

Student Planner 2014 - 2015

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Connie Vines, Office Manager

Una versión en español de esta guía puede ser obtenida poniéndose en contacto con la oficina al (909) 986-5838



SCHEDULE TRACKER



STUDENT NAME _____

ID# _____

GRADE _____

Semester 1, August 6, 2014 to December 18, 2014

Period	Subject/Class	Room(s) #	Teacher(s)
0			
Design			
1			
2			
3			
4			
5			
6			

Semester 2, January 5, 2015 to May 21, 2015

Period	Subject/Class	Room(s) #	Teacher(s)
0			
Design			
1			
2			
3			
4			
5			
6			

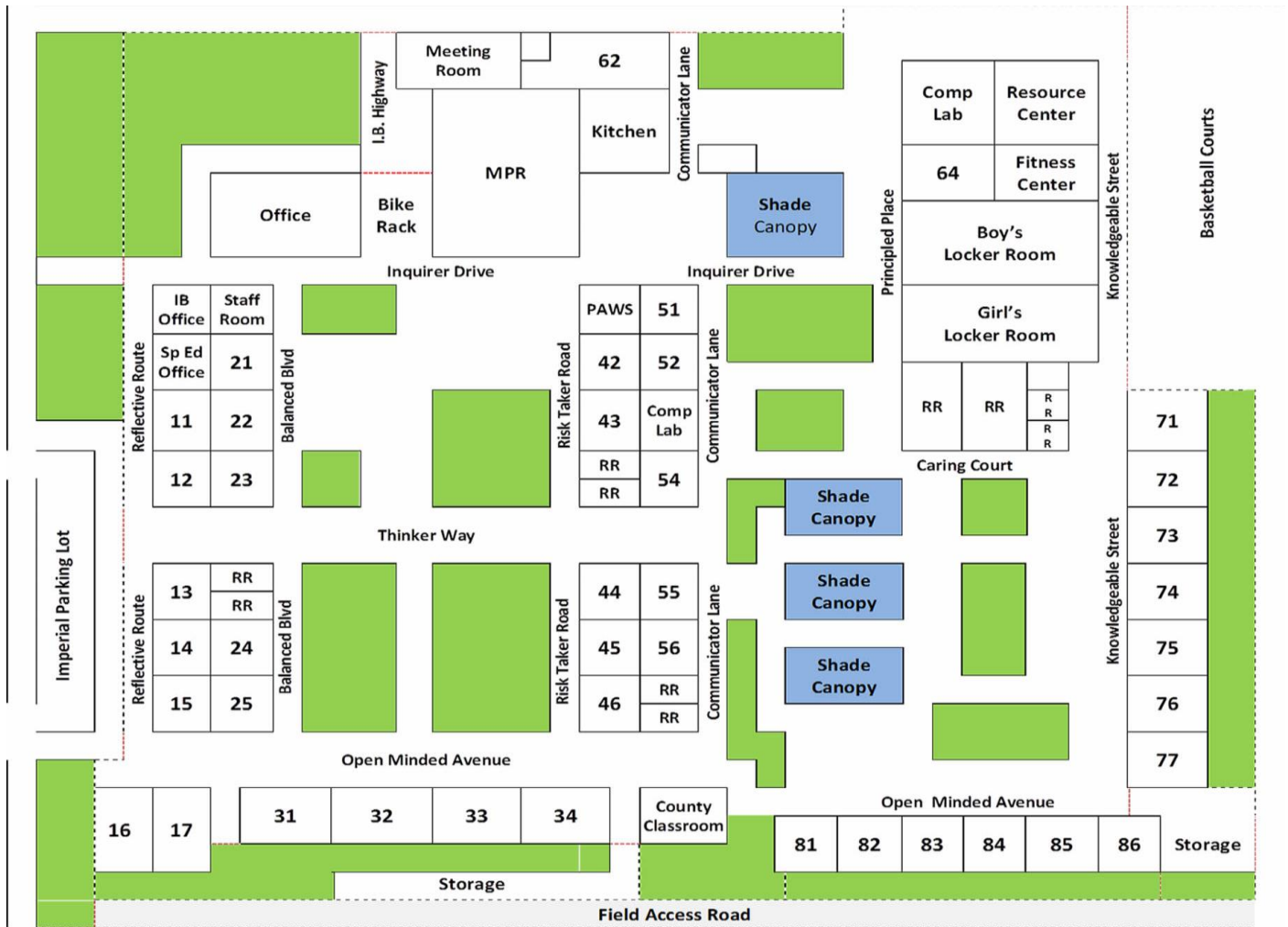
Parent Acknowledgement of Planner

I have reviewed Wiltsey's policies and procedures with my student and will ensure that my student abides by the rules and regulations presented within.

