

Student's Handbook for Success

2011-2012

Student: _____

Period 1 Room: _____

* Please keep this handbook in your binder at all times.



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About this Handbook

This handbook was designed as a resource for you to keep on hand throughout the year as a guide to school policies and procedures and information concerning the wonderful programs and services we offer at Wilson Middle School. It may also serve as a reference for contacting you with the correct school staff. A calendar of events for the year is also provided in the last pages of the handbook. We hope you will find it helpful as one of the many communication pieces designed to keep you informed and involved in your middle school educational experience. We are looking forward to a wonderful year!

***A warm welcome to our new students and welcome back to our returning students!
We are looking forward to another wonderful and productive year with you!***



Wilson is where students embody...

Respect

Responsibility

Readiness

Designed and formatted by Mr. MacFalls

Revised August 2011



Principal's Message

Dear Students,

It is with warmest of thoughts that I welcome you to another school year. This handbook was created with you in mind by the staff at Wilson Middle School. It is our hope that this handbook will be used throughout the school year when you have questions about what Wilson Tigers are expected to achieve.



There is a lot to know. This handbook will be your reference. Don't be afraid to ask questions and seek help. You have many, many resources at the tip of your fingers. We are here for you. Ask questions and reach out when you need a helping hand.

I wish you a year of growth, discovery, and intellectual inspiration. Know you are here for a reason and a purpose. I am pleased to take this year's journey with you.

Fondly,

*Ms. Nguyen
Principal*



Wilson Middle School Vision

Wilson Middle School students will be respectful digital citizens in the 21st century who will acquire happiness through a love for learning.

As independent thinkers, students will be problem solvers who anticipate outcomes and ask questions.

With staff support, students will learn to speak politely, make moral, ethical and intellectual decisions while asking for help, showing self-control, and being accountable for all they do.

Wilson Middle School students will strive to make the school, community, and world a better place.

(As Created and adopted by Wilson staff June 2011)



Wilson Middle School Staff Directories

Principal: Ms. Nguyen

Vice Principals: Mr. Denison

Counselor: Ms. Park

Student Advocates: Mr. Reyes (6th & 7th grades), Mr. Garcia (8th), Ms. Bartelt (8th)

You may list your classroom teachers below.

| Classroom Teacher | ROOM | SUBJECT |
|-------------------|------|---------|
| Period 1- | | |
| Period 2- | | |
| Period 3- | | |
| Period 4- | | |
| Period 5- | | |
| Period 6- | | |
| Period 7- | | |

PE & Electives Teachers

| | |
|---------------------------|--------------|
| Music Program | Ms. Zuill |
| Computer Literacy Teacher | Ms. Horsley |
| P.E. | Coach |
| P.E. | Coach Lawler |

| Special Education Teachers | | Special Education Support Staff | |
|----------------------------------|--------------|--------------------------------------|---------------------------------------|
| Mr. Kibria | Mr. Johnson | Special Education Assistants: | Special Education Technicians: |
| Ms. Twiss | Ms. Anderson | Ms. Suer | Mr. Collum |
| Mr. Carpenter | Ms. Bohling | Ms. Sandoval | Ms. Garcia |
| | | Ms. Shelton | Ms. Menna |
| Speech and Language Pathologist | Ms. Davis | | |
| Psychologist | Mr. Sharpe | | |
| Office Staff | | Custodial Staff | |
| Secretary | Ms. Dao | Building Service Supervisor | Mrs. Taylor |
| Attendance Clerk | Ms. Elena | Custodial Crew | Mr. Kai |
| School Clerical | Ms. Elsie | Custodial Crew | Mr. Kasim |
| Health Assistant | | Custodial Crew | Mr. Anthony |
| Financial Clerk | Ms. Tina | Custodial Crew | Mr. Baker |
| Parent Coordinator | | | Ms. Macias |
| Library Technician | Ms. Kelly | | |
| Other Support Staff | | GEAR UP Team | |
| English Language Support Teacher | Ms. Barhoumi | Director | Ms. Garcia |
| Family Resource Ctr | Ms. Kelley | Gear Up Advisor | |
| Campus Supervision Assistant | Mr. Matthews | Gear Up Advisor | Ms. Michelle |
| Campus Supervision Assistant | Mr. King | Gear Up Counselor | Ms. Contreras |



School Bell Schedule Grades 6th – 8th

| | |
|----------------------|--|
| Breakfast (Optional) | 7:45 a.m. – 8:20 a.m. |
| Classes Begin | 8:30 a.m. (Students must be in their seats by 8:30.) |
| Passing Time | 3 minutes between classes |
| Lunches | 6th and 7th Grades (11:20-11:50) 7th and 8th Grades (12:15-12:45) |
| Dismissal | 3:30 p.m. |

Wednesday Modified Day Schedule:

| | |
|---------------|-----------|
| Classes Begin | 8:30 a.m. |
| Dismissal | 1:00 p.m. |

Main Office Hours:

Monday – Friday 7:30 a.m. – 4:00 p.m.

