

Wilson C. Riles Middle School

Student Handbook 2011-2012

4747 PFE Road, Roseville, CA 95747
 Phone: (916) 787-8100 Fax: (916) 773-4131 Attendance: (916) 787-8100 ext.7910

Mission Statement

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

Motto

Success – the only option!

Joyce Frisch, Principal
Steve Jackson, Vice Principal
Cheryl Williams, Counselor

Period	Subject	Teacher	Rm #	Email @centerusd.org
1				
2				
3				
H				
4				
5				
6				
7				

This handbook belongs to:

Name: _____ Student Number: _____

I have read and discussed this handbook with my student.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Parent E-mail _____ Phone # _____

School-Wide Expectations

1. Be Safe
2. Be Responsible
3. Be Respectful

Words for Success

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

Daily School Supplies

agenda book
 student ID card
 3 pencils
 sharpener/erasers
 2 pens
 binder paper
 3 ring binder (2" minimum) with
 dividers
 sturdy pencil/pen pouch
 backpack

Wilson C. Riles Middle School 2011-2012 Calendar

August

- 3 First Day of School
- 10 Picture Day
- 18 Back to School Night

September

- 2 Q1 Progress Reports (available online)
- 5 School Holiday- Labor Day
- 30 End of 1st Quarter
Progress Reports (mailed home)

October

- 3-7 No School- October Break

November

- 4 Q2 Progress Reports (available online)
- 11 No School- Veteran's Day
- 21-25 No School- Thanksgiving Break

December

- 12-16 Minimum Days 1:11 PM Dismissal
- 16 End of 1st Semester
1st Semester Report Cards (mailed home)
- 19-Jan 3 No School- Winter Break

January

- 4 School Resumes after Winter Break
- 16 No School- Martin Luther King Jr. Birthday

February

- 3 Q3 Progress Reports (available online)
- 13-20 No School- February Break
- 21 School Resumes after February Break

March

- 16 End of 3rd Quarter
Progress Reports (mailed home)

April

- 2-9 No School- Spring Break
- 10 School Resumes after Spring Break
- TBD STAR Testing
Minimum Days 1:11 PM Dismissal
- 20 Q4 Progress Reports

May

- 3 Open House
- 21-24 Minimum Days 1:11 PM Dismissal
- 24 Last Day of School
End of 8th Grade Celebration
2nd Semester Report Cards (mailed home)

Bell Schedule

Regular Schedule

First Lunch

- 1) 7:55 - 8:45
- 2) 8:49 - 9:42
- 3) 9:46 - 10:36
- 4) 10:40 - 11:00
- 5) 11:00 - 11:35 Lunch
- 6) 11:39 - 12:29
- 7) 12:33 - 1:23
- 8) 1:27 - 2:17

Second Lunch

- 1) 7:55 - 8:45
- 2) 8:49 - 9:42
- 3) 9:46 - 10:36
- 4) 10:40 - 11:00
- 5) 11:04 - 11:54
- 6) 11:54 - 12:29 Lunch
- 7) 12:33 - 1:23
- 8) 1:27 - 2:17

Every Monday and Minimum Day

First Lunch

- 1) 7:55 - 8:37
- 2) 8:41 - 9:31
- 3) 9:35 - 10:17
- 5) 10:17 - 10:52 Lunch
- 6) 10:57 - 11:39
- 7) 11:43 - 12:25
- 8) 12:29 - 1:11

Second Lunch

- 1) 7:55 - 8:37
- 2) 8:41 - 9:31
- 3) 9:35 - 10:17
- 5) 10:21 - 11:03
- 6) 11:03 - 11:38 Lunch
- 7) 11:43 - 12:25
- 8) 12:29 - 1:11

Student's Responsibility at Middle School

The faculty & staff at Wilson C. Riles Middle School believe that students have a right to learn and teachers have a right to teach.

Therefore, each student's responsibility is to

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

Anti-Bullying Pledge

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

Bullying is a form of **repeated** aggression that is directed by one or more people towards another person.

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

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

Relational bullying occurs when students disrupt another student's peer relationships through leaving them out, gossiping, whispering and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, ostracizing or scape-goating.

Cyberbullying refers to the use of cell-phones, text messages, e-mails, instant messages, web blogs and postings to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages by phone and e-mail, and spreading destructive rumors.

By signing this pledge, we the students agree to:

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

I acknowledge that whether I am being a bully or see someone being a bully, if I don't report or stop the bullying, I am just as guilty.

