

Wilson Middle School



Student Handbook

2022-2023

Woodrow Wilson Middle School



2022-2023 Student Handbook

Woodrow Wilson
Middle School
1221 Monterey Rd. |
Glendale, CA 91206
(818) 244-8145 |
www.gusd.net/wilson
Home of the Knights

Administration

Dr. Narek Kassabian, Principal
Mrs. Lise Sondergaard, Assistant Principal, 6th – 8th Grades A-K
Mr. Cay Ledesma, Assistant Principal, 6th – 8th Grades L-Z
Ms. Nare Hakobyan, Title I/ELD/GATE Teacher Specialist

Counselors and Psychologist

Ms. Margarita Gasparyan, 6th – 8th Grades A-K
Ms. Sarah Veliz, 6th – 8th Grades L-Z
Ms. Julienne Chu, School Psychologist



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Bell Schedules 2022-2023

Regular Bell Schedule	
Period 1	8:30 - 9:20
Period 2/3	9:25 - 10:50
Snack	10:50 – 11:05
KORT	11:10-11:35
Period 4/5	11:40-1:05
Book Drop	1:05-1:10
Lunch	1:10-1:40
Period 6/7	1:45-3:10
Monday/Thursday	Periods 1, 2, 4, 6
Tuesday/Friday	Periods 1, 3, 5, 7

Banking Day Schedule (Wednesday)	
Period 1	9:28-10:09
Period 2	10:14-10:51
Snack	10:51-11:06
Period 3	11:11-11:48
Period 4	11:53-12:30
Period 5	12:35-1:12
Book Drop	1:12-1:17
Lunch	1:17-1:47
Period 6	1:52-2:29
Period 7	2:34-3:10

Assembly Bell Schedule	
Period 1	9:28-9:55
Period 2	10:00-10:25
Snack	10:25-10:40
Period 3A	10:45-11:38
Period 3B	11:43-12:36
Book Drop	12:36-12:41
Lunch	12:41-1:11
Period 4	1:16-1:40
Period 5	1:45-2:10
Period 6	2:15-2:40
Period 7	2:45-3:10

Minimum Day Bell Schedule	
Period 1	8:30-9:15
Period 2/3	9:20-10:30
Snack	10:30-10:45
Period 4/5	10:50-12:00
Period 6/7	12:05-1:15

**These schedules are subject to change*

Important Telephone Numbers

Wilson Middle School (818)244-8145

Attendance Office.....1150/1151
 Health Office.....1173
 Library.....1131
 Counseling.....1171
 ASB Account Clerk.....1166
 Assistant Principal A-K.....1154
 Assistant Principal L-Z.....1155
 Principal's Office.....1162
 School Psychologist.....1170
 Speech Therapist.....2101
 Title I/ELD/GATE Teacher Specialist... 1127

My Teacher's Contact Information

Per.	Teacher	Email
1		
2		
3		
4		
5		
6		
7		

Woodrow Wilson Middle School Agreement for Student Success

STUDENT RESPONSIBILITIES

- To attend school and/or online instruction on a daily basis and be on time on a daily basis.
- To bring/have appropriate materials to school or online instruction on a daily basis.
- To complete and turn in all assignments on time.
- To strive for the highest academic achievement possible.
- To follow school and classroom rules both in class and online (Review Wilson Discipline Policy* in Binder Reminder and PBIS Matrix).
- To respect administrators, teachers, staff, and fellow students.
- To respect the environment, including technology equipment, all textbooks, and other school property.
- To develop ethics and democratic values (citizenship, civic pride, and responsibility).
- To participate in assigned and extra-curricular activities.
- To communicate activities of the school day with parents/guardians.
- To regularly monitor progress on Student Connect.
- To ensure personal safety by wearing appropriate protective safety equipment when biking, riding a scooter, and skateboarding to school.
- To follow the school's dress code

Student's signature _____

Print student's name _____

PARENT/GUARDIAN RESPONSIBILITIES

- To ensure that your son/daughter is able to attend school on time on a daily basis both online and on-site.
- To plan vacations/absences around the school calendar whenever possible.
- To provide a quiet place to do assignments and to study on a daily basis.
- To regularly monitor your child's progress, sign up for Parent Connect.
- To provide your child with good nutrition and adequate rest.
- To provide the necessary supplies for daily participation in classes
- To attend Back to School Night and Open House.
- To contact teachers when concerns or questions arise regarding grades, attendance and/or behavior.
- To support the school and students in activities involving ethics and democratic values (citizenship civic pride and responsibility).
- To support reading through supervising of student reading activities, providing reading materials or access to them, and by being a reader.
- To attend school performances or events in support of your child's participation.
- To ask your child(ren) about school activities and the school day.
- To visit the Wilson website frequently in order to obtain pertinent and timely school information.
- To ensure the safety of your child and others by encouraging your child to follow traffic and pedestrian safety laws as well as wear helmets when biking, riding a scooter, and skateboarding to school.