IMPORTANT DATES:

Open House: October 5, 2011 (5:00-7:00 PM)

Parent/Teacher Conferences:

November 16, 2011 (5:00-7:00 PM)
November 17, 2011 (1:30-3:30 PM)
November 18, 2011 (by appointment only)

February 22, 2012 (5:00-7:00 PM)
February 23, 2012 (1:30-3:30 PM)
February 24, 2012 (by appointment only)



Educational Programs

Wilson Middle School has an excellent and dedicated teaching staff. As part of the San Diego City Schools, we have educational standards and objectives in all curriculum areas. The standards for each curriculum area at each grade level are provided by the state of California. Our students are consistently exposed to extensions of this curriculum and enrichment experiences on a daily basis. This informational page presents a brief description of some of the unique experiences offered at Wilson Middle School.



Advance Math Courses

Math is the gateway to many fields of work. Math knowledge opens doors of opportunities to you. Wilson is committed to helping you develop strong Math skills that allow you to participate in any specialized areas of study that you may choose in high school and college. Our advance math placements begin as early as in the sixth grade where students take Pre-algebra. In seventh grade, Algebra I is offered as an advance math class and in the eighth grade, students may participate in Geometry. With a passing grade in these classes, you will receive high school credits before you even begin high school.

AVID

Wilson is proud to offer students an opportunity to learn the skills necessary to prepare for college. Students learn skills such as note taking, organizational skills, time management, vocabulary skills, presentation skills, and many more. Students may apply each spring to participate in the program. All applicants will be selected through a paper screening and an interview.

World Language

Students who wish to learn Spanish may take Spanish as early as sixth grade. Those who wish to develop proficiency in Spanish can continue in Spanish 3 and 4. By the end of the middle school, these students would have all world language requirements they need to attend college.

Video Production & Filming

Do you like filming? Do you like to learn how to produce videos? The broadcast program teaches students how to design, and create films. They also create videos to compete in the County's annual iVie festival.

Physical Education Program

Every student participates in an outstanding physical education program where students are not only taught new physical skills but work on sportsmanship and teamwork skills as well. 6th grade classroom teachers conduct individual programs while, grade 7 & 8 students receive P.E. instruction each day from a Physical Education instructor.



Instrumental Music Program

Our outstanding instrumental program includes band, orchestra, guitar, drama, and choir. Our music classes are yearlong courses. You will learn to read and play music and perform. We celebrate students' accomplishments through various Music Concerts and performances throughout the year.

Wilson's Library Media Center

Wilson Middle School's library contains a wonderful collection of fiction, nonfiction, and reference materials. Our library staff work with students on library research skills and provide an invaluable service to teachers and parents which help to enhance our student's daily learning.

After School Programs

Wilson offers several after school programs- **Prime Time** and clubs. These programs begin after school hours. Students report directly to the designated program teacher at dismissal and can be picked up at any time before 6:00 p.m.

For an application or questions, please contact the school office at (619) 280-1661 or come by.



Other Support Services

EL (English Learner) Support

Second Language students are clustered for classes according to their English language proficiency on the yearly CELDT test results – SEI (Sheltered English Immersion), or MEC (Mainstreamed English Cluster) where students are placed in classrooms with higher-level English proficient students, and students who are native English speakers. English learners are given special assistance by the classroom teachers in learning English in order to reach their educational potential, and adjust to the school setting. The goal is to lead students to proficiency at grade level standards. It is important that our students acquire their individual and necessary language skills and abilities so they may enter regular class instruction at the earliest possible time.

Special Education

The Special Education Program Teachers are specialists in assessing and instructing students with various learning needs. They serve as members of the Instructional Study Team to assess the academic needs of students. If the student qualifies for services, a program is designed to meet his/her needs. Wilson offers various levels of services to students with learning needs. In self-contained core classes for Math and English Language Arts students receive individualized services either one-on-one, or within small group settings to develop competencies. Students may also receive services from trained Special Education Assistants or and Specialist teachers within mainstreamed classrooms for all core subjects. Each Specialist teacher and Special Education Assistant provides scaffolding and modifications to help students access the materials and learn.

