Winton Middle School

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Welcome, Wildcats!

We're so excited to welcome you to a brand new school year at Winton Middle School! Whether you're returning or just joining our Wildcat family, know this—you belong here.

This year is all about growing together, pushing ourselves, and showing up for one another with respect, curiosity, and Wildcat pride. To help us all stay on the same page, we've put together this Student Handbook—your guide to understanding how things work at Winton.

Inside, you'll find everything from our dress code and behavior expectations to attendance policies and school-wide routines. These guidelines aren't just rules—they're what help us build a safe, supportive environment where every student can thrive.

Please take time to read through the handbook, ask questions if you're unsure about anything, and keep it handy. We want every Wildcat to feel confident, informed, and ready to shine.

If you ever need support, have a concern, or just want to talk—your teachers, counselors, and every staff member here has your back.

Let's make this year unforgettable—in the best way.

We're proud of you already. Let's go, Wildcats!

Lisa Torres Tess
Principal, Winton Middle School

Our Mission

Winton Middle School is committed to encouraging and supporting student achievement and excellence in a safe learning environment by developing positive relationships within the school, families, and community.

Our Vision

Winton Middle School has a shared mission where we set high expectations for academic, social, and emotional learning. We provide students with the 21st Century Skills necessary for high school, college, career, and civic readiness.

General Information

Communication – There are a number of different ways in which we communicate with the families of Winton.

1. School visitation days, our Back to School Night in the fall, and Open House in the spring each year.
2. The parent portal helps parents view their children's school data, track their attendance, read comments from the teachers, and communicate with the teacher.
3. The school website, https://winton.husd.us/, contains information about standards, curricula, and school events.

Progress Reports will be mailed home once a quarter. Parents who receive a progress report will be encouraged to check in with their child's counselor. **Report cards** will also be mailed home. Parents may request a conference with their child's teacher at any point during the school year.

Winton Middle School Visitor Policy

Parents are welcome to visit their child's classroom anytime. To ensure visitations are productive for both school and visitor, please follow these guidelines:

1. All visitors must register in the school office (Ed. Code Section 32211) prior to visiting the classroom.
2. Wear a visitor identification sticker in a visible place.
3. Provide prior notice to teachers and staff to arrange appropriate times and days.
4. Set up a time before or after school to discuss your visit with the teacher, not during class time.

School policy does not permit children (students from other schools, friends, relatives) to visit the classroom for the day.
We ask that you do not interrupt the classroom schedule by going directly to the classroom. All contacts with students should be made through the school office.

Lost and Found – Lost and found articles may be turned into or claimed from the bin located in front of the main office. Items not claimed after a reasonable period of time will be donated.
If you find money or other items of value turn them in to the main office.

Closed Campus - For their own safety, students are expected to remain on campus during school hours, including lunchtime. Students who leave campus without an off-grounds pass will be assigned a cut. Students should not be on campus except during school hours, generally 7:45 a.m. to 3:00 p.m., unless they are enrolled in an after school program or are participating in an after school sport.

Use of The Office Telephone - Students may only use the office phone with permission in case of emergencies. **The office staff is not permitted to take messages for students unless it is a real emergency.** Parents and students should plan ahead with alternatives if you are not able to pick students up. Students can use the office phone 15 minutes after the end of the school day.

Bathroom Policy – Students should use the restroom between classes and during lunch. If a student needs to use the restroom during class, the teacher needs to call the office for an escort. Students should not be allowed to go to the restroom the first and the last ten minutes of class.

Eating on Campus - Students may receive breakfast and lunch from the food service room located in the MPR. Breakfast and lunch will be eaten in the MPR or at outside lunch tables.

Cafeteria Rules

- Courteous and responsible behavior is required in the lunchroom.
- All lines must be single file. Anyone crowding in the line will be sent to the end of the line immediately.
- No one can save a place in the line for someone else.
- While in the MPR, all students must remain seated.
- Each student is responsible for placing his or her litter in the garbage and recycling cans provided.