Parent/Guardian's signature _____

SCHOOL RESPONSIBILITIES

- To provide timely communication with parents regarding student's progress in all his/her classes.
- To provide a high-quality program based on State and District adopted standards in all subject areas.
- To provide instruction that addresses a variety of learning styles and uses a variety of strategies to optimize each student's chances for a quality educational experience.
- To provide modified programs when student needs are not met through the basic program.
- To provide a physically and emotionally safe learning environment.
- To report student progress to parents/guardians through on-site and virtual conferences, phone calls, written reports, achievement test results and performance test results, and school-based reports, all in the primary language when requested.
- To provide ample and various reading activities, sources, and support.

School Representative's signature _____

*****Parental involvement has been proven to increase the academic and social success of students in school. Please consider supporting Wilson's PTSA.**

Student Agreement for Technology Use

As a responsible digital citizen:

I commit to protect my privacy and that of others by:

- Not giving out personal information such as full names, contact information, or passwords.
- Only uploading or using images where I have permission from the people in those images.

I commit to protect and respect the hard work of others by:

- Only uploading images, music, videos, or other digital content that is created by me or is not subject to a copyright.
- Following copyright procedures when using any digital content such as asking permission and or citing sources.

I commit to behave respectfully by:

- Using appropriate language when working with others online.
- Using our devices appropriately for educational purposes.
- Taking care of devices as described in the Chromebook Care and Maintenance Guidelines.
- Building a positive online identity and digital footprint.

I commit to talking to my teacher, administrator or another adult if:

- I need help online.
- I feel the welfare of others is being threatened by online activities.
- I come across websites that are not appropriate for our school or project.
- Someone writes something that makes me feel uncomfortable or asks me to provide information that is private.

Chromebook Care and Maintenance

Protecting Your Chromebook:

- Chromebook should remain in the provided protective case when not in use. It should not be in a place where someone could accidentally sit or step on it.
- When carrying the Chromebook to and from school campus, it is expected that the device be in the provided protective case and will be placed in a backpack, bag, or other carrying case.
- A Chromebook in a backpack cannot bear excessive weight, so please be aware when setting your backpack down that the Chromebook is on top of all books and folders.
- Chromebook should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Do not leave the Chromebook in an automobile or outside.
- Do not lean on the top of the Chromebook when it is closed or place anything on the keyboard before closing the lid (e.g. pens or pencils, etc.)
- Chromebook should NEVER be picked up by the lid. Students should close the Chromebook before it is picked up.
- Liquids and food should not be used/consumed in the vicinity of the Chromebook.

Cleaning Your Chromebook:

- Cleaners, sprays, alcohol, ammonia or abrasives should not be on the Chromebook.
- Chromebook should be cleaned with a soft, lint-free cloth.

Powering Your Chromebook:

- Chromebooks are required to be fully charged when you arrive at school each day.
- When charging, be sure to place the Chromebook in an area that will prevent people from tripping over the power cord. This could injure the person and/or damage the Chromebook.
- Determine a consistent place and time to charge your Chromebook at home.
- Dim the screen to the lowest comfortable level to achieve maximum battery life.
- Turn off Bluetooth to maximize your battery life.

Other Important Reminders:

- Do not add any stickers or any other decorative items that would alter the appearance of the Chromebook or protective case from when you received it.
- Do not tamper with school/district tags that are present on the Chromebook.
- Never leave the Chromebook unattended.
- If your Chromebook is damaged or lost, immediately notify an adult.

Wilson Academics

Grades reflect the work of students and their ability to achieve the standards mandated by the state of California. The staff believes that close communication between home and school is important to the success of each student. Periodic reports are provided by the teachers and are available online through Parent Connect and Student Connect. Students will register for Student Connect at school. Parents can register for Parent Connect by coming to the Main Office. Through this online system, students and parents can keep updated on student's grades and assignments for some classes. Not all teachers use Parent Connect to record assignments. If a teacher does not use the Parent Connect system, the parent is advised to contact the teacher directly via email. Email addresses can be found on the Wilson website.

Meaning of Grade Marks: (GUSD AR 5121.11)

A	Excellent
B	Good (above average)
C	Average
D	Below Average
F	Failure (no credit)

Progress Reports are issued at the fifth week of each ten-week grading quarter. Letter grades are issued at the end of each quarter (ten weeks). Permanent record grades are issued at the end of each semester. Semester report cards will be mailed home.

Citizenship is also reported during each marking period.

"O" = Outstanding

"N" = Needs Improvement

"S" = Satisfactory

"U" = Unsatisfactory

("U" in Citizenship can result in a loss of privileges including field trips, dances, and promotion activities.)

Absent Work: At least 3 days absence is necessary before teachers should be asked to provide homework for ill students. Arrangements for homework should be made through the Counseling Office. Please allow 24 hours for the office to collect homework. For absences less than 3 days, a student should contact a classmate for missed homework, check the teachers' website/Google Classroom, or email the teacher directly.

Honor Roll

To provide an opportunity for students to receive positive recognition and academic awards, students may strive to reach Torch and Laurel or Sharpest Image designation. Special recognition is given at promotion and awards night.

Requirements: For 3 Semesters (both semesters of 7th Grade and 1st Semester of 8th Grade)

TORCH AND LAUREL AWARD	SHARPEST IMAGE AWARD
<ul style="list-style-type: none"> • 3.6 cumulative GPA or better all 3 semesters • No U's or N's in citizenship any semester 	<ul style="list-style-type: none"> • 4.0 cumulative GPA all 3 semesters • No U's or N's in citizenship any semester

Academic Honesty Policy

Glendale Unified School District values honesty and academic integrity; therefore, we pledge to help students understand these values and their importance. When cheating does occur, we will follow a progressive discipline system.