School Psychologist

The school psychologist serves as a member of the Instructional Study Team to assess the academic and emotional/behavioral needs of our students. He may also work one-on-one with students who need support in social-emotional development.

Speech and Language Pathologist

The speech and language pathologist helps to identify and assess children who require additional support in developing communication/speech skills appropriate to their ability/age level. If the student qualifies, the speech and language pathologist creates an individualized program for the student and provides the needed support within the classroom setting.

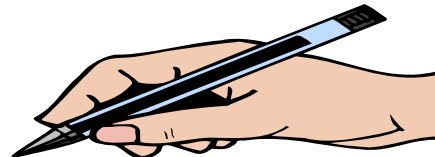
Student Testing

STAR

The students in all grades participate annually in the state Standardized Testing and Reporting (STAR) program in the spring. The CST (California Standards Test) tests assess how well students have attained the knowledge and skills required to meet the California Standards at their grade level. Spanish speaking students in the district with less than 12 months enrollment are tested in Spanish with a Spanish assessment. Seventh grade students are given the STAR Writing Exam in March each year.

Special Education

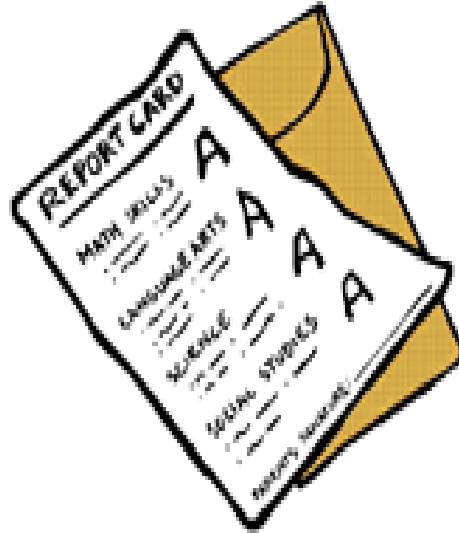
Parents may request that a district psychologist and resource specialist evaluate their child for learning disabilities. Requests can be made to the school psychologist, or counselor. The IST (Instructional Study Team) will meet with the parent(s)/guardian to determine the appropriateness of the request.



Parent Conference Days

We have two sessions of Parent/Teacher Conferences each year. The conference days are scheduled in the Fall and Spring. These are excellent opportunities for you and your parents to meet with the teacher and review your progress. These are also good times to review how you are moving towards meeting grade level expectations and plan for how you will receive assistance if you are struggling in any subject area. Remember, take responsibility for your future. Take action to get assistance. Don't wait until the last minute. There are many people here to help you be successful!

During Parent/Teacher conference days, Students will have dismissal at 1:00 p.m. Your parent may schedule additional conferences with your teacher any time they feel the need by calling before or after school to make an appointment at **(619) 280-1661**



Parent/Teacher Conferences:

Fall Semester

November 16, 2011
(5:00-7:00 PM)

November 17, 2011
(1:30-3:30 PM)

November 18, 2011
(by appointment only)

Spring Semester

February 22, 2012
(5:00-7:00 PM)

February 23, 2012
(1:30-3:30 PM)

February 24, 2012
(by appointment only)



Lunch Schedule: Information and Procedures

Lunch Procedures

You will have a thirty minute lunch period each day. Whether you bring your own lunch to school or eat a school lunch, stay in the lunch arbor during the lunch period. Enter the lunch area with your assigned teacher. All classes will enter the lunch area in a quiet, orderly, single file line. Line up for lunch along the fence and wait to receive a lunch ticket. When instructed, proceed to the lunch lines that you would like to enter and make your lunch select. Place your lunch ticket in the box. Always show your appreciation for the cafeteria workers who prepare your meals by saying "Please", and "Thank you." Courtesy goes a long way and makes our world a happier place for everyone.

Hot Lunch Program

Our San Diego City Schools Food Services Department has begun a "Kid's Healthy Choice" hot lunch program at our school. A monthly menu is provided that shows the four hot lunch choices available to you each day. You may select one of the hot lunch choices or help yourself to the salad bar. A choice of chocolate milk, plain milk or juice accompanies each lunch.

Nutrition



We provide students with an optional well-balanced nutritious breakfast each day.

Breakfast is one of the most important meals of a child's day. It provides the calories and nutrients necessary for healthy growth and brain function. Students learn best when they start school well nourished and with adequate rest. **Candy, chips, and soda are not permitted at school.** Hungry, sleepy children do not learn well. The average middle school teenager needs 8 to 10 hours of sleep on a daily basis, more than most adults, in order to give their growing minds and bodies adequate rest.