Student Signature: _____ Print Name: _____

Parent Signature: _____ Date: _____

Attendance

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

Absences

If a student is going to be out of school for the day or part of the day, a parent must call the school the morning of the absence **(916) 787-8100 ext. 7910** (available 24 hours a day). Please state the student's first and last name, grade and reason for the absence. If contact has not been made, the student must bring a written note upon return to school. **The written excuse must be presented to the attendance office upon arrival at school following the absence.** Failure to verify absences may result in a recorded day of truancy. After three days, unverified absences will be recorded as truant. For all classes missed, work must be made up to the satisfaction of the teachers.

Excessive Absences

Students who are habitually absent or tardy may be referred to the School Attendance Review Board (SARB). This is a truancy mediation program operated by the court's district attorney, probation office and/or juvenile court. After the third unexcused or unverified absence, a truancy warning letter will be mailed home. Letters will also be mailed home on the 6th and 9th unexcused or unverified absence. After the third truancy warning letter, parents may be requested to attend a site attendance review meeting to develop a positive attendance contract.

Class Tardy

Students are more successful in school when they arrive on time to each class prepared. Therefore, **we expect all students seated in their classroom when the bell rings.** Tardies will be maintained on an individual class basis. Students who are tardy will receive the following consequences each quarter:

1 st & 2 nd tardy	Warning and documentation by teacher
3 rd – 5 th tardy	Parent notification by teacher, after school detention, loss of one merit
6 th tardy	Referral to administration

Drop-Off / Pick-Up

Please drop-off and pick-up your child at the front of the school. When you are picking up or dropping off your child please attempt to pull as far forward as possible. Failure to pull forward causes unnecessary traffic congestion on PFE Road. The back of the school is for walking and bicycle traffic only.

Early Departure

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

School Tardy

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

Truancy

Truancy is an absence from school without the knowledge of a parent or school officials. Any student found truant from class will be subject to disciplinary action.

Staff supervision before 7:35 AM is not available. Students are not to be on campus before 7:35 AM.

Academics

Academic Support

At Wilson C. Riles Middle School, we believe that all students can succeed. Students who have been identified as needing "intensive" or "strategic" support, based on multiple measures of progress including but not limited to standardized test scores, summative assessments, and academic grades, will be provided with support opportunities within the school day. Individual departments will develop and make available a schedule of voluntary after school help sessions open to any student wanting extra help.

Agenda Books

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

Gifted Academy

The Gifted Academy is a program designed to challenge gifted students in the classroom on a daily basis. The academy will consist of three core teachers, one each from English, math, and social studies, who will teach both the seventh and eighth grade gifted classes for his/her subject area. These classes will cover the state standards, but in a different way than done in the regular classroom. Teachers will use GATE strategies such as compacting, differentiation, depth and complexity, and Blooms Taxonomy questioning in order to provide students with a deeper understanding of the material. The academy will not require students to do extra work, it will provide them with lessons that will challenge the students to think about subjects in a different way. The goal is for students to get a deeper, more complex understanding of the material presented in class. Students will attend regular science, physical education, and elective classes with their peers.

Grading Policy

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

90 - 100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
Below 60%	= F

Academic Honors

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

4.0 GPA

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

3.25 – 3.99 GPA

- Riles Honor Roll Certificate
- Breakfast Invitation

Homework Policy

Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand-in homework. Homework should be designed so that parents can serve as a resource for their child. For all classes missed, work must be made up to the satisfaction of the teachers.

Homework is a vital part of our educational program and serves to teach responsibility as well as reinforce skills. The specific amount of time per day shall be determined by grade level. Students may have homework 5 days a week and may spend an hour or more a day completing school work, as time at home may be spent doing assigned homework and completing unfinished classroom assignments.

Students who miss class for one period to up to three days are encouraged to use a homework buddy. A homework buddy is a friend in the student's class who writes down and then brings assignments home to her/him. **It is the student's responsibility to ask for and complete all make-up assignments.** If a student will be out for three (3) or more days, parents may request homework through the office. Please allow 24 hours from the time of the request so that teachers may prepare a complete packet.

Promotion Requirements

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

Report Cards and Progress Reports

End of Semester Report Cards and End of Quarter Progress Reports will be mailed home. Mid-Quarter Progress Reports will be available online through the Homelink Portal on our school webpage. Parents can expect to receive either a progress report or report card about every 4 weeks. Specific dates are outlined on the calendar on page 2 of this handbook.

Dress Code

The CUSD Board of Trustees and Riles staff believes proper dress and grooming is part of a positive educational experience. School should be a place of learning and preparation for a successful future; therefore, the administration and staff of Wilson C. Riles Middle School support the following concepts regarding student dress:

- Just as successful adults dress differently for work and for leisure, students should dress differently for school than for the mall, a party, or the ball park.
- Middle school students must dress in a manner that does not call attention to their developing bodies.
- The school must not be a showcase for enticing graphics that glorify money, sex, violence, drugs, weapons, and death.
- Dress, hairstyle, makeup, jewelry, and other items which are distracting or interfere with the study habits of students in the class or school, or pose a health or safety risk to the students, shall not be acceptable.
- Personal appearance standards for students are defined in the dress code.

