

**Woodland Park Middle School  
1270 Rock Springs Road  
San Marcos, CA 92069-3220  
760.290.2455  
Office Hours: 7:00 AM – 3:30 PM**

WPMS Website: [www.woodlandparkmiddle.org](http://www.woodlandparkmiddle.org)

**2022-23**

**Student Handbook**

**Vision Statement**

*WPMS is committed to building a community cultivating leadership, compassion, and perseverance. We believe all students are scholars who will meet or exceed grade-level proficiencies - prepared for high school and beyond.*

**Principal .....Mr. Smuts  
Assistant Principal, A-L .....Mrs. Gutierrez  
Assistant Principal, M-Z .....Mr. Chavez  
Counselor, A-L .....Ms. Brandon  
Counselor, M-Z .....Ms. Decker**

*School Colors: Red & Blue School Mascot: Bulldog*



## WPMS Bell Schedules

### Monday, Tuesday, Thursday, Friday

### Early Release Wednesday

Period	Lunch 1 Schedule	Lunch 2 Schedule		Period	Lunch 1 Schedule	Lunch 2 Schedule
1	8:00-9:00	8:00-9:00		1	8:00-8:45	8:00-8:45
2	9:05-9:58	9:05-9:58		2	8:49-9:33	8:49-9:33
3	10:03-10:56	10:03-10:56		3	9:38-10:22	9:38-10:22
Lunch 1	10:56-11:31			Lunch 1	10:22-10:57	
4A class		11:01-11:54		4A class		10:27-11:11
4B class	11:36-12:29			4B class	11:02-11:46	
Lunch 2		11:54-12:29		Lunch 2		11:11-11:46
5	12:34-1:27	12:34-1:27		5	11:51-12:35	11:51-12:35
6	1:32-2:25	1:32-2:25		6	12:40-1:24	12:40-1:24

### i-Ready/CASPP 60 Minute Testing Schedule

Period	Lunch 1 Schedule	Lunch 2 Schedule
1	8:00-9:50	8:00-9:50
2	9:55-10:38	9:55-10:38
3	10:43-11:26	10:43-11:26
Lunch 1	11:26-12:01	
4A class		11:31-12:14
4B class	12:06-12:49	
Lunch 2		12:14-12:49
5	12:54-1:37	12:54-1:37
6	1:42-2:25	1:42-2:25

## THE WOODLAND WAY

Woodland Park students and staff value learning. We are present and prepared for learning and teaching. In the classroom, we are scholars, facilitators and life-long learners who employ creativity, cooperation, communication and critical thinking. We have Bulldog pride and treat others with dignity and respect. We are leaders and have a commitment to being active participants in the school community.

**August/September:** We are present and prepared every day.

**October:** We treat ourselves and others with dignity and respect.

**November/December:** We are scholars.

**January:** We are active members of our community.

**February:** We are leaders.

**March:** We are physically fit.

**April:** We are creative.

**May:** We are critical thinkers.

**June:** Finish strong.

**Stay connected with WPMS....**

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**Instagram @wpmspto**

**Facebook @WPMSCounselingDept**

## WPMS ACADEMIC EXPECTATIONS

The philosophy at WPMS is that all students will do their best and complete all school assignments. When students choose not to do an assigned academic activity, learning does not occur. Each curricular department adopts its own classwork, homework, and grading policies.

**CJSE:** The mission of the California Junior Scholastic Federation is to recognize and encourage academic achievement among middle school students in California. Students in 7<sup>th</sup> or 8<sup>th</sup> grade who wish to become members must fill out an application each semester for membership. Applications are available in the counseling office. Students who are members for at least four semesters (two in 7<sup>th</sup> and two in 8<sup>th</sup> grades) will receive recognition and earn a gold seal on their 8<sup>th</sup> grade promotion certificate.

**HOMEWORK:** Homework is an important part of the instructional program. Teachers assign an average of 20-30 minutes of work per night for each academic subject. Parents and students should check ParentVUE, the online grading program, to view assignments and current grades for all classes. When students are absent they are encouraged to email teachers.

**HONOR ROLL:** Students who achieve a grade point average of 3.5 or better are on Honor Roll. Students who achieve a 4.0 GPA (straight A's) are on the Principal's List.

**PROGRESS REPORTS and REPORT CARDS:** Progress reports help parents and students determine whether or not satisfactory progress is being made. Grades on progress reports are not recorded on the student's permanent record. Report cards are issued twice a year, at the end of each semester. See ParentVUE for progress reports and report cards.

## ACTIVITIES AND EVENTS

School activities are announced on WPTV and listed on the school webpage and calendar. Attendance at school activities is a privilege, not an automatic right. Students with attendance, academic or disciplinary issues may not be allowed to attend. School rules apply to all extra-curricular activities. Consequences for inappropriate behavior at school activities will be the same as they would be during the regular school day.