Cheating includes but is not limited to (adapted from *The School for Ethical Education-Integrity Works!*-www.ethicsed.org):

- Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Plagiarism, presenting another person's work as one's own without assigning proper credit
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
- Copying from others during a test, examinations, quiz or homework
- Unauthorized exchange of information during a test or while others are taking a test
- Copying parts of an exam and giving it to other students who have to take the test
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project
- Violating any other specific procedures specified by the teacher

Academic honesty starts with a conversation between the student and teacher. If cheating occurred, there is a discussion with the teacher and the student regardless if it is on a homework assignment, classwork, an essay, quiz, test, final, project or on an electronic device. The student is sent to the office to be counseled and the incident documented using the following progressive discipline actions:

FIRST OFFENSE

1. No credit will be earned on the assignment
2. A Referral sent to the office to document cheating incident
3. Teacher contact parent/guardian

SECOND OFFENSE

1. No credit will be earned on the assignment
2. Student referred to the office for assignment of ATS
3. Teacher notifies parent/ guardian through an in-person parent-teacher conference
4. Student ineligible to earn extra credit points in the course
5. "U" for citizenship on the next report card with comment "caught cheating" in the report card

THIRD OFFENSE

1. No credit will be earned on the assignment
2. Student referred to the office for 1-day suspension
3. Administrator calls parent/ guardian
4. Student ineligible for CJSF membership for one semester
5. Students ineligible to earn extra credit points in the course
6. "U" for citizenship on the next report card with comment "caught cheating" in the report card

NOTE: At the administrator's discretion the consequences may begin at any step.

Attendance Policies

Good attendance is one of the most important factors in school success. Most of the students who get poor grades or fail classes also have poor school attendance. Make it a high priority in your family to be in school and on time every day!

The following absences are considered excused by state law:

1. Illness
2. Visitation to a medical office, clinic, doctor or dentist
3. Funeral of an immediate family member
4. Quarantine of the home
5. Student required to appear in court

TO EXCUSE AN ABSENCE: please have your parent call the Attendance Office at (818) 247-5920 before 9:00 AM on the first morning of each separate absence. Please report: 1) student's full name, 2) date(s) of absence, 3) specific reason for the absence.

ANY ABSENCE NOT CLEARED WITHIN THREE SCHOOL DAYS WILL BE RECORDED AS A TRUANCY AND DISCIPLINARY ACTION MAY FOLLOW.

UNEXCUSED ABSENCE: School absence caused by a trip, oversleeping, car problems, missing the bus, babysitting, or working is NOT considered by the State of California as a valid reason for being out of school. It is to every student's advantage to avoid these unexcused absences as parents may be held responsible.

EXTENDED ABSENCES: Students who are projected to be absent for more than 6 weeks due to a special disability may qualify for a home study teacher. A parent must request in writing for a teacher to be sent to the disabled student's home. The request must include a doctor's statement of disability and the expected length of absence from school. Requests of this nature should be addressed to Student Services at GUSD office.

TARDIES and LATES: Particular attention should be given to getting to class on time. Students should be seated in class when the bell rings. Students arriving after 8:30 am must have a note excusing the late (oversleeping will not be excused). Those without a note are to go to class, and the teacher will mark the student late unexcused if he/she has no written excuse. If the student arrives after 9:00 am, he/she will be marked Tardy. If there is no written excuse, the student will receive a full day truancy after 3 tardies (late 30 minutes or more). Detention and/or Saturday school may be assigned for unexcused tardies and lates. Additional consequences will be assigned for continued tardies and lates, especially those that happen after the first period of the day. This will also affect citizenship grades in that class. A "U" may be assigned for multiple tardies. Be Prompt! MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.

Wilson Late Policy (UNEXCUSED LATES)

Late # (per semester)	Consequence
Late 1 - 3	Handled by teacher (detention, etc.) Parent should be notified.
Late 4	Teacher contacts parents for notification of "U" in citizenship.
Late 5 or more times:	Referred to administrator and detention assigned. Any additional tardies will result in further disciplinary actions such as Saturday School.

PBIS

Wilson is a Positive Behavior Intervention and Support (PBIS) school. Our schoolwide expectations are that all Wilson students are Responsible, Kind, and Reflective at all times. The PBIS Matrix shows what students should do to throughout the school to meet these expectations. Students who follow the rules and expectations will be rewarded with Good Knight points through the PBIS App. These points can be used at the PBIS online store to purchase rewards and privileges. Prizes can be picked up during snack or lunch at the PBIS store during snack or lunch. Students who do not follow the expectations will have consequences which may include detention, community service, loss of privileges, suspension, or expulsion.