If a teacher or staff member deems the student's clothing inappropriate, then student will be sent to the office to change into clothes provided by the office to remedy the situation. **Students will return to class only upon meeting dress code standards.** Students will lose merit points for all dress code violations. While there is a certain amount of subjectivity in applying any dress code, it should be noted that the decisions of the administration at WCR shall be final in dress code matters.

1st Offense Exchange item for appropriate school clothes - 1 merit deduction

2nd Offense Exchange item for appropriate school clothes - 2 merit deduction

3rd Offense Same as 2nd offense + admin referral for defiance

Student Attire

- Skirts and shorts must be below the fingertips when arms are placed at the side.
Pants will be worn at or above the student's waist.
Appearance of undergarments is prohibited.
- Recreational attire shall not be worn at school. Examples of unacceptable recreational attire are pajama bottoms, sweatbands, short shorts or cut-offs, tank tops, spaghetti straps, halter tops, see-through sheer tops, low necklines (no cleavage), bare midriff or bareback tops, crop tops and half-shirts or other clothing that inappropriately exposes body parts.
- Clothing items, accessories and backpacks will be considered inappropriate if they present a danger or are offensive to other students. Clothing that bears profanity or advertises sex, drugs, alcohol, tobacco, gangs or violence is inappropriate school attire.
- Students are prohibited from wearing any gang affiliated clothing or items. Examples of such prohibited items include, but are not limited to, handkerchiefs, hanging chains/suspenders, belts, shoestrings, earrings, jackets or devices associated with group intimidation or gangs. Gang attire is any clothing, accessory or manner of grooming which may be an indicator of gang involvement as determined by school administration.
- Shoes must be worn at all times. Slippers, flip-flops, and other strapless shoes as well as high and platform heels are considered unsafe and are not to be worn at school.
- Head coverings are only allowed during inclement weather. During the cold or rainy season, students may wear a hood, a black beanie (small logo allowed) or an official school beanie or hat (available for purchase). No head coverings are permitted indoors.
- Hair shall be clean and neatly groomed.
- Writing on oneself or others is strictly forbidden.
- Piercings that are deemed unsafe will not be allowed. This is to be determined by the administration.
- Gym clothing is to be worn during the regular P.E. classes only.

Policies and Procedures

Bicycles/Skateboards/Scooters

Bicycles are to be parked inside the designated fenced area. All bicycles are to be securely locked, individually, in the racks. Riding bikes on campus is not permitted at any time and will result in confiscation. The school assumes no responsibility for loss, damage, or theft of such items. **STUDENTS ARE REQUIRED TO WEAR A HELMET- IT IS THE LAW. Bicycles, scooters and skateboards will be confiscated if the student is not wearing a helmet.**

Cell Phones

The school is not responsible for damage to or loss of cell phones on campus. It is the student's responsibility to keep cell phones off and securely put away during the school day and locked during PE class. Cell phones will be confiscated by a staff member if they are seen or heard before school or during school hours. **A parent must pick up a confiscated cell phone in the office.** Please do not call or text your child during the school day. In case of emergency, parents may contact a student through the office and a message will be sent to the student.

Check Out Procedures (Changing Schools)

A student who plans to transfer to another school must notify the Attendance Office in advance. It is necessary for a parent to verify the transfer by calling or sending a note. Prior to checking out, all textbooks and materials must be returned. To do this, the student must attend school for a full day on their very last day. This allows each of their teachers to give them a grade and to collect all textbooks and library books. This clearance paper is necessary for them to enroll in their new school. If this process is not followed, it could delay the check-out process.

Closed Campus

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

Counseling Services

Limited counseling services are available. Stop by the main office or any classroom and complete a "Request Form" to see a counselor. You may be called to meet with the counselor at any time. Your meetings together may concern grades, friendship issues, test taking strategies, organizational help, or any number of other issues that can arise from life in middle school. We look forward to working with you and your families so your middle school years will be a positive and successful experience.

Daily Bulletin/Words of Wisdom

The Daily Bulletin and Words of Wisdom are read during 2nd period and available online at www.centerusd.k12.ca.us/cusd/wcriles. Students are to remain silent during reading of the Daily Bulletin and Words of Wisdom. Students can submit an announcement request to administration for approval.

Detention

Administrators or teachers may require students to remain after school for disciplinary purposes, excessive infractions of gum or tardies. Title V, Education Code, states that students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the maximum school day. We will attempt to give students 24 hours notice unless prior arrangements have been made with the parent. Detention begins promptly at 2:25 PM and ends at 3:25 PM. Late arrivals or "no shows" will receive further administrator consequences.

