teachers may impose their own technology agreements and contracts for their classes. Students are expected to have their electronic devices off and put away from 7:55AM - 2:30PM. Students may use their electronic devices on campus prior to 7:55AM and after the 2:30 PM dismissal bell. It is the student's responsibility to keep such devices off and securely put away at other times during the school day and locked during PE class. Cell phones and electronic devices and accessories will be confiscated by a staff member if they are used inappropriately or at unauthorized times. **Students may pick up their electronics in the office after school. Parents may be required to pick up electronics for students who repeatedly have them taken.** Parents, please do not call or text your child during the school day. When necessary, parents may contact a student through the office and a message will be sent to the student. Students may use the school phones if there is a need to contact a parent.

Physical Contact

Wilson C. Riles Middle School has a no-contact policy. Kissing, holding hands, and other public displays of affection are not appropriate on campus at any time. Students engaged in such activities may be referred for disciplinary action.

Printed Materials

Administrative approval is required for distribution of printed material, posting of any notices on campus, or circulation of petitions.

Prohibited Items

The following items are prohibited at Wilson C. Riles Middle School. These items will be confiscated and may be returned only to parents. The school is not responsible for loss or damage to the confiscated items. This is not an exhaustive list. **The following items are not allowed on campus or on a school bus:**

Aerosol Can	Balloons	Blankets	Cameras	Cupcakes	Dangerous Objects
Drugs	Alcohol	Tobacco	Gum	Hats	Glass Container
Lighters	Rubberbands	Toys	Laser pointers	Permanent Markers	Gambling items
Skittles	Smarties	Liquid White Out	Squirt guns	Stuffed animals	Sunflower seeds Smoking
device	Vaping device	Weapons & Replicas			

Restrooms

Students are to follow the guidelines for restroom use outlined in the Husky Code. Students must have a hall pass to use the restroom during class time. Students may not loiter in restrooms.

Sales by Students

Students are not permitted to sell any items on campus without the permission of administration. Students violating this rule will be subject to disciplinary action.

Sexual Harassment Policy

The Center Joint Unified School District and Wilson C. Riles prohibits sexual harassment. CJUSD Administrative Regulation 5145.7 states: Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
- Submission to or rejection of the conduct by the student is used as the basis for academic decisions affecting the student.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- Submission to or rejection of the conduct by the student is used as the basis for any decisions affecting the student regarding benefits and services, honors, programs, or activities available through any district program or activity.
- Types of conduct which are prohibited in the district and may constitute sexual harassment include, but are not limited to:
 - Unwelcome leering, sexual flirtations, or proposition.
 - Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
 - Graphic verbal comments about an individual's body, or an overly personal conversation.
 - Sexual jokes, stories, drawings, pictures, or gestures.
 - Spreading sexual rumors.
 - Touching an individual's body or clothes in a sexual way.
 - Cornering or blocking of normal movements.
 - Displaying sexually suggestive objects in the educational environment.

Anyone who engages in sexual harassment will be subject to disciplinary action. Students are encouraged to report any incidences of sexual harassment to school staff.

Stairs

When using stairs on the Wilson C. Riles campus, always walk on the *right* of the staircase. Students may not loiter on stairs, in stairwells or at the base of stairs. Nothing may be thrown from the stairs or stairwells or balconies.

Suspension

Although it is not our intention to suspend students from school, it is our intention to provide an opportunity for all students to learn. Students who exhibit unsafe or repeatedly disruptive behavior will be removed for 1-5 days. The office will request homework for any student suspended three or more days. Students are not to enter any Center Unified School District campus or any adjacent street during the suspension period. Students will not be allowed to participate in school activities during the period of the suspension.

Technology Use

Center Joint Unified School District has a general Acceptable Use Agreement concerning student use of school computers and other technology. Riles Middle School also has a Personal Electronic Device Contract, and individual teachers may impose their own technology agreements and contracts for their classes. All students and their parents/guardians must sign these agreements before using school computers and/or personal electronic devices on campus. These signed documents are kept on file for the school year.

Telephone

The phone is accessible to students before and after school and at lunch with permission from the office staff. Messages from parents to students will be delivered by office staff. Please do not call or text your child's cell phone during the school day.

Valuables at School

Students are advised to leave items of personal or monetary value at home. Large quantities of cash should not be brought to school. The school assumes no responsibility for loss, damage, or theft of such items. During PE class, all valuable items should be locked in the student's assigned PE locker.

Visitors

Parents and guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or an administrator (please give 24 hours notice). All visitors are required to go directly to the school office, check in, and obtain a pass before entering the campus. Visitor passes must be visible.

Student Discipline & Consequences and Ed Code

In order to maintain a safe and positive school environment, expectations for student behavior at Wilson C. Riles Middle School are set very high and modeled through the Personal Standards Matrix.

The school has jurisdiction over students while they are at school, while they are on their way to and from school, and while they are attending school events and activities. Consequences may also be imposed for student misconduct off school grounds which is supported by evidence that the student behavior outside of school has a detrimental impact on the well being of other pupils, staff, or school activities. Student conduct outside of school hours and away from school property can be regulated by school officials if such conduct impacts the school.

Discipline decisions are based on a careful assessment of the circumstances surrounding each incident. The factors considered include, but are not limited to:

- The seriousness of the incident.
- The frequency of his/her involvement in misconduct during middle school.
- The effect the incident has on the learning environment of other students.
- The effect the incident has on the teacher's effectiveness in the class.