(Parent Signature)

(Date)

Wiltsey Middle School Map



2014-2015 Calendar

August 6	First Day of School	January 19	MLK Holiday, No School
August 21	Back To School Night	February 9	Lincoln's Birthday, No School
September 1	Labor Day, No School	February 13	Progress Reports Sent Home
September 19	Progress Reports Sent Home	February 16	Presidents' Day, No School
Sep. 29 - Oct. 3	Parent Teacher Conferences	February 23 - 27	Parent Teacher Conferences
October 31	Progress Reports Sent Home	March 19	Open House
November 10	Non-School Day, No School	March 23-27	Spring Break, No School
November 11	Veterans' Day, No School	April 3	Progress Reports Sent Home
November 24-28	Thanksgiving Break, No School	May 18	End 2 nd Semester, Report Card
December 18	End 1 st Semester, Report Card	May 19	8 th Grade Promotion Ceremony
December 19	Non-School Day, No School	May 20	End of Year Field Trips
December 23	Admissions Day, No School	May 21	Last Day of School
Dec. 22 - Jan. 2	Winter Break, No School		



RAY WILTSEY MIDDLE SCHOOL



Bell Schedules REGULAR SCHEDULE

MONDAY, WEDNESDAY, THURSDAY, FRIDAY

7:20 AM - 2:30 PM (7 Periods)
8:15 AM - 2:30 PM (6 Periods)

Hour	Class Time	Class Length
0	7:20 - 8:07	47
IB Design	8:15 - 8:54	39
1	8:58 - 9:45	47
2	9:49 - 10:36	47
3	10:40 - 11:27	47
Group A, 1 st Lunch	11:27 - 11:57	30
Group A, Period 4	12:01 - 12:48	47
Group B, Period 4	11:31 - 12:18	47
Group B, 2 nd Lunch	12:18 - 12:48	30
5	12:52 - 1:39	47
6	1:43 - 2:30	47

TUESDAY

7:20 AM - 1:15 PM (7 Periods)
8:15 AM - 1:15 PM (6 Periods)

Hour	Class Time	Class Length
0	7:20 - 8:00	40
1	8:15 - 9:00	45
2	9:04 - 9:45	41
3	9:49 - 10:30	41
Group A, 1 st Lunch	10:30 - 11:00	30
Group A, Period 4	11:04 - 11:45	41
Group B, Period 4	10:34 - 11:15	41
Group B, 2 nd Lunch	11:15 - 11:45	30
5	11:49 - 12:30	41
6	12:34 - 1:15	41

BACK-TO-SCHOOL/OPEN HOUSE/CONFERENCE WEEK SCHEDULES

7:20 AM - 1:00 PM (7 Periods)
8:15 AM - 1:00 PM (6 Periods)

Hour	Class Time	Class Length
0	7:20 - 7:59	39
1	8:15 - 8:55	40
2	8:59 - 9:38	39
3	9:42 - 10:21	39
Group A, 1 st Lunch	10:21 - 10:51	30
Group A, Period 4	10:55 - 11:34	39
Group B, Period 4	10:25 - 11:04	39
Group B, 2 nd Lunch	11:04 - 11:34	30
5	11:38 - 12:17	39
6	12:21 - 1:00	39

Student Handbook 2014-2015

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I. ABOUT WILTSEY

International Baccalaureate Programme

Wiltsey Middle School is an International Baccalaureate (IB) World School. The mission of IB is to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of students and teachers, uniting them in a common purpose. IB Learners strive to be: Inquirers, Knowledgeable, Communicators, Thinkers, Principled, Open-Minded, Risk-Takers, Caring, Balanced, and Reflective.