Elevator

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

Fire/Civil Defense

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

Gum

Gum is not allowed at any time on the Riles Middle School campus.

ID Cards

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

Lost and Found

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

Medical Requests

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

Money

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

Parent Conferences

To request a conference with their child's teacher or teachers, parents should contact the school (787-8100). The office staff will relay the message to the teacher and/or team leader, and the parent will be contacted within 24 hours.

Passing Periods

Between classes, students have only four minutes for passing to their next class. Students are expected to immediately walk to their next class and use the restroom if needed. Loitering is prohibited between classes.

Permission to Leave Class

Due to the premium placed on educational time on task, permission to leave a classroom is at teacher discretion and will be very limited. Students must use their Hall Passport in back of the agenda book to leave a classroom during the period. All passes must be in ink and include a staff signature. Students will also be required to sign out/in on a classroom log kept by each teacher.

Plagiarism/Cheating

Any attempt to obtain credit for work done by another is totally unacceptable at Wilson C. Riles Middle School. This includes cheating on tests, copying work of others, giving your work to someone else for copying, copying word-for-word from published works (plagiarism), and similar activities.

When a student participates in any form of academic dishonesty:

1. A zero will be assigned as a grade.
2. No extra credit work will be given to raise the grade.
3. Parents will be notified by the teacher.

Printed Materials

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

Restrooms

Restrooms are to be used for their intended purposes. Leave the restroom immediately after use. Students are encouraged to use the restroom during lunch and passing time. In an emergency, the student must have a signed agenda hall pass in order to use the restroom during class time.

Sales by Students

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

Sexual Harassment Policy

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by the student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decisions affecting the student regarding benefits and services, honors, programs, or activities available through any district program or activity.

Types of conduct which are prohibited in the district and may constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations, or proposition.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or an overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.

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

Stairs

When using stairs on the Wilson C. Riles campus, always walk on the *right* of the staircase. No loitering on stairs, stairwells & the base of stairs. Nothing may be thrown from the stairs or stairwells.

Suspension

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

Telephone

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

Valuables at School

Students are advised to leave items of personal or monetary value at home. Large quantities of cash should not be brought to school. The school assumes no responsibility for loss, damage, or theft of such items.

Visitors

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

Prohibited Items

We maintain a safe and orderly learning environment at Wilson C. Riles Middle School. To accomplish this, **in addition to the classroom, school, and district disciplinary programs and California Education Code**, certain items are prohibited on campus. We have listed some of these for your benefit. **This is not all-inclusive, but contains those items that have a potential for causing problems.** These items will be confiscated and returned only to parents. The school is not responsible for housing or theft of the confiscated items.

**The following items are not allowed on campus or on a school bus.
Possession of these items may result in disciplinary action.**

Aerosol cans (AXE, TAG, etc.)	Gum	Skittles candy
Balloons	Hats	Slam books
Bandanas	iPods / personal music players	Smarties candy
Blankets	Laser light/pointers	Squirt guns
Cameras	Permanent markers	Stuffed animals
Dangerous objects of any kind	Personal journals/diaries	Sunflower seeds
Dice	(except teacher assigned)	Trading cards/playing cards
Electronic games	Personal toys	Video recorders
Food or drink in class	Poppers	Weapons or replica weapons
(except water in clear plastic bottles)	Roller skates/roller blades	White-out
Glass containers	Rubber bands	

Student Activities

Athletics

Wilson C. Riles Middle School participates in the Foothill Intermediate Schools Athletic League (FISAL). Riles competes with other schools in the league that are located anywhere from Antelope to Auburn. As a student, you have the opportunity to participate in a variety of sports.

7th and 8th Grade

Boy's Basketball
Girl's Basketball
Flag Football
Girl's Volleyball
Track & Field

Eligibility for athletics is as follows:

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

Clubs

A variety of after school and lunch time clubs are offered throughout the year. Some clubs include tutoring, chess club, cooking club, art club, photography, Scrabble, homework club, history of film club, and many more. Listen for announcements to find out when clubs are meeting throughout the year.

Dances and Special Activities

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

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

- Maintain a minimum grade point average (GPA) of 2.00 for the school year
- Maintain a minimum of 90 merits on the school wide point system
- Clear all debts prior to the event (library books, athletic uniforms, textbooks, etc)
- Permission Slip/Ticket
- Attend at least 4 periods on the day of the activity and have an excused absence for any periods missed
- Students picked up more than 15 minutes after the event may not be allowed to attend future activities
- Students with an Individualized Education Program (IEP) may be required to meet differential standards specifically stated in his or her IEP. A site review team may waive the requirements for unique circumstances.