Lunch "Drop off" Policy

- In the event of an emergency, such as a student forgetting lunch, lunches may be dropped off by a parent or guardian.
- Parent or guardian will need to place the student's lunch in the provided bin at the main office. PLEASE LABEL THE LUNCH CLEARLY WITH THE STUDENT'S NAME.
- Parents or guardians are responsible for notifying the student about the lunch drop off.
- Students will be allowed to pick up their lunch at the beginning of their lunch break- NOT BEFOREHAND.
- Any lunches that remain in the office after 4:00 pm each day will be thrown away.
- No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery). This procedure helps the school maintain an academic environment and is effective in helping students practice personal responsibility.

Forgotten Items – Parents may drop off items that have been forgotten in the main office. Please have the student's name on the item. Classes will not be interrupted for forgotten items. Students will be sent a pass to retrieve the items at the end of the period.

Possession of Cell Phones / Electronics at School – Possession of cellular phones, or other electronic devices by a student at school is a privilege, which may be forfeited by any student who fails to abide by the pertinent school rules that pertain to the possession of such devices. Cellular phones, iPods, Gameboys, PSP's, earphones, headphones, and other electronic devices are not to be used or heard during the school day. The district shall not be responsible for the loss of or damage to a cellular phone or other electronic device brought onto campus. If students do not comply with school and district guidelines, the device will be confiscated. **They can be returned at the discretion of the administration providing a parent is present to collect the device.** Continued violations may result in further disciplinary consequences.

Student Recognition Programs

Student of the Month – Each month our teachers will select a Student of the Month from all of the students in their classes. Students are nominated based on a monthly theme and receive special recognition.

Honor Roll – Students earning a 3.5 grade point average or higher are recognized for honor Roll status. There are three levels of Honor Roll:

Principal's Platinum	4.0
Gold	3.75 – 3.99
Silver	3.50 – 3.74

Student Activities

At Winton, we attempt to offer a wide range of extracurricular activities for our students. Participating in these activities helps students achieve a sense of connection within our school. These activities provide students the opportunity to make friends, socialize with a variety of people, and develop a sense of pride which comes from personal accomplishments in school related activities. Winton has after school sports for both boys and girls. Flag football, volleyball, basketball, and softball opportunities are available for all students. All students who make the teams must have had a 2.0 GPA and no F's on their last quarter report card, and must maintain the 2.0 throughout the season. In addition to grades, students must have good behavior in all classes as reviewed by the Athletic Director.

After School Sports: (depending on availability of coaches)
Flag Football , Basketball, Soccer, Softball, Cheer, Volleyball

Dances – There will be one dance per quarter. Dances are held in the MPR. Dances are for current Winton students only. Visitors or guests are not allowed. Once in the dance, students may not leave until the dance is over or their parents pick them up. Students must purchase tickets at school prior to the dance. A permission slip must be signed by a parent to purchase a ticket. Students may lose dance privileges due to disciplinary or attendance problems. Students who are suspended or have multiple discipline referrals in a given quarter will be unable to attend dances for that quarter. Parents are to pick up students promptly at the end of the dance.

Extra-Curricular Activity Participation – Winton prioritizes scholastic achievement, positive personal attitudes, and behavior. Participating in our extra-curricular activities, clubs and programs is a privilege – not a right. Therefore, the following set of standards will be enforced for all students representing Winton on any athletic team or any extra-curricular activities.

Eligibility

- All students must have a 2.0 GPA and no F's on their last quarter report card.
- Attendance – Winton places high priority on class attendance. If a student has an unexcused absence from a class or a combination of classes on the day of an activity, that student will not be allowed to participate in that activity, and may be subject to a coach's / advisor's disciplinary action.
- Any student suspended on a given day is ineligible to participate in any extra-curricular activities on that day.

Student Services

Counseling Services - Winton has two full time academic counselors as well as one full-time social-emotional support counselor. The counseling office acts as a liaison between students, parents, and teachers.

The Counseling Office Services:

- Crisis counseling and referral
- Peer Mediation
- Student Safety Concerns
- Counseling Groups
- Referral to Counseling Programs
- Restorative Justice
- COST

Important Phone Numbers:

24 Hour Crisis Hotline	**1-800-833-2900**
Al-Anon/Al-Teen	**510-276-2270**
Alameda County Crisis Center	**1-800-491-9099**
California Youth Crisis Line	**1-800-843-5200**
Hayward Unified School District	**510-784-2600**
Youth & Family Services	**510-293-7048**
Runaway Hotline	**1-800-RUNAWAY**

The **Online Registration (OLR)** process. This registration is essential for ensuring that we have up-to-date information about your child, including emergency contacts, medical information, and permissions. Completing the OLR is mandatory for all students. It ensures that we can provide the best support and care for your child throughout the school year.