Snack Money

Students at Wilson Middle School receive a free breakfast and lunch daily. You may bring money if you want to purchase additional snacks at the mobile food carts. It is your responsibility to maintain the safety and security of your money. You should not show or brag about your money. Money lost during the school day is not the responsibility of the school. You should never bring more than \$5.00 to purchase items at lunch.



Supervision

Our Supervision Staff provides organized playground games and activities for our students each day during the lunch recess period. Appropriate behavior during all organized activity is expected of all. You may choose to participate in any of the activities or enjoy a "free but appropriate" chat time. You may also choose to use the library during all meal times to complete assignments, or read in a quiet environment. If you need to work with a teacher during lunchtime, don't forget to get a written pass from him or her before the mealtime. You can only leave the lunch area if you have a pass.

Activities offered during Meal times:



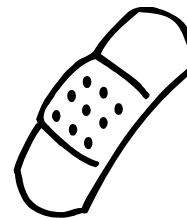
Football Soccer Handball 4- Square
Jump-ropes Card games Board games



Health Office Information

The school health office is staffed with a nurse & health assistant each day to assist students. Some of the school health Office's duties involve:

- Providing first aid and appropriate referrals for sick and injured students
- Referring students to appropriate community resources for necessary services
- Monitoring all students' immunization status to assure that they are in compliance by notifying parents and doing the appropriate follow-up
- Assuring all students are in compliance with the state's requirement of a CHDP physical exam for admission
- Counseling parents, students and school staff regarding health-related attendance problems and/or any specific physical, mental and/or social limitations of students



Guidelines for Absences Due to Illness

- Students too ill to participate in normal school activities whether or not a fever is present should not attend school.
- Students with a temperature greater than 100 degrees orally should be free of fever without Tylenol or aspirin for a minimum of 24 hours before returning to school after illness.
- Students with persistent vomiting or diarrhea should not attend school until the vomiting or diarrhea has dissipated for at least 24 hours.
- Students should not attend school if they could have a contagious disease (e.g., strep throat, pink eye). See your doctor immediately and obtain the appropriate medication. Generally, doctors recommend returning to school after a 24-hour period of medication. Please make the school aware of any contagious illness (e.g., strep throat, chicken pox, hepatitis) so that we may monitor possible warning signs.
- Students with a rash of undetermined origin should not attend school until the rash is gone or it has been determined to be non-contagious by a physician.
- Students who have undergone a medical procedure requiring general anesthesia should not attend school for at least 24 hours after anesthesia.
- Students requiring specialized health care procedures may not attend school until district required paperwork (i.e., parent authorization, physician's orders) is completed and the school staff is provided orientation on the specific procedure being requested.
- Students should not attend school if they have live lice. A student with lice must shampoo with a lice-specific medicated shampoo and show proof of such treatment upon returning to school (i.e., shampoo box or container). A parent will need to accompany the student back to school the day after treatment so that the nurse or health assistant/school clerk may confirm that the student's hair is free of lice.

Medication Policy

- The "Physician's Recommendation for Medication Form" must be renewed yearly for any student who needs medication administered at school on a routine or as-needed basis. This form is completed by your physician and requires a parent/guardian signature. Medication cannot be dispensed without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian.
- Short-term medication forms may be completed by a parent if the student requires a prescribed medication for 10 days or less (e.g., antibiotics).
- Prescriptions or instructions must be in English.
- Medications cannot be dispensed by the classroom teacher. All medications must be taken to the nurse office at the start of the school day.

Students may not bring medications to school to administer to themselves.



School Policies & Procedures

School Registration

The student registration card is an important source of information for the school office. It contains the student's address, phone number, and emergency contact numbers. It is used by school personnel in daily contacts with families. It is imperative that students' contact information and emergency contacts are updated each year, or as soon as there is a change in information.

Residency Policy

Students may attend Wilson Middle School if they reside within our boundaries as designated by the San Diego Unified School District Board of Education. Two proofs of residency are required for registration. Proof of residency may be requested for returning students. Residency is defined by Education Code as the place where the student sleeps/resides a majority of the time. A family may not claim more than one primary residence. Homes of grandparents, homes of other friends or relatives, or property owned in City Heights may not be used to establish residency. The principal or his/her designee is required to substantiate all resident claims.

Nonresidents may apply to attend Wilson Middle School through the Choice program or through acceptance into the district's special education program.