Year End Incentive Trip

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

- Maintain a minimum grade point average (GPA) of 2.00 for the school year
- Maintain a minimum of 90 merits on the school wide point system
- Have no suspensions during the 4th quarter
- Clear all debts 1 day prior to the event (library books, athletic uniforms, textbooks, etc.)
- Students with an Individualized Education Program (IEP) may be required to meet differential standards specifically stated in his or her IEP instead of the 2.00 GPA. A site review team may waive the requirements for unique circumstances.

End of 8th Grade Celebration

Our 8th grade celebration takes place on a regular school day. Because we have transportation commitments, lunch schedules, and our 7th grade students on campus to accommodate, these limitations affect the logistics of the celebration.

- Individual students will not be called to the stage to receive their promotion certificate.
- Our celebration will include performances by our band and choir, a few student speeches, and our traditional academic and citizenship awards.
- Students will follow our school dress code because this is a regular school day. Hats are not allowed.
- At the conclusion of the ceremony, parents will be able to sign their child out for the remainder of the school day.
- Students must have no suspensions after May 1st to be eligible to participate in the celebration.

Positive Behavior Plan

Climate for Learning

The school staff is committed to providing a safe, orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. **Students are not allowed to bully other students or provoke conflicts.** Instruction and counseling are provided to promote positive racial and ethnic identity and to help students to understand diverse cultures.

School Wide Positive Behavior Support Plan

Be safe, be responsible, and be respectful are the three guiding expectations at Rile Middle School. At the beginning of the year, all students are explicitly taught what it means to be safe, responsible, and respectful on all areas of the campus. See the Personal Standards Matrix on pages 15 and 16. Students are rewarded for exhibiting safe, responsible, and respectful behaviors.

The goal of the school wide positive behavior support plan is to encourage students to demonstrate a high level of responsibility for citizenship. All students begin the school year with 100 merits when entering middle school as a 7th or 8th grade student. All students will have the opportunity to maintain a score of 100 merits by adhering to the behavior standards set by the school and district. Students who maintain 100 merits are rewarded throughout the year.

Student's incentives for maintaining 100 merits may include:

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

Students must maintain a minimum of 90 merits to be eligible to participate in student activities. These include school sports programs, promotion, dances, assemblies, attendance at athletic events, end of year activities, and other events/activities that may be offered through out the school year.

How does a student lose merits? A student can lose merits if a school rule has been violated. Merits are subtracted from the student total. Range of merit loss is from 1-5 depending on the severity of the infraction.

1 Merit Deduction First dress code violation or public displays of affection (hugging, kissing, holding hands)

2 Merit Deduction Second and subsequent dress code violations or being assigned an afterschool detention

3-5 Merit Deduction Begin suspended from school

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

- Students may earn merits back by participating in after-school campus beautification.
 - Students may earn one merit per every 30 minutes served.
 - Students choosing to earn merits must sign up in advance with an administrator; a limited number of spaces will be available each week.
- Students may make arrangements to work with a teacher to earn merits.
- Students may earn one merit for serving detentions as originally assigned without rescheduling.

Student Discipline and Conduct

The responsibility for effective discipline in our school is shared by the staff, parents, and students. Working together, we can provide an environment that is safe, orderly, and conducive to learning. The categories of misconduct and authorized disciplinary actions are detailed in this Student Handbook. However, it is impossible to cover all types of situations that may occur throughout the school year. Therefore, verbal announcements may be made concerning items not listed in this Student Handbook. Students may be disciplined for announced items or situations even though they are not specifically covered by a written policy.

In order to maintain a safe and positive school environment, expectations for student behavior at Wilson C. Riles Middle School are set very high. Rules and regulations provide structure and limits, so students may achieve their maximum potential. A positive school environment is the goal of everyone here at WCR. Teachers will handle minor disciplinary offenses within their classrooms through their classroom management strategies. Students who display poor behavior or commit repeat offenses may be referred to the vice-principals for disciplinary action. CJUSD has jurisdiction over its students during the regular school day and while going to and from school on CJUSD provided transportation. This jurisdiction includes any activity during the school day, “on school grounds,” or attendance at any school-related function (regardless of time or location) as well as any other school related misconduct (regardless of time or location). Students are technically “at school” from the time they leave their house or private ride in the morning until the time they step back into their house or private ride in the afternoon.

The school can act in place of parents and is charged with the same rights and duties of parents (In loco parentis). Consequences may be imposed for student misconduct “off school grounds” which is supported by evidence that the student behavior “outside of school” has a detrimental impact on the well being of other pupils, staff, or school activities. Student conduct outside of school hours and away from school property can be regulated by school officials if such conduct affects the management of the school. Thus, consequences may be assigned to students for behaviors which include, but are not limited to, the following examples: fighting after school, using insulting language to a teacher on the way home from school, or making an offensive remark about a teacher to a group of students at a mall.