Schoolwide Expectations Matrix

	RESPONSIBLE	KIND	REFLECTIVE
Arrival/ Departure	<ul style="list-style-type: none"> • Use crosswalks, sidewalks, drop off lanes appropriately and safely • Report any dangerous activity to staff or trusted adult 	<ul style="list-style-type: none"> • Greet students and staff politely • Silence your phone before entering school 	<ul style="list-style-type: none"> • Did I represent Wilson in a positive manner throughout our neighborhood? • Did I arrive to school on time and return home safely with necessary materials?
Hallway/ Stairs	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Help keep traffic moving • Be polite, stay to the right 	<ul style="list-style-type: none"> • Did I get to my destination promptly and safely? • Did I walk quickly and quietly while classes were in session?
Classroom	<ul style="list-style-type: none"> • Follow instructions • Come on time and be prepared • use equipment properly 	<ul style="list-style-type: none"> • Be accepting and encouraging of others • Be helpful to teacher and other students 	<ul style="list-style-type: none"> • Did I do my own work to the best of my ability? • Did I help create an environment of learning?
Locker Room	<ul style="list-style-type: none"> • Come in quietly • Keep hands to self 	<ul style="list-style-type: none"> • Respect privacy and belongings of others 	<ul style="list-style-type: none"> • Did I use the locker room time efficiently?
Restrooms	<ul style="list-style-type: none"> • Maintain proper hygiene • Notify staff if there are any problems with the facilities 	<ul style="list-style-type: none"> • Respect the privacy of others • Use quiet voices and treat others with respect 	<ul style="list-style-type: none"> • Did I leave the restroom clean for the next person? • Did I use the restroom for appropriate purposes?
Office	<ul style="list-style-type: none"> • Be honest and respectful • Follow directions and wait patiently 	<ul style="list-style-type: none"> • Be courteous to office staff • Use polite words and actions 	<ul style="list-style-type: none"> • Did I own my actions and communicate clearly? • Did I act in a manner that enabled me to return to class promptly?
Snack/ Lunch	<ul style="list-style-type: none"> • Follow the directions of all staff members. • Stay in designated areas. 	<ul style="list-style-type: none"> • Stay in line and wait your turn • Use appropriate and respectful language 	<ul style="list-style-type: none"> • Did I leave the area clean by putting my trash in a trash can? • Was I welcoming and inclusive of others?
Auditorium	<ul style="list-style-type: none"> • Treat seats and aisles with care • Leave food and drink outside 	<ul style="list-style-type: none"> • Sit back in your seat with your feet on the floor 	<ul style="list-style-type: none"> • Was I a good audience member?

Rules and Expectations

We have many rules but the most important rules are:

1. Follow the directions of all school personnel.
2. Come on time to and prepared for class.
3. Do not disrupt learning
4. Students are expected to be in class from opening bell to closing bell for each period.
5. Defiance toward authority/staff members is not tolerated and will result in disciplinary action. If an adult on campus asks you to do something, do it.
6. Students are to refrain from using profanity, obscenity, and vulgarity while on campus. Verbally abusive language toward students or staff is not permitted.
7. Fighting and/or battery, whether provoked or unprovoked, are not permitted on or around the campus. Consequences for violation of this rule will include suspension, and may include citation by police and a recommendation for expulsion. Students are not to engage in "play-fighting" on campus as it is difficult to tell the intent of hitting someone.
8. Using water balloons or pouring/throwing/squirting water/liquid/food on other students is prohibited on Wilson's campus, even as horseplay. Spitting is not allowed on campus.
9. Any items deemed to be a safety hazard to other students or disruptive to other students or disruptive to the educational process will be taken from students and parents/guardians will be notified. Items such as mace, pepper spray, aerosol products, squirt guns, soakers, poppers, water balloons, chains, dice, lighters, matches, vapes, smoke bombs, and stink bombs must not be brought on campus. Balls, Frisbees, and other sporting equipment should only be used on the main field during snack and lunch. GUSD is not responsible for replacement of, or reimbursement for any confiscated items.
10. Students are not allowed to film, record, photograph, or capture the likeness of the GUSD faculty, staff, and/or administration without expressed permission. Students must obtain permission from an administrator to use any type of camera at school, including a camera in a cell phone or other electronic media.
11. Elevators are for students who have been granted explicit permission through the administration office. Students found in elevators without explicit permission from the administration office will be subject to disciplinary action.
12. Do not take items that do not belong to you or hold items for a friend.
13. IF YOU SEE SOMETHING SUSPICIOUS, BE SURE TO REPORT IT TO AN ADULT ON CAMPUS!

Cell Phones

You may bring a cell phone to school with your parent's permission. It is to remain silent and put away as soon as the student enters school grounds. It should be out of sight in a backpack. It should not be in a pocket. It may not be taken out until the student is off campus. Cell phones are not to be used in classrooms, the library, the field/quad, or anywhere on school property without the permission of school staff. The student assumes full responsibility for the cell phone. The school/district is not responsible for lost, stolen, or damaged property. Continuous violations of cell phone rules will result in consequences that include but are not limited to confiscation, ATS, and/or loss of cell phone privileges.

First Offense: Warning, form signed by student, phone returned to student. **Second Offense:** Parent must pick up phone and sign form. **Third Offense:** Parent must pick up phone and sign form and a consequence is assigned (ATS/detention and loss of phone privileges). At any time, consequences may be assigned as deemed necessary by administration.

Electronic Devices

Electronic items that may cause class disturbance, such as speakers or gaming devices, are NOT permitted on campus at any time during the school day or in the evening during a school event. If found, they will be confiscated and returned to the parent. Students in possession are also subject to disciplinary action similar to cell phone violations.