Medication – In order to assist a student taking prescribed medication at school, a form giving permission must be on file from the physician and parent detailing the method, amount, and time schedule by which medication is to be taken. Forms for that purpose are available in the school office. The medication must be sent to school in a container properly labeled with the students name and by the dispensing pharmacist. **NOTE: No medication of any kind may be administered to a child unless the above conditions are met. Students may not carry any type of drug, prescription or non-prescription, without the aforementioned form.**

Student Safety

EMERGENCIES: Safety is a primary focus at Winton. Students and parents are encouraged to contact a staff member if they become aware of any unsafe condition or situation. Additionally, students, students' families, staff, and others can anonymously report bullying incidents through the Winton website.

EMERGENCY DRILLS: The following drills will be practiced at least once during the school year: fire, evacuation, earthquake, and lockdown. In the event of an emergency, students need to remain quiet and follow the instructions of the staff.

TRAFFIC: Parents, please drop your student off in the yellow zone. For the safety of all students, do not block the middle or red curb lane at any time. Students should follow staff instructions to provide the safest traffic flow.

BICYCLISTS: should walk their bikes in the crosswalks surrounding the school and while on the school grounds. All bikes must be locked up in the bike enclosure located in the small parking lot. Students must provide their own locks. The bicycle area is off limits during the school day. Although Winton makes provisions to safeguard bicycles, the school assumes no responsibility for bikes left in the bike rack enclosure. Skateboards and scooters must be stored in the AP office at the beginning of the day.

Attendance

Winton's goal is for every student to attend school 100% of the time. Attending school regularly will help you succeed! However, if you must be absent, be sure to clear the absence. Winton is funded according to the number of days the students are in school. In the event a student is absent, a parent should call the attendance clerk. The call should be made each morning if the absence is more than one day. If an absence is not called in, a note explaining the absence is to be brought to the attendance office **before** school begins upon the student's return. The following information should be included in the message or note: student name – date of absence – reason for absence – relationship to student and contact number. The only acceptable excuses for absences from school are the following:

- Illness or quarantine
- Medical, dental, or optometry appointment
- Attendance at funeral services for a member of the immediate family
- Court appearance

All other absences are unexcused.

Sick Child Policy

Under no circumstances may a parent bring a sick child to school if the child shows any signs of illness or is unable to participate in the normal routine and regular day school day. Sick children will expose all children and staff members who they come in contact with. These people can expose other children. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.
In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come to pick the child up within one hour. If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called

and asked to come to pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Symptoms requiring removal of child from school:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever-reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have recently vomited.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- The child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Clearing Absences - All absences must be cleared by a note from a parent or a call to the attendance office at (510) 723-3140, Ext 44111. Absences must be cleared within three days. **Notes should be turned into the attendance office before school.** If a student has one or more absences for a school day, an automated phone call will be made to his/her home that evening. This is a reminder for parents to clear absences. Any uncleared absence is considered a cut and will result in an after school detention.

The number of tardies and absences will be recorded and reported on progress reports and report cards throughout the year. Parents will be contacted if students continue to be late or absent from school. Excessive absences are a serious matter and will be referred to the District Child Welfare and Attendance Office.

Leaving During the Day – If a student is to be dismissed before the end of the school day, a note must be presented to the attendance office **before** school. The note must contain the student's name, date, time of dismissal, parent contact information and parent signature. A "Permission to Leave Grounds" pass will be given to the student to show to his/her teacher. The parent or guardian must sign the student out in the

attendance office, indicating the exact time of departure. If the student returns the same day, the student must sign back into the attendance office for a pass to class.

Moving to Another School - If you are moving, you need to contact the attendance clerk before the student's last day. He/she needs to get a withdrawal slip from the office, check out with each teacher and turn in all textbooks and library books.