In dealing with student discipline problems, the administration or their designee(s) have the discretion to control and conduct any and all investigations of incidents as well as any questions on procedure. While the administration or their designee(s) may admit irrelevant or hearsay evidence, they will consider relevance and credibility when weighing the evidence. The administration or their designee(s) reserve the right, however, to limit irrelevant, redundant, or prejudicial evidence. Everyone involved in student disciplinary matters may be questioned by the administration or their designee(s) for further clarification. Student(s) accused of alleged misbehavior will be given an opportunity to respond (due process). At Wilson C. Riles, disciplinary actions will be administered when necessary to protect students, school employees, or property, and to maintain the order and discipline essential to an environment conducive to learning. Persistent or repeated violations of the rules of conduct will result in increasingly serious consequences for the offending student. Disciplinary actions may include, but are not limited to, warnings, detentions, parent conferences, out-of-school suspensions, a shortened school day (per parent/school agreement), or other creative disciplinary measures designed to improve the behavior of the student. All students will be treated fairly, equitably and provided with an appropriate amount of due process. Discipline decisions are based on a careful assessment of the circumstances surrounding each incident. The factors considered include, but are not limited to:

- The seriousness of the incident.
- The student’s age, background, and attitude.
- The frequency of his/her involvement in misconduct during middle school.
- The effect the incident has on the learning environment of other students.
- The effect the incident has on the teacher’s effectiveness in the class.

Minor and Major Consequences for Negative Behavior Choices

The Riles School wide expectation is that student behavior is safe, responsible, and respectful. There are negative consequences when a student’s behavior is not safe, responsible, or respectful. Minor consequences are typically assigned by a classroom teacher. Major consequences are typically assigned by a vice principal.

Each teacher has his or her own classroom rules and routines that are designed around the school wide rules of being safe, responsible, and respectful. A teacher may elect to have a student step outside the classroom for two minutes or visit a neighboring classroom. Any behavior that distracts from the learning environment will receive a consequence. Typical behavior infractions that are handled in the classroom include:

Unsafe behaviors (not keeping hands to self, horseplay, throwing/shooting objects)

Irresponsible behaviors (gum, calling out, out of seat, off-task, cheating, plagiarism)

Disrespectful behaviors (talking during instruction, talking back or arguing with teacher, not following directions, disrespectful remarks to others)

Minor consequences at the classroom level have escalating consequences:

- 1) The first behavior infraction: the teacher provides instruction in the proper behavior. For example, if a student is calling out during instruction, the teacher will show the student the Personal Standards Matrix that states being respectful in the classroom requires that student raise his or her hand to participate. The conversation is documented in the student data system.
- 2) The second behavior infraction: the teacher again provides instruction in the proper behavior using the Personal Standards Matrix, makes parent contact, and documents the conversation in the student data system.
- 3) The third behavior infraction follows the same procedures as the second behavior infraction with the addition of an after school detention assignment.

- 4) The fourth behavior infraction shows that the student is not responding properly to the teacher's direct behavior instruction. This is considered defiance and will result in an office referral and consequences will be assigned by the vice principal.

A student may be referred to the office without the teacher following the behavior incident process for the following reasons:

- 1) The student poses a threat to others.
- 2) The behavior requires an immediate major consequence.
- 3) The teacher elects to have the student serve a one or two period suspension from the classroom (teacher must make parent contact).

Behaviors requiring major consequences

Unsafe behaviors (bullying, threatening, physical aggression towards another, possession of a dangerous object or weapon)

Irresponsible behaviors (vandalism, theft, excessive tardies)

Disrespectful behaviors (overt defiance, profanity, harassment, derogatory or sexual remarks)

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

California Education Code Related to Student Discipline

CA Ed Code 48915 (carries mandatory expulsion recommendation)

