



2020-2021

**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

Ms. McClain, Counselor

Ms. Kent, Academic Coordinator

Ms. Slay, Academic Coordinator

Ms. Wildman, Virtual Learning Support Teacher

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

#### A Day

#### B Day

Period	Subject	Teacher	Period	Subject	Teacher

#### Daily School Supplies

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

#### Words for Success

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

#### School-Wide Expectations

Be Safe  
 Be Responsible  
 Be Respectful  
 Be Kind

# Directory

This abridged directory are some of the common links that families need for a full list please see the Wilson C. Riles webpage. It is the first link below.

## Wilson C. Riles website

<https://wcr.centerusd.org/#>

### Staff Directory

<https://wcr.centerusd.org/Staff-Directory/>

### Student Links

<https://wcr.centerusd.org/Students/Student-Links/index.html>

### Parent and student Portal login

<https://portal.centerusd.org/student/LoginParent.aspx>

### Administration

Mr. Borasi, Principal: [cborasi@centerusd.org](mailto:cborasi@centerusd.org)

Mr. Homesley, Assistant Principal: [bhomes@centerusd.org](mailto:bhomes@centerusd.org)

### Academic Counselors

Ms. Kent: [akent@centerusd.org](mailto:akent@centerusd.org)

Ms. Slay: [jslay@centerusd.org](mailto:jslay@centerusd.org)

### Virtual Learning Support Teacher

Ms. Wildman: [swildman@centerusd.org](mailto:swildman@centerusd.org)

### Counseling Services

Ms. McClain; [hmcclain@centerusd.org](mailto:hmcclain@centerusd.org)

# Wilson C. Riles Middle School

## 2020-2021 Abridged Calendar\*

**\*See school website for a full listing of events**

First Semester	Second Semester
<b>August</b> 8/5 First Day of School	<b>January</b> 1/4 No School- Teacher In-Service Day 1/5 First Day of Second Semester 1/5 First Semester Report Card Mailed home 1/18 Martin Luther King Jr Day-No School
<b>September</b> 9/4 1st Quarter check-in- Available Online Progress Report 1 9/7 Labor Day Holiday	<b>February</b> 2/5 3rd Quarter check-in- Available Online Progress Report 5 2/8 Lincoln's Birthday- No School 2/15 Washington's Birthday
<b>October</b> 10/2 End of First Quarter- Available online Progress Report 2 10/5-10/9 October Break- No School	<b>March</b> 3/12 End of Third Quarter-Available online Progress Report 6 3/29-4/1 Spring Break
<b>November</b> 11/11 Veterans' Day-No School 11/13 2nd Quarter check-in- Available Online Progress Report 3 11/23 -11/27 Thanksgiving Break-No School	<b>April</b> 4/5 Teacher In-Service Day 4/6 Students return from Spring Break 4/23 4th Quarter check-in- Available Online Progress Report 7
<b>December</b> 12/17 & 12/18 Minimum Days 12/18 Last day of the first semester 12/21-1/1 Winter Break	<b>May</b> 5/28 Last Day of School

# 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.

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE KIND
Virtual Classes	<ul style="list-style-type: none"> <li>• Enter google meet and exit chat on time</li> <li>• Use all materials as intended</li> <li>• Be aware of your surroundings and conscious of others</li> </ul>	<ul style="list-style-type: none"> <li>• Have class materials ready</li> <li>• Stay on task and work to the best of your ability</li> <li>• Own your decisions and choices</li> <li>• Communicate with your teacher if you need help</li> </ul>	<ul style="list-style-type: none"> <li>• Value and allow time for the input of others</li> <li>• Allow others to learn</li> <li>• Respond to the teacher's attention signal</li> <li>• Wait to be recognized</li> </ul>	<ul style="list-style-type: none"> <li>• Offer encouragement and support to others</li> <li>• Try to understand others' perspectives</li> <li>• Be willing to apologize and accept apologies</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Chromebook for school use</li> <li>• Inform staff of vandalized, broken, or altered equipment</li> <li>• Use technology as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Finish food and drink outside before using technology</li> <li>• Use your technology equipment appropriately</li> <li>• Maintain your technology</li> </ul>	<ul style="list-style-type: none"> <li>• Be gentle with technology equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Use headphones to stay focused Offer help to peers in need</li> <li>• T.H.I.N.K.</li> </ul>

## Center Joint Unified School District Expectations for Student Conduct while Online

We realize that distance learning and online classes are different from physically attending school. However, we want to remind students and their families that school expectations and rules for student behavior and dress still apply during this time. Your student handbooks have the complete school rules, dress code, and policies for online activity and Chromebook use.