II. SCHOOL SERVICES

Attendance & Tardy Procedures

It is very important that students attend school every day to be successful, and Wiltsey strives to be at the top of the district in attendance. The Attendance Office can be reached by calling: (909) 986-5838, ext. 225. Absences for oversleeping, bad weather, baby-sitting, vacations, transportation, personal or family business, etc. are not considered valid excuses by the State of California for missing school.

Absences: Parents/Guardians must call the school attendance office at 986-5838, ext. 225 as soon as they know their student will be absent so the absence can be verified. If unable to call, a written excuse, signed by a parent/guardian, must be turned in to the Attendance Office on the first day the student returns from the absence. Students returning from an absence, must report to the attendance office and receive a re-admit slip before they attend their first class of the day. Absences will be marked "TRUANT" unless the Attendance Office receives a note or phone call from a parent/guardian within three calendar days after the student is absent. Truancies (unexcused absences) & excessive absences will be referred to the Counselors, Administration, and possibly the District's School Attendance Review Board (SARB) for further action. Truancies make students ineligible for school dances and other extra-curricular activities.

Tardies: Students are expected to be in class, on time with any necessary supplies (i.e. pencils, paper, etc.), every day before the start of each period. Zero period students will report directly to their class when they are tardy. For late arrivals to first period, between 8:15 A.M. to 8:25 A.M., students will report directly to their first period class. If students arrive to first period after 8:25 A.M., they must report to the Attendance Office for a tardy slip. Teachers will not accept students into their first period classes after 8:25 A.M. without a tardy slip. Students arriving after their first period class will also need to get an admit slip from the Attendance Office the next day. Consequences for being tardy may include detention, referral to Administration, loss of privileges, and other appropriate actions that will prevent future tardiness.

Breakfast/Lunch Program

The Ontario-Montclair School District takes part in the National School Lunch and Breakfast Program. Nutritious meals are served every school day at Wiltsey, and all students are eligible to receive breakfast and lunch at no charge. Each student's ID card will serve as their meal card. Their ID number must be scanned or entered each time the student receives a school breakfast or lunch. Students should memorize this number, and not share it with any other students.

Counseling Services

Counselors are available to assist students who are having trouble keeping up with their schoolwork, making friends, or adjusting to the middle school experience. Additionally, they assist parents/guardians and students with any questions or concerns about attendance and academics, as well as offering available resources and services. As the result of self-referrals, parent/guardian referrals, and/or teacher referrals, some students may participate in individual or group counseling throughout the school year. Students may stop by the "PAWS Center" to see a counselor anytime during the school day.

Emergency Contact Cards

All students and parents/guardians are required to complete an emergency card with three working phone numbers as a requirement for enrollment. Students who do not have a completed emergency card on file may be excluded from school until it is completed and turned in to the school office. Parents/guardians must keep the school's office informed of any change of address and/or telephone number during the school year.

Health Office

The health office is a first aid station equipped for minor injuries and illnesses. Student's who display symptoms of a serious illness such as fevers higher than 100 degrees, chills, vomiting, and breathing problems should see a doctor and stay home until all symptoms have passed. Students who become ill or injured at school may report to the health office with written consent from their teacher or another staff member. If a child is found to be too ill to remain at school, a parent, guardian or emergency contact will be notified to pick up the student. Students are not allowed to leave campus during school hours under any circumstance without permission or use their personal cell phones during school hours to contact a parent regarding their illness (unless they have been given direct permission to do so by staff personnel). The school nurse or health assistant will make all parent/guardian notifications. Please inform the school nurse or health assistant of any serious health concerns and/or to report any changes to a student's emergency card or health information. Please make sure to update, and provide a copy to the school, of all changes to immunization records.

Medication

If a student requires medication during school hours, a Medication Administration Form must be filled out by a physician and signed by a parent/guardian. This policy also applies to any over the counter medication, such as; Tylenol, Aspirin, Cough Drops, etc. This form should be returned to the Health Office with the prescribed medication. All medications must have a prescription label with the student's name, birth date, medication name, dose, prescribing doctor and expiration date. All medications will be administered by the school nurse, health assistant, or a trained staff member, according to the doctor's directions. Any Student who is prescribed an inhaler for Asthma, may self carry his/her medication, if a signed medication form with permission from the child's doctor has been received by the school. All medications must be delivered and or picked up by a parent/guardian. If there are changes in a child's medication, please inform the school and have a new Medical Administration Form completed by the student's physician. All medications without proper paperwork are prohibited. Please contact the School Nurse or Health Assistant for details or further questions.