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

CA Ed Code 48900

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

Personal Standards Matrix

	Be Safe	Be Responsible	Be Respectful
Classrooms	<p>Keep your hands, feet, and objects to yourself</p> <p>Enter the room only when a teacher is present</p> <p>Remain seated at all times with your chair flat on the floor</p> <p>Keep walkways clear</p> <p>Ask permission and sign out before you leave the classroom</p>	<p>Be on time</p> <p>Come to class with required materials including agenda and I.D.</p> <p>Enter the classroom quietly</p> <p>Start warm-up activity before the bell rings</p> <p>Stay on task for the entire period</p> <p>Follow all classroom rules and procedures</p> <p>Put forth your best effort in everything you do</p> <p>Complete and turn in all class work and homework on time</p> <p>Ask questions when you don't understand</p>	<p>Politely greet your teacher at the door as you enter the classroom</p> <p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Raise your hand to participate</p> <p>Show you are listening by looking at the speaker</p> <p>Ask permission before using others property</p> <p>Work quietly</p> <p>Clean up after yourself</p> <p>Wait for the teacher to dismiss you</p>
Computer Labs All classroom rules apply	<p>Keep your hands, feet, and objects to yourself</p> <p>Keep backpacks under your chair or legs</p> <p>Chair and feet flat on floor</p> <p>Go to authorized websites only – ask your teacher first</p> <p>Inform staff of vandalism or broken equipment</p>	<p>Sit in assigned seat</p> <p>Use all equipment appropriately</p> <p>Have teacher give the ok before printing</p> <p>Leave equipment settings as you found them</p>	<p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Save to your workfolder only</p> <p>Leave the computer lab clean for the next class</p> <p>Use headphones to help yourself stay focused</p>
Science Labs All classroom rules apply	<p>Keep your hands, feet, and objects to yourself</p> <p>Use materials as directed</p> <p>Wear eyewear when using chemicals or other toxic materials</p> <p>Report spills to teacher immediately</p> <p>Leave all lab materials in the lab</p>	<p>Do assigned work, follow lab directions</p> <p>Ask questions if you are unsure of what to do</p> <p>Use equipment appropriately</p> <p>Clean your lab station</p>	<p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Wait patiently for your turn</p> <p>Let all lab group members participate</p> <p>Return all materials to correct place</p>
Library	<p>Keep your hands, feet, and objects to yourself</p> <p>Walk at all times</p> <p>Enter quietly</p>	<p>Have books, ID's, and Agenda</p> <p>Treat books and displays appropriately</p> <p>Keep the library neat and clean</p>	<p>Follow the directions of all staff members</p> <p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p>
Locker Rooms	<p>Keep your hands, feet, and objects to yourself</p> <p>Walk at all times</p> <p>Notify P.E. teachers if there is a problem</p> <p>Inform staff of vandalism or broken equipment</p>	<p>Follow P.E. dress policy (Bring proper clothes and shoes)</p> <p>Use only your assigned locker</p> <p>Remember your locker combination</p> <p>Keep the bathroom and locker room clean</p>	<p>Follow the directions of all staff members</p> <p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Respect the space and property of other students</p>
Assemblies	<p>Keep your hands, feet, and objects to yourself</p> <p>Enter and exit in an orderly fashion</p> <p>Remain seated until dismissed</p> <p>Leave backpacks in the classroom</p>	<p>Sit quietly with your class</p> <p>Look to teacher for directions</p> <p>Listen and focus on the presentation</p> <p>Take anything you brought back with you</p>	<p>Follow the directions of all staff members</p> <p>Sit up straight in your chair</p> <p>Show appreciation by applauding at appropriate times</p> <p>Use good listening skills: eyes on speaker and voices off</p>

Personal Standards Matrix

	Be Safe	Be Responsible	Be Respectful
Lunch Areas	<p>Keep your hands, feet, and objects to yourself</p> <p>Walk at all times (ok to run on court & field)</p> <p>Go directly to a seat when you have your food</p> <p>Keep your own food and eat only your food</p> <p>Remain seated while eating</p> <p>Notify an adult if you notice a spill</p>	<p>Take your place in the back of the line</p> <p>Have I.D. number and cash ready for the cashier</p> <p>Take all food needed to make a complete lunch</p> <p>All food and drinks stay in the cafeteria or red table area</p> <p>Stay behind the orange line until an adult dismisses you</p>	<p>Follow the directions of all staff members</p> <p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Throw your trash in the trash can</p>
Passing Areas	<p>Keep your hands, feet, and objects to yourself</p> <p>Walk at all times</p> <p>Use the right side of stairwell</p>	<p>Go directly to your next class</p> <p>Show your pass if asked</p> <p>Keep campus free of litter</p>	<p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Walk on paved areas only</p> <p>Leave room for others to pass</p>
Restrooms	<p>Walk at all times</p> <p>Use restrooms for their intended purposes</p> <p>Turn water off after washing your hands</p>	<p>Flush toilet after use</p> <p>Throw paper towels in the waste can</p>	<p>Respect bathroom property</p> <p>Wait for peers outside</p>
Office	<p>Keep your hands, feet, and objects to yourself</p> <p>Walk into the office quietly</p> <p>Stay seated</p>	<p>Check in attendance office if late for school</p> <p>State your purpose politely</p> <p>Ask permission to use the telephone</p> <p>Sign in on the clipboard when you come to the office with a pass</p> <p>When leaving, get a pass and walk quietly out the door to class</p>	<p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Remove hats or hoods</p> <p>Keep phone conversations short</p> <p>Work quietly</p>
Bus Areas	<p>Keep your hands, feet, and objects to yourself</p> <p>Keep gate area clear</p> <p>Stay behind the yellow line until asked to board the bus</p> <p>Enter and exit the bus in a safe and orderly fashion</p>	<p>Wait in line patiently</p> <p>Make sure all your belongings get on and off the bus</p> <p>Keep the bus clean</p>	<p>Follow the directions of all staff members</p> <p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p>
To/From School <small>All school rules apply</small>	<p>Keep your hands, feet, and objects to yourself</p> <p>Follow all rules of the road</p> <p>If it has wheels-wear a helmet</p> <p>Follow exit rules in the front, back and parking lot</p>	<p>Go directly to and from school</p> <p>Be on time to and from school</p> <p>Tell your parents or a school staff member of any problems</p>	<p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Respect the property of others</p>
Detention	<p>Keep your hands, feet, and objects to yourself</p> <p>Come in quietly, sit down, and begin working</p> <p>Follow directions of the school staff</p>	<p>Be productive (homework, AR)</p> <p>Sit up and face forward in your seat</p> <p>Bring your parent notification slip to detention</p> <p>Clean up after yourself</p> <p>Put borrowed materials away where they belong</p>	<p>Follow the directions of all staff members</p> <p>Speak respectfully to everyone</p> <p>Respond appropriately to everyone</p> <p>Be on time</p> <p>Remain silent</p>