Merit System

Students at Riles begin their school year with 100 merits on our school-wide merit system. Students who misbehave or disrupt the learning environment may lose merits as part of disciplinary consequences. Students will lose merits based on the following scale:

- After-School Detention – two merits per incident
- Suspension – three merits per day

Students who maintain 100 merits will earn quarterly rewards. In order to participate in after-school athletics or attend dances, certain assemblies, and other school activities, students must have at least 90 merits.

Students may earn back merits by assisting staff after school or completing a behavior reflection form. Students must pre-arrange with a staff member a date and time to make up merits. Students are encouraged to make up their merits in a timely manner after they are lost. Merit recovery forms are located in the front office or in teacher classrooms. See the Student Activities page for deadlines for making up merits. Students who have lost 2 merits for after school detention may earn 1 merit for arriving to detention on time, on the assigned date and following the Husky Code for the duration of the detention.

Minor and Major Consequences for Negative Behavior Choices

The Riles School wide expectation is that student behavior is safe, responsible, respectful and kind. There are negative consequences when a student's behavior is not safe, responsible, respectful, or kind. Behaviors in the classroom that are categorized as minor will be handled by the classroom teacher. Major consequences are typically assigned by the principal, assistant principal, or administrative designee.

Each teacher has his or her own classroom rules and routines that are designed around the school wide rules of being safe, responsible, respectful and kind. Any behavior that distracts from the learning environment will receive a consequence.

Minor consequences at the classroom level have escalating consequences:

- **Written Warning:** After the teacher has taken the steps with the student to redirect the behavior, the teacher will issue a formal written warning. The teacher will inform the student why he/she received the warning, refer to the Husky Code and log it in the student information system.
- **Minor Office Discipline Referral:** After the teacher has taken the steps with the student to redirect the behavior, and issued and documented a written warning, the teacher will issue a Minor ODR. The teacher will inform the student why he/she received the Minor ODR and refer to the Husky Code. The teacher will issue a lunch detention to the student, call home and inform the parent/guardian of the incident and log it in the student information system.

***Note - Teachers may write a Major ODR after 2 Minor ODRs have been given and student behavior continues to disrupt the classroom environment.**

Behaviors requiring major consequences

- **Unsafe behaviors** (bullying, threatening, physical aggression, possession of a dangerous object or weapon)
- **Irresponsible behaviors** (vandalism, theft, excessive tardies)
- **Disrespectful behaviors** (overt defiance, profanity, harassment, derogatory or sexual remarks)

This is not an exhaustive list of behaviors that may require a major consequence. The California Education Code listed below describes possible suspendable and/or expellable offenses.

- **Major Office Discipline Referral:** Students engaging in the above behaviors will be assigned a Major ODR and sent to the front office to speak with school administration. Students will be asked to engage in restorative practice strategies and questioning that address the specific behaviors. Administration will conference with the student, assign school-wide consequences including a possible loss of merits, contact home and log the referral in the student information system.

California Education Code Related to Student Discipline

CA Ed Code 48915 (carries mandatory and/or discretionary expulsion recommendation)

- (a1) Causing serious physical injury to another person.
- (a2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (a3) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code.
- (a4) Robbery or extortion. The felonious taking of personal property from another from his person or immediate presence, against his will accomplished by force or fear.
- (a4) Assault or battery upon any school employee.
- (c1) Possessing, selling, or otherwise furnishing a firearm.
- (c2) Brandishing a knife at another person.
- (c3) Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code.
- (c4) Committing or attempting to commit a sexual assault or battery.
- (c5) Possession of any explosive.

CA Ed Code 48900

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind.
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety code, an alcoholic beverage, or an 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.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual vulgarity.
- (j) Unlawful possession of, or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of any supervisor, teacher, administrator, school official, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm, a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or sexual battery as defined in the Penal Code Section 261, 266c, 286, 288, 288a, and 243.4.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliated against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 43050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (t) Aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

Student & Parent Handbook Signature Page

(Copy – This copy remains in the agenda book - Separate signed page kept on file in the front office)

Parents/guardians, please read and discuss this handbook with your students.

We have read and discussed this handbook:

Student signature: _____ Print Name: _____

Parent signature: _____ Date: _____

Anti-Bullying Pledge

We, the students of Wilson C. Riles Middle School, want to enjoy our school equally. We want everyone to feel safe, secure, and accepted, regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Definition of bullying: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Physical bullying takes place when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching, or holding them down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.

Verbal bullying is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs, and ridicule. It also includes hostile gestures such as making faces, staring, giving mean looks, eye rolling, and spitting.

Relational bullying occurs when students interfere with another student's peer relationships through excluding them, gossiping, whispering, and spreading rumors. Examples are when students shun or ignore another student, giving them the silent treatment, ostracizing (leaving them out of group relationships), or scape-goating (blaming them for everything).

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support systems with regards to bullying.
4. Be alert in places where there is less adult supervision such as bathrooms, corridors, and stairwells.
5. Support students who have been or are subjected to bullying.
6. Talk to teachers and parents about concerns and issues regarding bullying.
7. Work with other students and faculty to help the school deal with bullying effectively.
8. Encourage teachers to discuss bullying issues in the classroom.
9. Provide a good role model for younger students and support them if bullying occurs.
10. Report all bullying through the Report of Suspected Bullying Form or the StopIt app.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Student signature: _____ Print Name: _____

Parent signature: _____ Print Name: _____