Classroom Assignments

Class assignments for all grades are subject to change. During the first few weeks of school, as the enrollment stabilizes, it is sometimes necessary to reorganize classrooms to ensure a balance class size. Every effort is made to reorganize the classes as early as possible to cause the least amount of disruption to the educational program.

Attendance

Regular attendance in school is vital to your progress. The hands-on experiences and group discussions that are missed cannot be made up. Hence, regular attendance is a critical ingredient for a successful school experience. Classroom participation and class work make up 40% of your final grade. Missing class will negatively affect your grade.

Your attendance is also important because it affects our school's funding. A recent change in state law regarding excused absences changed the way the district collects state funds for daily attendance. Excused absences no longer generate income. Our school no longer receives money for days students do not attend school, even-though the absence may be excused (illness, doctor's appointment, etc.). School funding allows Wilson to provide the resources and programs that aim to assist students to succeed academically. We strongly encourage you to schedule any appointments during school breaks or after school hours.

Absences

If you are going to be absent from school, please have your parent or legal guardian call the school office, (619) 280-1661, before 8:30 a.m. The law requires us to document the reason for every absence; therefore, calls will be made to the homes of those students whose parents/guardians have not called regarding their student's absence. In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district attendance letters are mailed to parents and reported to the state in cases of **excessive, unexcused absences**. These letters are called SARB letters. If you get these letters, it means that there are serious concerns about the amount of learning days you are missing. If you need help, contact the school nurse or your school counselor so that we can provide you the assistance you need.

Planned Absences (Independent Study Contracts)

Parents are asked to request an independent study contract from the school office for their students for anticipated absences of any length. Independent study contracts require that the assigned work be completed and sent in upon your return to school. Upon receiving the required work, absences are converted from "unexcused" to "excused" status. The completed work allows you, the student to stay connected to what is learned in the classroom and helps you to keep up with class work.



Arrival to School

The supervision of the students who attend Wilson Middle School begins at 7:45 a.m. each day in the lunch court area. As it is unsafe to leave students unattended, parents should **NOT** have student arrive at school prior to this time. We also ask that students report directly to their designated area and do not wait outside his/her classroom, or outside the school gates. Your cooperation will help us maintain the safest possible environment for you. At 8:25 a.m. students are released from the lunch court to go to first period class. All students are expected to be in their classrooms, seated and ready to learn at 8:30 a.m. Students who are not in the classroom, and seated by 8:30 will be considered tardy, and will be assigned detention that same day.

Breakfast is available in the lunch arbor beginning at 7:45 a.m. It will be served until 8:20 am. Arrive early if you'd like to eat breakfast at school.

Dismissal from School

Dismissal is at 3:30 p.m. everyday of the week except for Wednesday. Dismissal is at 1:00 on Wednesday.

Students are walked from their classroom to the front of the school (Orange Avenue) by their teachers. Parents can either stay in their cars and pick up student at the curb in front of the school ("Three-minute Passenger Loading" zone) or park their cars on the residential streets surrounding the school and walk to the front of the school to meet their student.

Unless you attend one of our after-school programs you must be off campus by 3:30 p.m. Please carry your after school hall pass with you at all time. If you are staying to get help from a teacher, make sure that you ask him/her for a pass for 3:30 so that you may stay on campus. Without a pass, you will be asked to leave campus.



Appointment with Teachers/Staff

If a parent needs to talk with a teacher or staff, he or she may call the school to schedule a time when both the staff and the parent are available. On the day of the appointment, report to the Main Office and sign in. All non-student and non-staff must have a visitors badge when on campus.

Sign Out Procedure

If you are being picked up by your parent during the school day, your parent must complete an early release form in the main office before you can leave campus.

Street Crossing

We have school crosswalks at all street corners around the school. You are expected to use the crosswalk at all times for your safety.

Visitor Policy

To ensure the safety of our students and staff, San Diego Unified School District has a closed campus policy. Under this policy, the entrance and exit gates of our school will only be **unlocked** from 7:45 a.m. until 8:45 a.m. before school and at 3:30 p.m. for dismissal (1:00 p.m. on Wednesdays) for students to enter and exit. In order to access campus, all visitors must report to the main office, sign in, and obtain a visitor's badge. Please wear the badge on site at all times. Volunteers must also sign in and obtain a volunteer badge each time they arrive.