Independent Study Program

A short-term independent study program is an optional educational alternative to classroom instruction available to students who are absent for five (5) or more consecutive school days. A written independent study agreement must be completed by a parent/guardian and the student. The agreement documents may be obtained from the main office. Requests for an independent study program must be submitted a minimum of five (5) school days in advance of the leave.

Work assignments and needed resources will be determined and provided by the student's teachers and a due date for the assignments will be established. The work assigned must be equal to a regular school day. For attendance purposes the absence will be marked unexcused until such time that the work is graded and placed on file. If all the conditions of the agreement have been met, including deadlines and satisfactory work performance, the attendance record will be changed so the student gets credit for the days absent.

III. POLICIES & PROCEDURES

Arrival/Dismissal Times

It is the responsibility of each student to be in class on time and prepared to learn! Zero Period begins promptly at 7:20 a.m. Zero Period students will enter campus through the "G" Street gate. All first period students will enter campus through the Imperial Street gate, which opens at 7:45 a.m. daily. The first period bell rings each day at 8:10 a.m. and class starts at 8:15 a.m. School is dismissed at 2:30 p.m. on Monday, Wednesday, Thursday and Friday and at 1:15 p.m. on Tuesday. All students are required to leave campus immediately at the end of the school day, unless they are participating in an authorized after school activity.

Bicycles, Skateboards & Scooters

Bicycle, skateboard, and scooter racks are provided in the area next to the main office. Bicycles, skateboards, and scooters are not to be ridden or used on school grounds, or while entering and exiting the school. All items are to be locked and secured in the proper area using a personal lock. No "lock-sharing" is allowed. The school is not responsible for damage or theft of these items while locked in the rack area. In traveling to and from school, all traffic laws, city ordinances, and safety rules must be obeyed. Bicycles, skateboards, and scooters will not be allowed on campus if students do not have a helmet in their possession.

Cell Phone & Electronic Device

Students are strongly discouraged from bringing cell phones, video games, mp3 players, iPods, earbuds, headphones and other electronic devices to school. However, if they are brought to school they may only be taken out and/or used before school, during lunchtime, and after school. These items will be confiscated and returned to an authorized parent/guardian if they are turned on, taken out, or are visible at any other time during the day, which includes passing periods and class time. It is recommended that these items are never stored in an unattended backpack. Loss or theft of these items will not be investigated by the Administration, nor will the school or district be responsible for their replacement.

Confiscated Items

Wiltsey is not responsible for confiscated items. These items include, but are not limited to, balloons, toys, stuffed animals, cell phones, music players, candy, gum, food, hats or any other personal items being used in the classroom or on campus that are not part of the academic learning program. Any prohibited items, or items used in violation of school rules, may be confiscated and are required to be picked up by an authorized parent/guardian. Remember this general rule: If you do not have permission from a school official to bring an item to school, don't bring it!

Digital Images & Video

Cameras or video cameras of any kind are not allowed on campus without the permission of a school official. If brought to school, these items will be confiscated for parent/guardian pick up. Cell phones used as cameras will also be confiscated. Photographing or videotaping of students, visitors, or staff members without permission from a school official is prohibited.

Physical Education Dress Requirements

Physical Education (PE) is a required daily class, and is extremely important to a student's physical health and well-being. Students are expected to dress out and participate every day in the PE program. The PE Department has a very strict policy regarding dressing out, and has specific consequences for failing to do so. Students who do not dress out are still required to participate. Non-dress students will lose points each day the student fails to dress out, which will result in a lower grade and possible detention. Students who forget their clothes will be provided loaner clothes. PE uniforms must be cleaned weekly.

The preferred Physical Education uniform is defined as a Wiltsey PE t-shirt, Wiltsey PE shorts, or plain green, gray or black sweatpants and athletic shoes and socks. (Wiltsey shorts, shirts, and sweats are available for purchase from the PE Department).

Physical Education Excuses

If a student is sick or unable to participate in PE for the day, a written note, with a working phone number, from the parent/guardian is required. A note from the parent/guardian may excuse a student up to three consecutive school days. If a student needs to be excused from his/her PE class for more than three consecutive school days, a doctor's note is required.