Clean Campus

Keep your campus clean! We depend upon students to show pride in Wilson Middle School by using self-discipline and by being responsible members of the school community. Students are expected to take proper care of, and to participate in, maintaining a clean and attractive campus. This means that students should use trash cans and refrain from littering. If an adult asks you to pick up trash and throw it away, please do it, even if it is not your garbage. Field gates will not be opened until trash on tables is cleared.

Bullying

Bullying, including Cyberbullying, will not be tolerated at Wilson. Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

There are three types of bullying:

- Verbal Bullying means saying or writing mean things and includes name calling and threatening to cause harm.
- Social Bullying involves intentionally hurting someone's reputation or relationships.
- Physical Bullying involves hurting a person's body or possessions and includes hitting, spitting, and taking someone's things.

If you know of any type of bullying happening, report it to a teacher, counselor, or administrator.

Dress Code

The pupil should attire themselves in a manner that promotes health and safety. The following are the major components of the GUSD dress code adopted by the School Board.

1. Students must dress safely and appropriately for educational activities in which they will participate so as not to endanger their or other's health, safety, or welfare.
2. All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.
3. Articles of clothing and jewelry which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs, violence, illegal activities, sex, racial/ethnic/religious prejudice materially interfere with school work, create disorder or disrupt the educational process and; as a result, are not allowed. This includes T-shirts with suggestive drawings and portraits of women and items depicting marijuana leaves.
4. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
5. Extreme fashion that has the effect of disrupting the educational process or may pose a potential safety hazard will not be allowed. This includes extreme oversized pants.
6. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Clothes must be sufficient to conceal undergarments at all times. Blouses and shirt straps must be at least two inches wide. See-through fabrics which expose the body are not acceptable. Bare midriffs, tube-tops, muscle shirts, or halter tops are prohibited.
7. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No flip-flops or sandals are allowed.
8. Attire that may be used as a weapon (e.g. steel-toed boots, chains, items with spikes or studs, etc.) may not be worn.
9. Students may not wear hats/caps or hoods inside the buildings on campus but may wear these outside to protect from weather conditions.
10. Pupils shall not display any material or paraphernalia that incites a disruption or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.
11. PE Clothes may not be worn in classes other than PE unless authorized.

Gum/Food Policy

Gum is not permitted on school grounds because of the many problems it creates on campus. Careless disposal of gum in drinking fountains and on furniture and carpets presents sanitation and cleaning problems and costly repair.

Occurrence	Consequence (Per Quarter)
Gum/Food 1-3	Handled by the teacher
Gum/Food 4	Teacher contacts parents for notification of "U" in citizenship
Gum/Food 5	Refers to counselor to contact parents

Any additional behaviors will result in further disciplinary actions with administration.

Use of Fragrances/Scented Products

Wilson Middle School has students, parents, and staff that are severely allergic to fragrances. All students, parents, and staff are respectfully requested not to wear or bring to school perfumes, colognes, scented aftershaves, lotions, deodorants, hair products, or any products applied to the body that are scented/fragrant. These items will be confiscated and returned to the parent/guardian if they are brought to school.

Bikes/Skateboards/Scooters

Bike/skateboard/scooter riders are to enter the campus from the east gate on Monterey next to the auditorium. Bikes are to be walked on the CONCRETE areas in the vicinity of the bike racks and within the bike rack enclosure. Bikes are not to be ridden through the campus nor are they to be ridden through the parking lot or on sidewalks at any time. Each student who brings a bike to school must have a lock and chain/cable. Hoverboards or other motorized vehicles are NOT allowed on campus.

Safety and Security

Administrators, teachers, classified staff, and security guards provide campus supervision each day. They take a proactive approach in order to diffuse situations before a problem arises. They also "check in" with kids to see how they are doing. All staff members have been trained in emergency evacuation and many are CPR certified. The school is equipped with video surveillance, which is actively used to accurately identify those who get involved in mischief on campus. **Remember, if you see something, say something.**

Wilson's program encourages the individual student to develop self-discipline, encourages students to take responsibility for their own actions, holds the student responsible for his/her behavior, and will protect other students from the individual whose behavior continually disrupts an effective learning environment. Students enrolled at Wilson Middle School are expected to comply with all requirements of the school. Violation of the rules will be handled by appropriate disciplinary action including but not limited to: counseling, parent contact, loss of privileges, community service, detention, temporary removal from classroom by the teacher, Alternative to Suspension, suspension by teacher or administrator, transfer to another district/school, and/or expulsion.

Administrators may take appropriate action, including suspension or expulsion, when information about student misconduct that originates away from school grounds or school activities has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/ or administrators of the District.

Emergency Plan

Quick Reference for Students

If an emergency strikes, follow the procedures you used during drills and instructions provided by your teachers.

- The evacuation plan is posted in each room.
- DON'T PANIC!!! Help others around you stay CALM.

Stay with your class at all times. Students are not allowed to wander or visit others.

DISASTER (Earthquake or activity causing building damage):

Drop, Cover, and Hold On: Find a safe place such as under your desk or a table in the classroom and quickly take shelter. Drop to the floor, cover your head and neck with your arms, and hold on. The teacher will guide you to the evacuation point when it is safe to leave the classroom. Evacuation routes are posted near the exit of each classroom. Be sure to look for potential hazards while exiting and be prepared to change routes due to obstacles.