Homework Policy

As part of our instructional program, classroom teachers will assign homework for students to complete. Please establish a routine for homework and find a good workspace at home at which to complete the work such as a well-lit table or desk away from distractions. Homework is extremely important to your progress as it reinforces and extends the classroom instruction. Failure to complete daily assignments usually results in below grade level performance and low academic grades at the reporting period. Homework makes up 20% of the final semester grade. Failure to complete homework will result in lower academic grades.

School-wide Discipline

Behavioral expectations are established to ensure the safety of all students and to create an environment where all students can effectively learn. We have 3 basic words that guide our behavioral expectations:

Respect, Responsibility and Readiness

Students are expected to:

1. Show **RESPECT** for themselves, others and to our school
2. Take **RESPONSIBILITY** for themselves
3. Be **READY** to learn at all times

Students may be referred to their grade level Student Support Center if this guideline is not followed.

Be On Time!!!

(Tardiness)

Being on time is an important life skill. It is a habit of being that you want to practice early on in life.

Learning begins

promptly at 8:30 a.m. Being tardy is very disruptive to your daily routine as well as those of your classmates. Please assist us in meeting your educational needs by making sure you are at school before 8:15 a.m. The tardy bell rings at 8:30 a.m. If you arrive at the gate at or after 8:30 a.m. a late pass will be issued and detention will be assigned for that same day. This same procedure is used for all classes throughout the school day. By the final bell, you must be in class, seated and ready for learning. All tardy will result in detention and may include parent conference with the school administration. Being tardy will affect your citizenship grade. This will prevent you from participation in the student reward events and recognition ceremonies. In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district tardy letters are mailed to parents and reported to the state if the number of tardy becomes excessive.



Dress Code Policy

The Wilson Middle School dress code and grooming guidelines are based on the district Board of Education policy on dress code. These guidelines apply to all students at all times.

The standards for student attire are:

- Solid navy blue and white: any combination shirt, blouse, pants, shorts, or skirt
- Clothes must be solid color and not contain patterns
- Hemmed pants, shorts, skirts of appropriate length (same length as the tip of the middle finger when arms are straighten at the side of the body)
- Only WHITE jeans are permitted
- Jackets, sweaters, sweatshirts must be solid navy blue or solid white (except on extremely cold or rainy days)
- Close toe shoes are required at all time. Shoes must have a back.

The following are not acceptable as school uniform:

- Blue denim jeans
 - Clothing which is gang-related in any way, (i.e., belts, key chains, hats, hoods, wallets on chains, etc.).
 - Clothing with pictures or writing (unless Wilson Sponsored)
 - Sagging shorts or pants, overalls, hanging belts, or bandanas, Old English writing, nicknames, mesh shirts, midriiffs, spaghetti straps, or tube tops
 - Hats, visors, and sunglasses are not to be worn at school by any student. Hoods should be off.
 - Sandals, open-toe shoes, bedroom slippers or house- shoes
 - Writing on the body
- Students who come to school in inappropriate dress will be sent to the school Loaner's Office. Students will be provided with loaner clothing that is appropriate to the school uniform. Loaner clothing should be returned at 3:30 p.m. on the day they are loaned out

PE Uniform

Students at the 7th and 8th grade levels participate in our Physical Education program. PE attire is required by health and safety codes. Students are required to have the following by the end of the third week of school:

- PE shirt
- PE bottom (shorts or sweat pants)
- Lock

All items can be purchased from the main office daily. Parents may choose to purchase PE clothing elsewhere. Please make sure that the PE clothing is gray.

Failure to suit up daily for PE will negatively affect students' grades for PE.

Birthdays

Students enjoy celebrating their birthdays but at school, please check with your teacher regarding classroom practice in this area. In general, if you wish to provide treats for your class, please keep them simple (no whole cakes or ice cream). Please make sure to provide any needed supplies (e.g. napkins, plates).



Often parents are unable to invite the entire class to their home birthday party. Problems occur within the classroom when invitations are handed out in school and only a few students receive them. **For this reason, party invitations cannot be distributed in school.** We appreciate your cooperation regarding this matter.

Unfortunately, some students have resorted to a "hazing" activity a student on his/her birthday. This activity is an *illegal practice* according to San Diego Unified School District Policy. Students who participate in this activity will be disciplined.

Electronic Equipments & Toys (iPod and Cell phones, etc.)

iPods, earphones, all electronic equipments, and toys should be left at home. These often distract from the learning process. If seen on campus, these items will be confiscated. They will not be returned to the student until a parent conference is held with school administration. The item will be returned to the parent after the first offense. If a second offense takes place, the item will be kept until the end of the semester.

Students who bring these items to school do so at their own risk. The school and district will not be responsible for these items if lost or stolen at school.