Health Services

Insurance

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

Medications

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

Nurse's Office

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

Lunch Program

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

National School Lunch Program

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

Lunch Procedures

During lunchtime we expect students to be safe, responsible, and respectful by following the "Lunch Done Right" guidelines:

Be Safe

- Walk at all times
- (OK to run on basketball court and field)
- Keep your hands and feet to yourself
- Go directly to a seat when you have your food
- Keep your own food and eat only your food
- Remain seated while eating
- Notify an adult if you notice a spill

Be Responsible

- Take your place in the back of the line
- Have your ID number and cash ready
- Take all food required to make a complete lunch
- All food and drinks stay in the cafeteria or red table area
- Stay behind the orange line until an adult dismisses you

Be Respectful

- Follow the directions of all staff members
- Speak respectfully to all staff and peers
- Use your inside voice when inside buildings
- Throw your trash in the trash can

Transportation

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

Behavior that is unacceptable in the classroom or on the school campus is also unacceptable while being a passenger aboard school buses. We expect passengers to respect the rights of others and to assist bus drivers in providing a safe bus ride for all. Except for a serious or flagrant conduct violation, each child will be given three (3) written warnings before denial of transportation. Conduct reports will be sent home with the offending child and must be signed by a parent and returned to the driver the next day before the child will be allowed back on the bus. The second conduct report sent home will require a parent conference with the driver, child, parents, and Transportation Supervisor. Transportation privileges will be suspended until that conference is held. Center Unified School District has adopted a zero tolerance to violence. Flagrant violations will mean immediate denial of transportation privileges.

When a child needs to get on or off the bus other than his/her own stop, he/she must have parent/guardian permission, in writing, and take that to his/her school office and obtain a bus pass.

The following school bus safety regulations have been established by the State of California and Center Unified School District for the safe transportation of all school bus passengers:

1. Arrive at the bus stop five (5) minutes prior to the scheduled arrival of the bus.
2. Use only your designated bus stop.
3. Wait quietly at the stop away from the roadway. Board the bus in an orderly fashion after the bus has come to a stop and the door has been opened and the driver tells you it is safe to board.
4. When it is necessary to cross the street, always wait until the driver tells you it is safe to cross, and the driver is stationed in the center of the street with a hand held stop sign.
5. Be a quiet passenger. After boarding the bus go directly to your seat, sit down in the seat, facing forward, and keep all your body parts to yourself and inside the bus. Keep aisle clear at all times.
6. Carry your books and supplies in a backpack, and keep them there while a passenger. **DO NOT** bring large items, sharp objects, skateboards or scooters, animals, reptiles, or insects aboard the bus. **You will be denied transportation immediately.**
7. Eating, drinking, smoking and bad language are not permitted while aboard any school bus.
8. Obey the driver at all times.
9. Do not leave litter aboard the bus.
10. Remain quiet at all railroad crossings.
11. When getting on or off the bus at a stop other than your designated stop, you must have a written bus pass from your school office. **There are no exceptions.**
12. When disembarking from a bus move away from the bus immediately. If you left something on the bus, stand away from the door and get the driver's attention by calling out to the driver before approaching the bus again.
13. Fighting, defacing the bus, or damaging or tampering with any school bus or safety equipment on a bus will be grounds for immediate denial of transportation.
14. Weapons of any type are not permitted aboard any school bus or school site at any time.
15. Use of video cameras is at the discretion of the Transportation Department and can lead to disciplinary action.