Fire or other emergency signaling evacuation:

EVACUATE THE CLASSROOM/BUILDING. The alarm will sound with short tones followed by a pause. Students should evacuate to their designated place on the athletic field. Evacuation routes are posted near the exits in every classroom. Be prepared to change routes due to fire. If you are the first to discover a fire pull the fire alarm on your way out.

Lock Down:

A lock down is called when there is danger nearby and students need to remain in classrooms. This would occur for police activity in the neighborhood or a swarm of bees passing by. Students should remain in classrooms with the doors locked, lights off, and windows and blinds closed. No talking or noise should be made during a lockdown. Students should not exit the room unless told to do so by administration or police. If you are on the campus and get locked out of a room, hide in the bathroom or any safe place you can find.

Downed Power Line on Campus:

If you notice a power line that has fallen on campus, do not touch it. Quickly tell a teacher, staff member, or administrator. Stay at least 30 feet away from the line as the power can make the line move without anyone touching it. Downed power lines are deadly!

Ambulance on Campus/Medical Emergency:

Should we have to bring an ambulance on campus, quickly move away from the area of the injured person and stay out of the way of the vehicle. With many students on campus, the ambulance will have to drive slowly and those seconds could make a difference to the person who needs treatment.

Exceptions to the Normal School Plan:

If the evacuation were to occur:

1. **BEFORE SCHOOL** – – Staff and students would report to the evacuation area on the athletic field. Students report their homeroom area.
2. **AFTER SCHOOL** – Staff and students would report to the homeroom evacuation area on the field.
3. **DURING SNACK** - Staff reports to their homeroom evacuation area on the field. Students report to their homeroom teacher
4. **DURING LUNCH** – Staff reports to their homeroom evacuation area on the football field. Students report to their homeroom teacher
5. **DURING PASSING PERIOD** – Staff reports to their classroom evacuation area on the football field. Students report to the field and find their homeroom teacher.

In the case of a lockdown during any of these times, students should quickly move into any classroom or area that they can safely, even if it is not their teacher.

Counseling Office

Counselors provide support and guidance in the following areas:

1. **Academic**: Questions about grades, how to set goals to improve grades, where are you now with your progress?
2. **College/Career**: Where are you going? High school planning, post-high school planning, and career exploration.
3. **Personal/Social**: Crying, peer pressure, bullying, self-esteem, organization, goal setting, stress, time management, and self-awareness.

Counselors can help you by providing a "safe" and confidential environment. Your counselor can be your friend, listen to your problems, and offer suggestions about how to solve the problem. You are the key to solving your own problems. If you need to see a counselor, stop by the office and/or complete a Counselor Appointment Request. A counselor will see you as soon as possible. If there is a true emergency, tell the secretary, and you will be seen right away.

Peer-to-Peer Conflict Mediation

Counselors are always available for conflict resolution between students and to assist with school-related issues. Students may be referred to counselors by parents or school staff.

Family Crisis

Parents are encouraged to share with their child's counselor any situation that may affect academic progress or interfere with social/emotional behavior. Counselors help by utilizing District resources, as well as other referrals to outside agencies.

Depression

You should tell a trusted adult immediately. Your teachers, counselors, and administrators want to help. You won't get in trouble, and you could be saving someone's life.

Reporting Destructive Behavior

Destructive behavior can take many forms. It can include taking drugs or alcohol, cutting, talking about suicide, sexual activity and/or sneaking out. You can help your friend by telling an adult. Your friend is hurting and needs help. We want to help them stop hurting themselves. You can also take these steps:

1. Tell a trusted adult.
2. Leave a note to see the counselor.

Name Calling and Gossiping

DON'T PANIC! As soon as they find out you aren't going to react, they will probably stop. If they continue to call you names, speak immediately to the Assistant Principal or a counselor. Be sure you are not contributing to the problem. Peoples' tongues are often their worst weapons, and if they can upset you, they have won. Make sure you don't spread rumors about others.

Transcripts

Transcripts are available upon written request from schools and/or parents. Include in the request the student's name, birth date, years student attended Wilson and the name/address of the school(s) you want transcripts sent to. The first two transcripts will be sent free of charge. A \$2.00 fee will be charged for each additional transcript. Please allow a week for your request to be processed.

What to do when you feel like your grade is in trouble

Sometimes the difficulty of balancing teenage life, extra-curricular activities, and academics can be too much for students, even temporarily. Even being sick for a couple days can be difficult for students. In order to get back on track, we recommend you look at this list and try these techniques to ensure that you are successful in learning and that you pass your class with the highest grade possible.

- Summarize notes: Going back over notes taken in class and summarizing them is a research-proven technique which will allow your brain to process the information better.
- Go to the homework lab after school in on Monday, Tuesday, Wednesday, and/or Thursday after school.
- Form a study group: Working with your peers in class can allow you to discuss the information more in depth. Often times, students not only benefit from peer tutoring but also from being the person that teaches the others in the study group.
- Update this planner with class assignments daily: By keeping your assignments written in one place, you set up a system where you are less likely to miss important assignments/homework. This organizational tool will serve as a checklist to see that everything gets done.
- Do your homework: All students should plan on at least one hour of homework/study time per night. Be sure you are taking the time to be successful in your classes.
- Check out your teacher's website pages to get tips and tricks on assignments.
- Talk to your teacher: Many teachers have regular tutoring opportunities and/or office hours. Working with your teacher is often the best resource that you have to be successful.
- Complete both required and optional assignments to make sure that you fill in any gaps that you may have in learning from this year and earlier years.
- See your counselor: Wilson has terrific counselors who are here to help make you successful. Go see your counselor if all of your other options haven't worked.