The following conditions must be met:

- Students may not leave and return to an event.
- Students may not bring open containers.
- Only WPMS students are allowed at school events.
- No loitering around school grounds is allowed.
- Students shall not participate in sexually explicit dancing.
- WPMS dress code applies to all school activities.
- Students must attend school on the day of the activity in order to participate.
- Students must meet eligibility requirements and turn in a permission slip signed by a parent/guardian.

**ATHLETIC SPORTS TEAMS:** Woodland Park offers an after school athletic program. Information on team eligibility, tryouts, and a Student Handbook can be found on the school website. Students must meet criteria for attendance, academics, and discipline in order to participate or attend. Planned sports teams include: flag football, volleyball, cross country, basketball, soccer, track and field.

**BOYS AND GIRLS CLUB:** The Boys and Girls Club located on campus will be open: Monday-Friday from 2:27 PM until 6:00 PM Wednesday from 1:26 PM until 6:00 PM. Students receive an after-school snack, have time to work on academics, and participate in enrichment activities. Contact the San Marcos Boys and Girls Club (760-471-2490) with questions about the program.

**BULLY PREVENTION:** Bullying is not tolerated at the WPMS. Our *Bulldog Pride: Be an Ally Program* aims to foster a safe, welcoming school culture, develop empathy and appreciate differences, and teach students how to constructively handle bullying. The student and teacher leadership team promote school wide positive activities to provide information and teach skills.

**ELIGIBILITY:** Students who receive two F's or two U's on the prior progress report or report card will be placed on the "No Go List" for the next grading period. Suspensions from school automatically place students on the "No Go List" for activities during the remainder of that grading period and the next grading period. 8th graders suspended during the last nine weeks of school will be placed on the "No Go List" for all end-of-the-year activities including dances, cruises, field trips, sports, and promotion ceremony events. Administration has discretion for prohibiting students from attending extra-curricular activities.

**SPELLING BEE:** WPMS participates in the annual national Spelling Bee. The Spelling Bee is typically held in January. School finals for the Spelling Bee will be held in the PAC; family and friends are welcome. School winners are eligible to participate in the state-level Bee.

**LUNCH ACTIVITIES:** The basketball courts or upper fields are open during lunch for students who would like to participate in sports activities. They are asked to be respectful and not interfere with the P.E. classes in session during lunch. A variety of organized sports, games, and other activities will also be available on a regular basis.

**YEARBOOKS:** Yearbooks are available for purchase during the school year. Yearbook prices increase in January. Students who have paid for their yearbook in advance will receive them the last week of school. Students should write their names in their yearbook and not let the yearbook out of their sight. The school is not responsible for lost or stolen yearbooks. A limited number of extra yearbooks may be available for purchase in June.

## **ATTENDANCE, TRANSPORTATION AND NUTRITION SERVICES**

### **ATTENDANCE**

**TARDIES:** Students are expected to arrive at school by 7:50 AM and be seated in class by 8:00 AM when the bell rings. Late arrival to class disrupts instruction. Excessive tardies will result in detentions and referral to the Assistant Principal's office.

### **TRANSPORTATION**

**BICYCLES, SKATEBOARDS, SCOOTERS:** Students may use these items for transportation to and from school. Once the student arrives on campus, bicycles, skateboards, scooters, and skates may not be used for transportation *on* campus at any time. All students are encouraged to wear a helmet when riding to and from school.

**BIKE RACK:** Students may lock their riding equipment in the bike rack area using their own locks; do not lock two items together or leave accessories in the bike rack area. The area is locked during school hours. Students tampering with riding equipment will be referred for disciplinary action and law enforcement may be notified for vandalism. *Students use the bike rack area at their own risk.*

### **NUTRITION SERVICES**

**CAFETERIA:** Hot/cold breakfasts and lunches are available at the Cafeteria. Check the menu on our website for the weekly specials. Students provide their ID numbers to receive meals..

There are two lunch periods: Lunch A is for some 7<sup>th</sup> graders and all 6<sup>th</sup> graders; Lunch B is for some 7<sup>th</sup> graders and all 8<sup>th</sup> graders. Students are assigned to the lunch period that best suits their academic schedules. *Schedule changes are not made to accommodate lunch preferences.* Students may eat snacks between passing periods; however, all trash must be deposited in trash cans before entering the classroom. Food delivery services are prohibited (Uber Eats, DoorDash, etc.).

**LUNCH AREA:** Food must be eaten in the lunch area. Students are expected to be respectful to supervisors and assist in keeping the lunch area clean and pleasant by picking up their own trash.