Student Searches

As set forth in OMSD Board Policy 5145.12, Wiltsey Administrators may search any individual student, his/her property, or district property under his/her control when there is a "reasonable suspicion" that the search will uncover evidence that he/she is violating the law, OMSD Board Policy, and/or other rules of the district or school. Searches may be conducted without prior approval of parents/guardians. Parents/Guardians will be notified as soon as possible after the search. The type of student property that may be searched includes, but is not limited to, clothing, lockers, desks, purses, backpacks, cellular phones, and/or other electronic communication devices.

Selling Items at School

The selling of candy, food, or other items by any student or group, without authorization by the school administration, is prohibited.

IV. ACADEMICS

Avoiding Plagiarism & Crediting Sources

Academic honesty and integrity is at the core of the International Baccalaureate ideal of being a Principled Learner. Whether you are presenting a formal research paper or an opinion paper on a current event, you must be careful to give credit for any ideas or opinions that are not your own. Presenting someone else's ideas, research, or opinion as your own - even if you have phrased it in different words - is plagiarism, the equivalent of academic stealing, or fraud. Do not use the ideas or research of others in place of your own. Read from several sources to draw your own conclusions and form your own opinions. Incorporate ideas and research of others to support your points. Credit the source of the following types of support:

- Statistics
- Direct quotations
- Indirectly quoted statements of opinions
- Conclusions presented by an expert
- Facts available in only one or two sources

When you credit a source, you acknowledge where you found your information and you give your readers the details necessary for locating the source themselves. Within the body of the paper, you provide a short citation, a footnote number linked to a footnote, or an endnote number linked to an endnote

reference. These brief references show the page numbers on which you found the information. Prepare a reference list at the end of the paper to provide full bibliographic information on your sources. These are two common types of reference lists:

- A bibliography provides a listing of all the resources you consulted during your research.
- A works-cited list indicates the works you have referenced in your paper.

Refer to "Academic Honesty Policy" and the "Bibliography (MLA Style)" in the supplemental resources located at the back of this planner for guidelines to properly cite sources for your writing.

Awards Recognition Program

Students who achieve excellence in recognized areas throughout the school year will be honored for their accomplishments each month and/or during an awards ceremony at the end of each semester. Honor roll and special category award winners will be presented a spirit chain. Students will collect the spirit chains during their middle school experience and will be allowed to wear them on campus and at their Eighth Grade Promotion Ceremony to demonstrate their commitment to excellence. Students may earn recognition in the following categories:

- **Principal's Honor Roll:** Awarded each semester to students with a cumulative IB score of 6.5-7.0.
- **Honor Roll:** Awarded each semester to students with a cumulative IB score of 6.0-6.5.
- **Outstanding Wildcat:** Awarded each month to students who consistently demonstrate outstanding academic effort, honesty, integrity, courtesy, respect, and kindness to both adults and peers. Monthly award winners will receive a certificate and will also receive a spirit chain at the semester awards assembly.
- **Most Improved Wildcat:** Awarded each month to students who demonstrate extraordinary academic and/or behavior improvement during a particular month. Monthly award winners will receive a certificate and will also receive a spirit chain at the semester awards assembly.
- **Wildcat Character Award:** Awarded each month to deserving students who consistently portray character qualities as reflected in the IB Learner Profiles. Monthly award winners will receive a certificate and will also receive a spirit chain at the semester awards assembly.
- **Wildcat Sportsmanship Award:** Awarded each month to students who demonstrate outstanding effort and sportsmanship in physical education. Monthly award winners will receive a certificate and will also receive a spirit chain at the semester awards assembly.
- **Yearbook/Journalism Excellence:** Awarded each semester to deserving students for their outstanding accomplishments in Journalism.
- **Music Achievement:** Awarded each semester to deserving students for their outstanding accomplishments in Music.
- **Visual Arts Excellence:** Awarded each semester to deserving students for their outstanding accomplishments in Visual Arts.
- **Foreign Language Excellence:** Awarded each semester to deserving students for their outstanding accomplishments in Foreign Language.
- **ASB Community Service:** Awarded each semester to deserving students for their outstanding community service to the students and staff at Wiltsey Middle School.
- **AVID Excellence:** Awarded each semester to deserving students who strive for excellence in achieving the goals of AVID.
- **Sports:** Students who participate in a school sport from start to finish will receive this award at the semester award assembly following each sport.
- **Perfect Attendance:** Every semester students with perfect attendance will be entered in an incentive prize drawing.