Feeling Down? Need Help?

If you are in need of help and don't know how to ask for it, just take this page to a teacher, counselor, administrator, or another adult on campus. We are ready to get you through the difficult problem and will help to connect you with the resources to get you back on track!

Here are some other resources that can help you:

- Crimestoppers (Anonymous)-- (800) 222-8477
- California Youth Crisis Hotline-- Text CONNECT to 741741
- LA County Mental Health-- (800) 854-7771
- Suicide Prevention Center-- (800) 273-8255
- The Trevor Hotline (LGBTQ & Questioning Youth)-- (866) 488-7386

Nurse/Health Office

The Health Office is located in the administration Building and is open from 8:30 AM to 3:10 PM daily. A health clerk is available each day of the week supervised by the Credentialed School Nurse assigned to the campus. This valuable resource should not be abused. Health Office personnel assist with the daily health problems, vaccines, medicine dispensing, and vision and hearing testing. Students who are ill or injured must obtain a pass from the teacher to visit the Health office and are expected to respect the valid authority of the nurse and health assistant at all times.

Wilson Middle School requires that student must have the approval and written release from the attending physician before returning to school with crutches, casts, or orthopedic devices. Verification must be obtained that students on crutches have been instructed in proper usage. The release should also indicate any limitations for physical education or playground activities.

Students who exhibit the following symptoms or conditions will be referred to the Health Office and may be excluded from school until cleared to return by the Health Office and/or a physician:

- Rashes (e.g., impetigo, ringworm of the scalp, rubeola, rubella, contact dermatitis)
- Pediculosis (head lice)
- Conjunctivitis (pink eye or red, itchy, watery eyes)

When you are sick or have flu symptoms (such as a fever), stay home, get plenty of rest, and check with a health care provider as needed. The school will need a doctor's note to excuse an absence of three days or more. Stop the spread of germs at school: Illnesses like the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flue and colds spread from person to person when an infected person coughs or sneezes. Practice good health habits like covering your mouth and nose when you sneeze. Wash your hands often and avoid touching your eyes, nose, or mouth.

**NO VISITS TO THE HEALTH OFFICE DURING PASSING PERIODS.
GO TO YOUR NEXT CLASS AND GET A PASS!**

A NOTE FOR ALL SIXTH-GRADE STUDENTS

School immunization law (State of California) requires all students entering 7th grade in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap. The new law states that in order to begin this grade, each student must have a Tdap booster on or after their 11th birthday AND the school must have a copy of your immunization record with current Tdap, on file for each student. Parents are also encouraged to contact their doctor's office for further clarification and /or confirmation the whether their child has had the booster. Students should bring this information to the Health Office Clerk during 6th grade. For more information, contact the Health Office at 818-244-8145, ext. 1173.

Library Policies

- Items are checked out for 4 weeks.
- 1 renewal per book, unless that book has been requested by another patron.
- No checkout if any overdue items or fines are owed.
- 2 books per patron limit, this will include visit to the Library when the patron is not with his/her class.
- A \$15.00 fee will be charged for a lost hardcover book or total replacement cost if known.
- A \$5.00 fee will be charged for a lost paperback book.
- A fine of 5 cents a day will be charged for overdue materials.
- A vandalism fee will be charged for replacement of bar code label, spine label, writing or markings in the book, damage to book cover or pages, water damage, etc.
- A student will lose their library checkout privileges after the loss of 2 library books.
- Your school ID will be used for check-out

Lost Library and Text Books

Students should take good care of their school textbooks and library books. All textbooks should be covered. Any loss or damage to textbooks or library books will result in a replacement cost charge or payment of a fine. All library and textbook fines must be paid/cleared or the final report card will be held.

Textbooks are checked out to students using a unique bar code number. Students are to write their name in the space provided on the inside front cover of the book so their textbook can be easily identified. There will be a \$2.00 per label change to replace a bar code label. Books returned without labels will be considered stolen and the student will be charged full replacement cost for the book.

Library at Lunch

Student may use lunch time to study in the library as long as space is available. Student MAY NOT bring food/drinks in the library and should focus on academics