## PHYSICAL EDUCATION, COUNSELING, HEALTH AND SOCIAL WORKER

**COUNSELING:** The school counseling program at WPMS engages all students in academic, college, career, and social-emotional development that respects diversity and promotes equity, access, and success for all. School Counselors provide services through classroom lessons, individual “check ins” and small group counseling. Students can make an appointment to see their counselor before school, during lunch or after school. In the event of an emergency, students should ask for a campus pass from their teacher.

**HEALTH OFFICE:** Students may go to the Health Office only if they have a pass from a teacher or supervisor. During the passing period, students need a pass from their teacher. *They are not allowed to use cell phones to contact parents without health office supervision.* Due to limited space, the Health Office cannot be used as a rest area. If a student is ill and reports to the Health Office, arrangements will be made for the student to go home. Under no circumstances should a student leave campus without permission. All medications must be given to the Health Office and administered by the Health Aide. *No medications are to be carried by the student. It is the student's responsibility to report to the Health Office to receive medication.*

## GENERAL INFORMATION

**CAMPUS HOURS:** Students should not arrive at school prior to 7:30 AM when supervision is available. Students are required to be off campus or in after school programs when the 7-minute bell rings after school. Students should be picked up promptly after 2:25 PM (1:24 PM on Wednesdays, 12:00 PM on minimum day), unless registered in an after school activity. Students waiting for transportation should remain in the supervised area in front school.

*There is no campus supervision after 3:30 PM. Students are strongly discouraged from going to Woodland Park, adjacent to the school, as there is no school supervision in the park before or after school.*

**CELL PHONES:** In the classroom, it is expected that cell phones will be turned off, earbuds/headphones removed, and both items secured in backpacks. With teacher permission, students may use devices for reading, research, classroom activities, and parent communication. Students whose cell phones disrupt learning will receive a consequence ranging from a warning to losing electronic privileges at school. **Students may not record video or take pictures of students without prior written consent from a parent. Students must have permission from a staff member before recording video or taking their picture. Students may not post to social media during school hours.** Photos or video taken in the restroom or locker room may result in suspension. The school will not investigate or be responsible for loss or theft of devices.

**CLEAN CAMPUS:** We are proud of our attractive campus. Trash and recyclable items should be placed in trash cans and recycling bins. Students are expected to pick up their own trash and may receive disciplinary consequences, including campus beautification, on first offense. If a student does not want to complete campus beautification, a lunch detention may be assigned. Students may receive discipline for defiance on their second offense.

**CLOSED CAMPUS:** All SMUSD schools are closed campuses. Students may **NOT** leave campus at any time before school is dismissed without authorization from the Attendance Office. Any student, who leaves campus before school or during the school day, will be considered truant and will be referred to an Assistant Principal for disciplinary action.

**DISPLAYS OF AFFECTION:** Excessive displays of affection are inappropriate at school or school sponsored activities. Public displays of affection are limited to hand-holding on all middle school campuses. Penalties include warnings, parent notification, ALC or Detention.

**DISTRIBUTION OF PUBLICATIONS:** No publications such as magazines, newspapers, and flyers may be distributed on campus without the prior approval of the Administration.

**ELECTRONIC DEVICES:** Cell phones, iPods, iPads, and other electronic devices can be used responsibly during lunch time and breaks. The school will not investigate or be responsible for loss or theft of devices.

**GUM OR SUNFLOWER SEEDS:** Students are **not allowed to chew or possess gum, or sunflower seeds** on campus. Violations may result in detention or a campus beautification assignment.

**ID CARDS:** Students are given a picture ID card in August or when they enroll at our school. ID cards are used to check out athletic equipment, library books, and to purchase meals at school. Students may purchase a replacement ID card for \$5.00 in the Counseling Office.

**LIBRARY:** The Library and Spike's Lounge are open before school and during lunches. Students are expected to follow all library rules. Students may check out books, conduct research, read, or complete school assignments. Most books and resource materials can be checked out for up to three weeks and should be returned by the due date. Activities such as games and art projects are also available during lunch.

**NON-SCHOOL ITEMS:** There are several items considered inappropriate on campus as they are disruptive to the educational program or may cause injury to others. Students who bring inappropriate items to school may be subject to disciplinary action and/or confiscation of the item. The school is not responsible for lost or stolen non-school items. Parents will be required to retrieve the items.

- Radios, cameras, and video cameras.
- Large amounts of money, gift cards or valuable items such as jewelry, and electronic devices.
- Items that can cause injury to others such as pocket knives, firecrackers, poppers, pepper spray, stink bombs, lighters, etc.
- Over-the-counter medications, including cough drops.
- 2-liter bottle of soda.



- Open cups or glass containers.
- Sharpies and other permanent markers.
- Sharing blankets, sleeping bags, or pillows.
- Laser pointers (Discipline may occur.)
- Inappropriate or disruptive items such as eggs, slime, shaving cream, silly string, squirt guns, toys, stuffed animals, balloons or other items that are distracting to the learning environment.