Rotary Club Student of the Month Award:

This is awarded each month by the Rotary Club to one deserving eighth grade student. The student will be selected from the list of students who received an Outstanding Wildcat award at any time throughout the year. Selection will be made by the eighth grade teachers. The selected student will receive a certificate of achievement at a monthly Rotary Club luncheon where the parents are also invited to attend.

Eighth Grade Honors Night:

At the end of the year the most outstanding eighth grade students will be recognized for their accomplishments in a variety of categories during an evening honors ceremony.

Eligibility Requirements for Participation in Activities

Wiltsey Middle School provides a wide range of extra-curricular and co-curricular opportunities for students to participate in throughout the year. Participation in these activities is a "privilege," not a "right." Minimum requirements have been established district-wide for students to participate in these school activities, events, and sports. To be eligible to participate, students must meet all of the following conditions listed below. Please note that the Administrative Team may use discretion on a case by case basis.

Social Events**Behavior:**

- No administrative suspension incidents between events

Attendance:

- No unresolved truancies
- No more than ten class tardies between events

Fines/Fees:

- No unresolved fines or fees

Sport Teams**Academics:**

- Cumulative IB rubric score of 3 or higher on the most recent official IB report card or progress report prior to the start of the sport season. The start of a sport season is two weeks prior to the first game.

Fines/Fees:

- No unresolved fines or fees

Eighth Grade Promotion Ceremony

Open to all eighth grade students

Eighth Grade Promotion Dance**Academics:**

- Cumulative IB rubric score of 3 or higher during the eighth grade year

Behavior:

- No more than three suspension days during the eighth grade year

Attendance:

- No unresolved truancies
- No more than fifteen class tardies during the second semester of the eighth grade year

Fines/Fees:

- No unresolved fines or fees

End of the Year Activities**Academics:**

- No more than one rubric score of 1 or 2 during the second semester

Behavior:

- No administrative suspension incidents during the second semester

Attendance:

- No unresolved truancies during the second semester

Fines/Fees:

- No unresolved fines or fees

Homework Policy

The OMSD School Board acknowledges the educational validity of homework as an extension of the instructional program of the school. Homework is defined as school-related assignments by a teacher or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion. Daily homework assignments should normally include an average of one hour and a half (90 minutes) 4-5 days per week.

Progress Reports & Report Cards

IB report cards are issued two times a year, at the end of each semester. Students will also receive progress reports for their classes every six weeks between report cards. A school-wide parent/guardian phone notification is made the day the progress report is sent home with your student, so parents/guardians will be expecting them. Parents/guardians are encouraged to conference by phone, email, or in person with the teacher who issued the progress report, in order to address ways of improving the student's grade. Teacher and administrator email addresses can be accessed through the Wiltsey home page located on the OMSD website. Parents may monitor their student's academic progress through the IB Managebac grading program at www.managebac.com.

V. BEHAVIOR EXPECTATIONS

Behavior Standard

The Progressive Discipline Program at Wiltsey is based on the belief that discipline is not intended to punish students, but to reinforce and teach appropriate habits and behavior that they will need in high school and their adult lives. The discipline program is based on the following behavior standards:

- All students matter and have value
- Behavior is a matter of choice
- All students are able to behave appropriately and must accept responsibility for their own behavior
- Students may not prevent a teacher from teaching or another student from learning
- Parents/Guardians have a right and obligation to participate in and support the school's discipline program

Breakfast/Lunchtime Behavior

Students are to eat only in the designated eating areas. The specific breakfast/lunchtime rules are as follows:

1. Students are expected to be polite to, and follow the directions of all noon supervisors.
2. All food or beverages must remain in the designated eating areas. No food or beverages are allowed on the athletic field or courts.
3. Students must clean up after themselves. Everyone is responsible for disposing of his or her own trash into the appropriate trash and recycling containers.
4. Students must have a lunch pass (with a date & signature on it) from their teacher or club sponsor in order to visit a classroom during lunchtime.
5. The East Quad restrooms are the only restrooms available for use during lunchtime.