Cell phones are allowed on campus. However, all phones must be turned off or put on silent

during instructional time (7:45-3:30). These should be placed inside students' backpack, and out of view throughout the instructional day. Any cell phones heard or seen during instructional time will be confiscated by administration and will not be returned until a parent meeting is held. Multiple offenses will result in the item being kept until the end of the semester.

Bicycle/Skateboard/Scooter Policy

You may ride your bicycle to school provided you bring a lock to secure the bicycle. You may not ride your bicycle on campus. Bicycles must be stored in the bike racks. They cannot be brought on campus. If you ride your bicycle to school, you should wear a helmet for protection.



SKATEBOARDS, SCOOTER, ROLLER BLADES AND ROLLER SNEAKERS

For safety reasons, these are not allowed on campus. If these are seen on campus, they will be confiscated and your parent will need to meet with a vice principal before the item will be returned. If you bring these to school more than once, the item will be confiscated and will not be returned until the end of the semester. No exception will be allowed.

Water Bottle & Snacks Policy

Students are allowed to drink water from a bottle in the classroom. Only water may be consumed on school property. Water bottle must be labeled as water, and must be in a clear white container. All other drinks and snacks such as candy, sodas, and chips are not considered healthy snacks, will interfere with learning, and therefore are not allowed on campus. Eating is not allowed during passing periods. All food items will be taken and discarded if seen outside of the lunch court area. For the safety of our students, the school reserves the right to inspect the content of water bottles at any time.

Internet Usage

All classrooms will have student netbooks (laptops) or computers for students to use. These equipment have internet access through the district's technology services. You must have a signed Internet Permission Form on file in the office in order to access the internet using school equipment. Be advised that teachers and staff maintain the authority to check the

internet sites students visit. School internet service and computers may be used ONLY to complete school assignments. Students may not use the internet and school computers to check emails, or complete personal business.

Recognition of Students

Through our STAR Student Program our students are recognized for outstanding individual scholastic or behavioral achievements. Some past events have been: haunted house, movies, spaghetti dinner, car show, ice cream social, certificate and pizza party, etc. Students must earn a 2.5 GPA in both academics and citizenship in order to participate in these events.

(Please also see District Discipline Procedures and Policies below.)

Instructional Materials and Supplies

All students attending Wilson are given school supplies and materials at the beginning of the school year or upon enrollment. Each student receives the following:

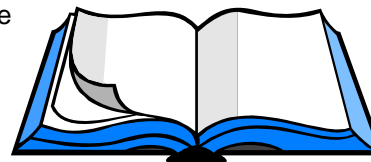
- School Binder
- Student Agenda
- Notebooks (Spiral and composition)
- Pencils
- Eraser
- Hi-lighter
- Pencil Pouch
- Dividers
- Textbooks for all classes
- Materials needed for specific classes

Students are to take care of these materials to ensure that they last the whole school year. Any damaged or lost items must be replaced by the student or parent. Replaced items can be purchased at the main office or at the ASB store. All school materials should be brought to school daily unless instructed otherwise by the classroom teacher.

Please label all clothing items, backpacks or book bags, and supplies with your name. By doing so items found can be returned to you promptly. If an item has been misplaced, please check the lost and found in the Health Office. All valuable items found (i.e. watch) will be stored in the Financial Office.

School Library, Classroom Library Book and Textbook Check-out

It is the intent of Wilson Middle School to allow all students the opportunity to check books out of our school library. In



addition, teachers allow students to take home books from their classroom library collection as part of our Home Reading Literacy Program. Students will also be issued textbooks and materials needed for all classes. It is imperative that you take care of all books loaned to you.

If each student learns to take care of books, they will last longer and remain in good condition. Therefore, we invite your cooperation in the care of all schoolbooks.

Practice the following:

- Keep books clean and put them in your backpack. Keep books free of writing.
- Do not bend or tear the pages.
- Turn pages from the top.
- Treat books gently.

If you borrow a school library book, return it to school within two weeks. Books may be renewed. Classroom library books should be brought back and forth to school each day. Protect books from weather, animals, etc. by using a Ziploc storage baggie if necessary.

It is each student's responsibility to take care of all materials that he/she borrows from the school or classroom. If you damage, destroy, or lose any of the materials, you will be asked to pay for it.

Pets

Due to the unpredictability of animals and potential allergic reactions, district policy dictates that we not have pets on school grounds. Please do not bring pets to school for visitation.