Independent Study - If a student is going out of town for five or more days, he/she is required to pick up an Independent Study Form in the office. This gives the student work from each teacher for the days he/she will miss school. This keeps the students from falling behind. A request for this form should be made at least 3 days ahead of time.

Makeup Assignments - If students are absent for three or more days, you may call the office before 2:00 p.m. for makeup assignments to be picked up at the end of the next day. If students are absent less than 3 days, they may get assignments by checking with their teachers or asking a classmate.

Tardy Procedure - Students who arrive late to school must stop at the office and pick up a late pass before going to first period. Consequences for tardies include: counseling, detention, parent conferences, and for excessive tardies, referrals to the HUSD Child Welfare and Attendance Office.

Cutting Class – Students who are absent from their assigned class or area without permission will be deemed to be cutting class. Cutting class is considered a major violation of school rules and will be referred to administration.

Curriculum and Instruction

Homework - Homework is an extension of class work. All students are expected to spend some time each evening completing homework. If the students are absent, it is their own responsibility to make up missing assignments from their teachers.

Required Supplies- Students must come to school prepared to learn. They must have their appropriate PE uniform and other required supplies for their classes. Teachers expect students to report to class with all required materials. If students are unable to buy these supplies, please contact the teachers and arrangements can be made.

Cheating - Cheating will not be tolerated. In all cases, appropriate action will be taken. Any students involved in cheating will not receive credit for the assignment or exam.

Cheating is defined as copying someone's work, copying from an internet website or letting someone copy your work.

Grading - Students and parents are highly encouraged to access Infinite Campus daily for updated grades. Report cards are mailed to students four times a year, at the end of each quarter: This is usually in November, January, April and June. A mid-quarter progress report may be sent home to show academic or behavior progress. Parents may call teachers at the school to arrange conferences or check their child's progress. Parents will be notified of any failing grades before quarter grades are mailed home through a progress report. Parents of students with failing grades will be notified and requested to attend a meeting and collaborate on an appropriate contract for their student.

Promotion/Retention - Please consult the HUSD Promotion/Retention Policy pamphlet. Students are accountable for passing their semester classes. Failure in passing their classes jeopardizes the students' ability to participate in promotion (8th graders) and also jeopardizes being promoted to the next grade level.

Textbooks - Textbooks and library books must be kept clean and are to be taken care of properly. Assigned textbooks or checked out library books are the responsibility of the student to whom they are assigned. The student must pay for any lost, stolen, or damaged textbook or library book.

Library - The school library is open Monday through Friday, including lunch time. Books are checked out for two weeks and can be renewed on the due dates. If a book is lost or damaged, the student must pay to replace it. When the book is overdue, the student may not check out another book until that book is returned. If students do not pay for lost or damaged books, they may not participate in school activities.

Physical Education - All students take part in a physical education class which includes exercise, field activities, lessons on nutrition, and general health. Participation in physical education is required by the California Education Code. Students may only be excused from physical education by a doctor's note (not a parent's) which must be presented to the physical education teacher.

8th Grade Activities – All 8th graders have the opportunity to participate in end of the year activities, which includes promotion, 8th grade party and Great America. Students must meet both academic and disciplinary standards to participate in those activities. There will be a fee associated with participation in all activities. Parents will receive notification in the spring regarding these activities.

Classroom Disciplinary Procedures – All teachers have specific classroom rules and procedures for their classes. All students are expected to follow those rules and those that do may be recognized by any of the positive recognition programs. Students who choose not to follow the rules will receive consequences for their actions.
Expectations for Appropriate Behavior – Always enter and exit classrooms in an orderly manner. Upon arrival to the classrooms, students should have materials ready, be seated, be quiet and be prepared for the beginning of class.

- All school personnel and classmates shall be treated and addressed in a respectful manner.
- Teasing and/or bullying is not tolerated at Winton. "Just kidding" or "it was a joke" are not acceptable explanations for teasing or bullying behavior.
- Rules of courtesy to teachers and fellow classmates shall be followed at all times. Give courteous attention when anyone is addressing the class. Follow each teacher's procedures for speaking, sharpening pencils, leaving a seat, etc.
- The teacher dismisses the class. No student is allowed out of the classroom without an adult escort.
- Respect personal and private property. Keep the school desk and surrounding area clean and neat. Take good care of furniture, books, restrooms and other facilities and equipment provided. Restitution will be required along with disciplinary consequences for any damages caused by a student.
- Food is not allowed in the classrooms. Eat only in assigned areas and put trash in receptacles provided when finished.
- School offices are the center of many activities. Students entering any office shall conduct themselves in a respectful manner.
- When problems cannot be solved in an appropriate way, seek assistance from the counselor or other school staff member.