Bullying Behavior

Wiltsey Middle School has a zero tolerance policy for bullying behavior. It can be physical or emotional abuse, or both. Bullying behavior includes, but is not limited to: embarrassing, teasing, pushing, hitting,

name-calling, intimidating, harassing, threatening, sexual harassment, exclusion of others, and cyber-bullying. "Cyber-Bullying" is bullying through an electronic source such as email, texting or content posted on the internet. Students who are a victim of bullying are urged to inform one of their teachers, counselor, and/or a school administrator immediately. Parents who suspect their child is being bullied should contact a school administrator or counselor. The situation will be handled discreetly and confidentially. Bullying is a serious offense and may result in a suspension, and citation by the Ontario Police Department.

Campus Safety

Wiltsey staff and students strive to maintain a physically and emotionally safe learning environment for all. In order to ensure our campus remains safe at all times, there are some "common sense" expectations for all students. Students will:

1. Use passing periods for going to and from classes, restrooms, and/or use of drinking fountains.
2. Walk at all times while on-campus.
3. Keep conversations at a normal speaking voice when outside. No yelling or whistling.
4. Keep their hands to themselves. This means activity such as; pushing, shoving, grabbing, kicking, play-fighting, roughhousing or inappropriate displays of affection such as holding hands, hugging and kissing are prohibited.
5. Students are expected to use the sidewalks, and for safety reasons, are not to walk across the parking lot. This includes the front and side driveways and all asphalt paved areas.
6. When students arrive they must enter campus immediately. Students may not loiter in front of the school.

Code of Conduct

Proper behavior is expected at all times while at school, on the way to and from school, and during any school sponsored event. The following is a list of examples of proper behavior. If something is not specifically mentioned, remember the rule - "Behavior should be proper and appropriate at all times." If you don't know if particular behavior is proper or appropriate please ask a school official.

- All Education Code (48900/48915) & Board Policy (5144.1) "Rules & Regulations" are to be followed at all times*
- Be on time to school and classes
- Be prepared with the materials identified by teachers as necessary for each day's assignments
- Treat everyone (parents/guardians, staff, students, guests, substitutes) in a courteous and respectful manner with appropriate language
- When given directions by an adult, address them immediately
- Complete class work and homework assignments, including make-up assignments, that are missed due to absences
- Never copy another student's work or take credit for work that is not yours
- Respect the rights and property of others
- Never take anything that isn't yours without permission, even if you "found it," items found on campus should be turned in to the office or any teacher

*Please note: Current OMSD Board Policy may be viewed on the web by visiting www.omsd.k12.ca.us and viewing "GAMUOnline" under the Board of Trustees tab. In addition, a detailed list of Ed. Code offenses resulting in suspension and/or expulsion is available at the Wiltsey main office.

Dress Code "Dress for Success"

Although Wiltsey students do not wear uniforms, they are expected to follow the OMSD and Wiltsey guidelines for dress & grooming. Students are expected to "Dress for Success," as school is where students prepare themselves for career and community success. Violations of dress code will result in a

change, or fixing, of clothing at school, or a phone call home to request a change of clothing. Repeat violations may result in detention, and/or school suspension for defiance of school rules.

General Rules

- All clothing must be safe, non-distracting and non-disruptive to the learning process.
- Clothes are expected to be worn correctly covering all undergarments at all times.
- Tank-tops are prohibited.
- Hats, hoods and beanies must be removed in classrooms.
- Students may be asked to remove jewelry that is considered to be unsafe or inappropriate, such as sharp/spiked jewelry, stretchers, piercings, or items that are worn in a place on the student' body that may be unsafe.
- PE clothes are to be worn during PE class only.
- Shoes must fully cover the foot and be worn at all times. Flip-flops, slippers and backless shoes are not allowed.
- Clothes and accessories must be properly sized. Oversized clothing is prohibited.
- Clothing and accessories should be free of writing, pictures, or any other insignia or design which is crude, vulgar, profane, or sexually suggestive; or which displays drug, alcohol, tobacco and/or weapon references; or which advocate racial, ethnic, or religious prejudice, or criminal activity.
- All gang related accessories and attire are prohibited (The term "Gang" refers to any unauthorized group, crew or clique).

Specific Guidelines for Girls

- Shorts, skirts and dresses should be fingertip-length, with arms held at the side.
- Necklines should be no lower than four fingers from the collar bone.
- Tops should conceal undergarments and skin, and cover the back and midriff completely.
- Sheer (see-through) clothing should only be worn with appropriate clothing underneath.
- Excessively tight/revealing clothes are inappropriate for school.