Pledge of Allegiance

Each day, class begins at our school with the singing of the National anthem, "The Star Spangled Banner". We begin the song daily at 8:33 a.m. Students and all adults are asked to stop where they are and stand during the song. Every class recites the Pledge after the song during 1st period.

Physicals

All students are required to have a complete physical upon entering school. A health exam

form is provided when you register for your doctor to complete. Up-to-date immunizations are also required and certification must be submitted to the office.

Fire and Disaster Drills

Fire drills and disaster preparedness drills are conducted throughout the school year to practice the safe and efficient evacuation from classrooms. Help ensure that the school always have accurate contacts for your family in cases of emergencies.



District Discipline Procedures & Policies:

Sexual Harassment Policy

San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that 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.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately.

This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures (AP 7110).

The district believes that it can resolve issues of harassment and discrimination at the school site.

Complaint Procedure:

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form and Administrative Procedure 0112 from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure. The complaint should be filed with the principal at the complaining student's school.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within sixty (60) days of when the complaint is filed.
3. **Action:** If the district determines that its policies prohibiting sexual harassment or discrimination have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or principal for resolution at the school site. If the complaint cannot be resolved, the student or parent should contact:

Title IX Coordinator
Human Resource Services Division
4100 Normal Street, Room 1202
San Diego, CA 92103

For questions or additional information please call: **(619) 725-8174.**



Zero Tolerance Policy

The Board of Education approved the following Zero Tolerance Policy concerning students who possess weapons or engage in repeated fights and acts of violence:

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If you are found to be selling, furnishing, or possessing an amount determined to be for more than personal use of controlled/prohibited substances, you will be recommended on your third offense, except for tobacco offenses; if you are found in possession of tobacco you will be recommended for expulsion on your fourth offense.
- In addition to discipline, if you are found to have violated the law, you may be arrested and taken to a juvenile detention facility.
- Expulsion from San Diego Unified School District will result in the loss of your privileges to attend school or extracurricular activities. You may be placed in an alternative school or program.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.
- Expulsion may be recommended for an offense that occurs during lunch period- off campus, and during, or while going to or from a school-sponsored activity.

Students found in violation of the above policy will be referred to the school administration immediately. A thorough investigation will be conducted and the student will be subjected to suspension and are recommended for expulsion from school. In addition, students who violate the penal code (law) will be charged, arrested, and taken to a juvenile detention facility. Expulsion from the San Diego City Schools may result in the student's loss of the right to attend school or the student may be placed in an alternative school.

The Zero Tolerance Policy is designed to ensure the safety of those attending the San Diego City Schools and to provide an appropriate learning environment for all students. There can be no acceptable reason for possession of a weapon or substance on the school grounds.

All students and parents must review the Zero Tolerance Policy Agreement form each school year. Teachers will review and discuss this policy with students at the beginning of each school year.



Important Information for Parents

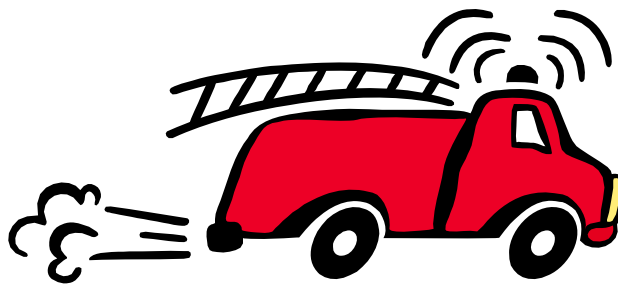
TO PREPARE FOR AN EMERGENCY

- ❑ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ❑ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ❑ Let your child know who will make the pickup at school if you are unable to do so.
- ❑ Keep emergency supplies in your car, including comfortable shoes, water and warm jackets.
- ❑ Designate an out-of-state contact to relay family emergency information.

IN THE EVENT OF AN EMERGENCY

- ❑ Remain calm.
- ❑ Call the school hotline for recorded information.
- ❑ Do not tie up the school telephone lines.
- ❑ Bring a photo ID with you to school.
- ❑ Park only in areas designated for parents; leave room for emergency vehicles. Walk to school, if possible.
- ❑ Follow the directions of school personnel.
- ❑ Cooperate fully with public safety officials.
- ❑ Pick up all children for whom you are authorized.
- ❑ As soon as you secure your child's release and are united with him/her, leave campus in order to allow others to obtain their children.

Emergency Checklist from California Department of Education and the Department of Homeland Security



Are you prepared? Do you have a family plan in case of a disaster?



Wilson Middle School
3838 Orange Ave
San Diego, CA 92105
(619) 280-1661
FAX: (619) 280-6437