Some things to remember during online meetings:

- Students are expected to behave in the virtual classroom just as they are expected to behave in the physical classroom. Disruptive, disrespectful, and defiant comments, noise, and actions will not be allowed.
- Background images and activities may be visible to others and so must be appropriate for school.
- Requirements for student dress in the virtual classroom are the same as those in the physical classroom. Appropriate clothing is required to participate in online classes.
- Screen names must be appropriate for school and must accurately indicate the student's identity.
- Just as students may not join a class on campus unless they are enrolled in that course, students may not join online class meetings unless they are enrolled in that class. Providing online class access to students not enrolled in a class is prohibited.
- Illegal or dangerous actions performed during online class meetings will be referred to school administration and may be referred to law enforcement.
- Students failing to follow school guidelines for behavior during online classes may be muted or removed from the meeting. Disciplinary action may result, and students may also be banned from online meetings.

We want our students' experiences with distance learning and online classes to be just as safe and productive as when they are present on campus. Following school policies and the guidelines above will ensure everyone is safe and able to participate positively during online class meetings.

### **Clubs**

A variety of after school and lunch time clubs may be offered online throughout the school year. A detailed club list will be made available when the clubs start. This will include time and date.

## **Student Health Services**

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### **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.

## **Student Lunch Program**

**Bar codes were sent in the mail to your students address on file. Bring the bar code letter or a picture of it with you to a meal service site or bus stop to receive meals for your student(s); Meals are for enrolled Center Joint Unified students only. Parents or Students may pick up one combo meal per student per day.**

- Breakfast and Lunch Meal Combos will be available from 11:00 am – 1:00 pm drive-up style at all of our school sites (excluding McClellan) on regular scheduled school days.

- Meals will also be delivered at **multiple bus stops!** Click on flyer below for details.
- We cannot accept payments at our school sites; payments for meals must be made online at [family.titank12.com](http://family.titank12.com) or in our Nutrition Services Department (address above).
- **If you think your student qualifies for Free/Reduced priced meals you may apply online at [family.titank12.com](http://family.titank12.com) or pick up a paper application at the address above.**

Each enrolled Center Joint Unified Student may pick up **one meal combo** per meal service day.

Meals on the bus route and time information.

<http://district.schoolnutritionandfitness.com/centerjUSD/files/BUS%20ROUTE.jpg>

## Student Policies and Procedures

### Attendance

Teachers are taking attendance by period and if your student(s) will not be in attendance please contact the Attendance Secretary by email [barbarab@centerusd.org](mailto:barbarab@centerusd.org) or 916-787-8100 Ext 7910

Daily school attendance is critical for student success. By law, parents are required to have their student engaged in 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.

## 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

#### 3.25 or Higher GPA

- Principal's Honor Roll Certificate
- Breakfast Invitation

### Agenda Books/Google Classroom

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. Each teacher will have a Google Classroom page that students are expected to log in to. Assignments, updates and feedback will be posted on Google Classroom. Parents are encouraged to check Google Classroom and the agenda book for class information.

**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	50-59%	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 their elective would have  $4+3+2+3+3+0 = 15$  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. They are expected to do 30-55 mins of online work a day during class and they will complete 25-50 mins of independent work per session.

**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 Lunch**



The academic counselors will have a virtual Husky Lunch everyday. This is a time that students log into and get clarification or have something retaught if the student does not understand. If you have any questions regarding Husky Lunch reach out to Academic Counselors Ms. Kent or Ms. Slay. Find the link to HUsky Lunch on the website under student links.

### **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 4 of this handbook and on the website. If you cannot log onto Parent/student portal, contact the office and we can support you.

## **Dressing for Success**

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

### **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.
- No head coverings are permitted indoors. Red or blue bandanas are not allowed at school.
- Writing on oneself or others is not allowed.
- Piercings that are deemed unsafe will not be allowed.

## **Other Student Policies & Procedures**

### **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, 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. Students 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.

### **Loitering**

School is closed for students. Instruction is provided online. There will be scheduled events that students come to the campus but students cannot meet or loiter the campus.

### **Counseling Services**

Counseling services are available. Contact the main office, teacher or counselor for support. We look forward to working with you and your families so your middle school years will be a positive and successful experience. Our Counselor is Ms. McClain: [hmclain@centerusd.org](mailto:hmclain@centerusd.org)

### **Daily Bulletin, Flag Salute, & Video Bulletin**

You can access the video bulletin on the Wilson C. Riles website or (Riles TV) can be found on our YouTube channel.

### **Food during an online session**

Students are not allowed to eat during online sessions.

### **Gum**

Gum is not allowed during online sessions.

### **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 school devices is prohibited.

## **Passing Periods**

Passing periods between classes are five minutes long. This is the time that students need to use the restroom, manage the environment, get a snack and prepare for the next session.

## **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 - 12:00 PM.

## **Chromebook and Technology Use**

Center Joint Unified School District has a general Acceptable Use Agreement concerning student use of school Chromebooks and other technology. It is the students responsibility to care and maintain the device that was provided. 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.

## **Printed Materials**

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

## **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.

### **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.

## **Student Discipline and Ed Code**

**Students that display poor behavior the teacher will notify the administration. The administration will work with the families**

### **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 \_\_\_\_\_  
Parent signature: \_\_\_\_\_ Print \_\_\_\_\_ 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: \_\_\_\_\_