Specific Guidelines for Boys

- Pants should be worn around the waist and fit appropriately. No sagging or belting below the waist.
- Shorts should not be longer than four fingers below the knee.

Graffiti/Tagging

Wiltsey Middle School has a zero tolerance policy for tagging activity. Anyone involved in tagging activity will receive disciplinary action which may include suspension and a citation from the Ontario Police Department. Tagging activity is not allowed at any time, this includes possession of tagged documents, notebooks, or any personal property and/or possession of tagging instruments including, but not limited to, paint, spray cans, permanent markers, paint pens, white out, etching or scratching tools and stickers. Tagging materials will be confiscated and not returned, and may be turned over to law enforcement.

Parent/Guardian "Shadowing"

OMSD Board Policy (BP 5114 a-b) stipulates that "whenever a student has been suspended from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class." This "shadowing" applies only to a parent or guardian who is actually living with the student.

Prohibited Items at School

If an item is not needed specifically for school, please do not bring it without permission from a school official. The following is a list of examples of items that must never be brought to school:

- Gambling devices—dice, playing cards, etc.
- Explosive devices, firecrackers, M-80's, cherry bombs, etc.
- Drugs, alcoholic beverages, cigarettes, tobacco products, cigarette papers, lighters, pipes, matches, drug look-alikes, aerosol spray cans and paraphernalia, which include any item used to facilitate drug use

- Weapons, guns, knives, screw drivers, and/or other dangerous objects
- Toys which are realistic simulations of guns and knives, including Air Soft, BB, & pellet guns
- Any type of controlled substance including over the counter medicine and prescriptions
- Gum
- Any food or drink items purchased or prepared off campus for distribution among students, including but not limited to: cupcakes, cakes, pastries, and candy

VI. STUDENT SERVICES

Daily Student Bulletin

The daily student bulletin is read each morning and posted in classrooms. The student bulletin contains notices, announcements, information, and Words of Wisdom that are important to the daily school program.

Parent/Guardian Participation

Parents/guardians are encouraged to be involved with their student's education at Wiltsey. We welcome parent/guardian visits and phone calls. Parents/guardians are welcome to visit their son/daughter's classes throughout the school year. Parents should sign in at the front office, and receive a "visitor's pass," before they are allowed to visit a classroom. Parents/guardians are encouraged to attend Parent/Teacher Conferences, Back-to-School Night, Open House, and Family Nights. Parents/guardians are invited to become involved with Wiltsey's School Site Council and ELAC (English Language Advisory Committee), AVID Parent Group, and more. These are important parent groups that provide valuable input into our many school programs, our school plan, and ongoing educational programs.

"PAWS" (Pawsitive Action With Students) Counseling Center

Wiltsey has counseling services available to all students and their parent/guardian. The Counseling Center is open from 7:45 a.m. to 2:45 p.m. (Later times are available by appointment.)

Student ID Requirements

Students will be issued an ID card at the beginning of the school year. The ID card must be presented to purchase tickets and participate in school events. The bar code on the card is also used for accounting purposes every time a student eats a meal in the cafeteria. Lost ID cards may be replaced in the PAWS Center for \$2.00. ID's should only be used by the owner and should not be shared with others. Use of another person's ID will result in disciplinary action. Altering the ID card in anyway is prohibited.

Student Planners

Every student will be issued a Student Planner at no charge at the beginning of the school year or when the student first enrolls at Wiltsey. The Student Planner must be brought to school every day. Homework assignments must be recorded in the planner daily. With guidance from the teacher, students will map out important deadlines for each IB unit. Lost, stolen, or damaged Student Planners must be replaced immediately by the student. Replacement Planners can be purchased for \$5.00 from the PAWS Center.

Textbooks

A set of all required textbooks are loaned to students for their use at home during the school year, and are the responsibility of the student. Textbooks are very expensive and are to be used for reference, class work, and homework. They are to be handled carefully, and are not to be written in. Parents/guardians are responsible for the replacement cost of lost, stolen, or damaged books. Promotion certificates and other records will be withheld, and students will be excluded from all extra-curricular activities until the debt is paid in full.