**STUDENT RESPONSIBILITY:** Please do not request delivery of items such as homework, lunches, instruments, and P.E. uniforms. Balloons, flowers, and cupcakes are not allowed. **The Administration will not interrupt classes to notify students or deliver items.** When necessary, students must retrieve their items during passing periods or lunch.

**TEXTBOOKS:** Students receive textbooks from the library and are responsible for their care during the school year. If a book is damaged or lost, parents/guardians are required to pay for the book. Students with outstanding fines will not be permitted to participate in school activities such as dances, end-of-year activities, or receive their yearbook. All unpaid fines will follow students to high school.

## DRESS GUIDELINES

The SMUSD schools are environments for learning. School attire should reflect a professional and respectful attitude towards learning. *Administration has final discretion in determining whether an item of clothing is distracting or inappropriate.* When violation of the dress guidelines occurs, the student will be required to have clothes brought from home to school, or to wear P.E. clothing provided by school. Continued violations of dress guidelines will be considered defiance and will be referred to an Assistant Principal for additional consequences.

- Students may wear **hats or hoods** outside the classroom; no hats inside the classroom.
- Footwear must be worn at all times while at school or school sponsored activities. Flip-flops, backless sandals, slippers, and slides are not allowed on campus.  
\*Science and PE may have additional requirements.
- Students may not wear undergarments as outer garments or see through clothing.

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Professional sports team attire representing Chargers, Dodgers, Lakers, LA, Padres, Raiders, White Sox, San Diego, and SD clothing or symbols are prohibited.

**Gang Related Dress and Actions (SMUSD Board Policy):**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related relevant information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

The following information is provided because students, parents and staff expect and demand a respectful, safe and orderly campus. These procedures comply with the SMUSD Policy, state and federal laws and are based on timely and consistent consequences for conduct, which is disruptive to our campus.

**SMUSD and WPMS desire to build responsibility and respect for others, for the school and for self.**

### **Classroom Progressive Discipline**

1. Verbal Warning
2. Conference with student and intervention
3. SPEAK with parent
4. Reflect and Restore-Teachers Form-To be used anytime prior to referral at teacher's discretion.
5. Reflect and Restore Form
6. Complete a WPMS Referral google form with interventions documented and date of conversation with parent
7. Referral form goes to the administrative and counseling team.

### **Definitions of School Consequences**

The following consequences may occur if a student chooses to break a school rule while on campus, or to and from campus:

**Detention:** A student may be held in for lunch detention or after school detention for violating school rules (Mon., Tu., Th., Fri., 2:30 PM - 3:15 PM.)

**Alternative Learning Center (ALC):** The ALC is a place for students who are not meeting academic or behavioral expectations. Students are removed from classes and work on regularly scheduled classroom assignments with adult support. They reflect on their actions and complete targeted intervention related to the offense. The goal is for students to learn and change their behavior. Serious or continued behaviors may result in an Extended ALC on Wednesdays 1:25 PM - 3:25 PM.

**Performance Agreements:** Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, may be placed on a daily or weekly contract. The goal of the contract is to help students reflect on their academic decisions and behaviors. Other types of performance agreements, including WPMS Return to School, Return to School Drug/Alcohol, Behavior Agreement, Three Referrals/Three Strikes, Student Confrontation Memorandum of Understanding, and

School Attendance Review Team (SART) contracts may also be used for specific offenses. Violation of an agreement may result in other consequences.

**Suspension:** Suspensions remove a student from campus for one day to five days. During suspension, the student is not to be on any campus nor attend any school sponsored activity.

## EXPECTATIONS AND CONSEQUENCES

The WPMS staff strives to ensure students know and understand the school expectations. If students have any questions pertaining to the school rules, they should speak to an Assistant Principal. Students are expected to:

1. Follow all school rules and respect the authority and direction of school staff and behave in a safe and orderly manner.
2. Treat all members of the school community with respect and practice responsible and honest behavior.
3. Seek non-violent and constructive solutions to conflict.
4. Maintain a safe environment in school, free of weapons and/or dangerous objects.
5. Live healthy life-styles and be drug, and alcohol-free.
6. Respect the property of others.

Our first goal is to educate students who choose not to enact the school expectations, looping back to be sure that they understand and reflect on their behavior, how their behavior was in conflict with the school expectations, and how their behavior impacted the people in the school community, themselves and/or the learning environment. The consequences assigned are related to supporting the student in this reflection and action planning/commitment to change their behavior. Where reasonable and allowable, we use a progressive disciplinary system that seeks to keep students in school and we believe in the use of restorative practices to help students to explore the impact of their choices, decide how to repair harm, and how to prevent repetition of the behavior. In serious situations, law enforcement may be contacted and counseling may occur.