Good Manners

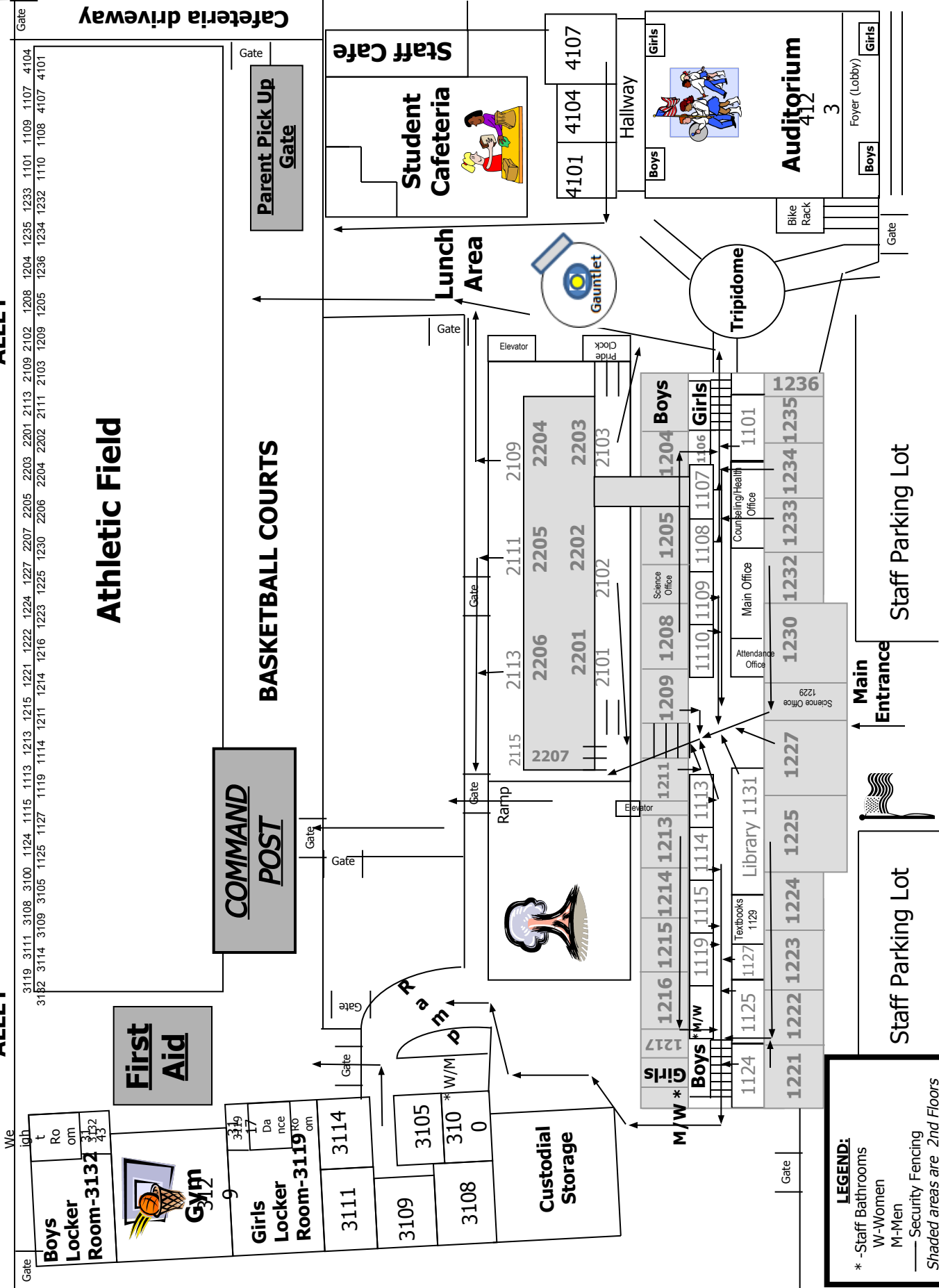
Responsible, Kind, Reflective

We expect our Wilson Knights to have good manners. Good manners are a sign of integrity, self-respect, and concern for others. Good manners are part of finding success in life. Manners also help to make our school a safe and fun community. Here are some of the most important manners to remember.

- Say “please” and “thank you.” It’s amazing how these simple words can make a difference in how you come across to others.
- Greet people politely and be sure to say “goodbye” before you leave.
- Wait your turn before you speak — don’t interrupt or talk over someone.
- When you’re introduced to someone new, say, “It’s nice to meet you.”
- Apologize if you accidentally bump into someone.
- If you need someone’s attention or need them to move out of your way, say “Excuse me,” rather than pushing past them.
- Clean up after yourself.
- When you are indoors, use an indoor voice. Be aware of how loud you are speaking.
- Cover your mouth and turn away when you’re about to cough or sneeze, and then say “Excuse me.”
- Avoid making rude noises (burping for example), but if it happens, say “Excuse me.”
- Hold the door for other people.
- Avoid bad language in front of other people
- Return things you’ve borrowed.
- Be on time.
- Pay attention to your hygiene. Bad hygiene is offensive.
- Knock on closed doors before entering a room.
- When you see someone struggling with something, give them a hand.
- When someone asks for your help, do it without complaining.
- Make eye contact with the person or people you are talking to.
- Don’t interrupt someone who is talking.
- Don’t gossip or say unkind things about others.
- Think before you speak.
- Show appropriate respect and deference to adults.
- Never blame someone else for your mistake. When in doubt, always show courtesy, integrity, and kindness.

ALLEY

ALLEY



EVACUATION MAP

WILSON MIDDLE SCHOOL
 (818) 244-8145
 1221 Monterey Road, Glendale 91206
 www.wilsonknights.org

← To Glendale Ave.

LEGEND:

- * - Staff Bathrooms
- W-Women
- M-Men
- Security Fencing
- Shaded areas are 2nd Floors of Buildings