Substitute Teachers-At Winton Middle School, our substitutes are valued guests. They are an extremely important part of the student's education. They must be treated with absolute courtesy, respect, cooperation, and caring. A referral from a substitute will result in disciplinary action.

Dress Code – Students and parents need to be aware of the importance of appropriate dress and its effect upon the learning environment. Appearance and dress must be within the limits of safety, cleanliness and appropriateness for school and shall not interfere with any aspect of the total school program. A student whose dress / attire is not appropriate for school will be asked to change their clothes. This will be done by calling home to get a change of clothing or by using the student's P.E. clothing. The following dress and grooming requirements are to be followed:

- All clothing must cover genitals, buttocks, and nipples with opaque material.
- All clothing items and accessories shall be free of violent language or images, images or language depicting drugs or alcohol (or any illegal item or activity), hate speech, profanity, pornography, and images that create a hostile or intimidating environment based on any protected class.
- The Board of Education prohibits the presence of any gang apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of color (especially red or navy blue), arrangement, trademark or any other attribute which gives the impression of membership in such a group.
- Undergarments shall *not* be worn as outerwear.
- Clothing must conceal all undergarments at all times.
- See-through fabrics, halter tops, off the shoulder or low cut revealing tops of any kind, bare midriff outfits, sleeveless undershirts, spaghetti straps, pajamas, or swimsuits are not permitted.
- Shorts or skirts are to be mid-thigh or longer.
- Students must wear shoes at all times. High heels, slippers, and platform shoes are not allowed to be worn to school. Sandals must have straps and be closed-toed.
- Hats and other head coverings (hoods, beanies, do-rags, etc.) are to only be worn outside.

Prohibited Materials: The return of confiscated items will be made to the parent at the discretion of the administration. "School Premises" encompasses the entire campus, including parking areas and areas normally supervised by school personnel.

1. The use, distribution, sale, or possession of any drugs, look-alike drugs, or illegal substances by students on or about the school grounds is in violation of state law and is cause for suspension or expulsion from school.
2. Use, being under the influence of, or possession of alcoholic beverages of any kind is also in violation of state law and is cause for suspension or expulsion.
3. Smoking or having tobacco in any form, including vape pens, on school premises is cause for disciplinary action.
4. Matches, lighters, or any kind of noise making devices, including poppers, are not permitted on campus. Any type of explosive is illegal, and possession is grounds for expulsion.
5. Possession of any object having potential to inflict injury or damage upon another person or their property is not permitted. The objects will be confiscated and consequences will be imposed.
6. Buying, selling or trading of any item is prohibited.
7. Spitting and chewing gum are not permitted on campus.

8. Valuable items of any kind should not be brought to school. The school is not liable if these items are lost or stolen.
9. Bikes, skateboards, scooters and rollerblades are not allowed to be ridden on campus during the school day. Motorized scooters are not allowed on campus at any time. Students are expected to follow all safety rules on and off campus.
10. Large sums of money should not be brought to school.

Bullying and Harassment

Sexual Harassment – The Hayward Board of Education prohibits sexual harassment of anyone in the district. Anyone participating in sexual harassment will be subject to disciplinary action up to and including expulsion. Sexual harassment includes, but is not limited to:

Written: Suggestive or obscene letters, notes, or invitations.
Verbal: Derogatory comments, slurs, innuendos, jokes, or epithets.
Physical: Assault, touching, impeding, or blocking movement.
Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters, or exposing one's self.

Reports of harassment should be made to the Principal or Assistant Principal for investigation. The complaint will be investigated in a way that respects the rights of privacy as much as possible. Threatening behavior against the person who made the complaint is prohibited.

Bullying and Cyberbullying

Definition of Bullying: Bullying can be pushing, shoving, hitting, spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being a target of bullying.

Definition of Cyberbullying: Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.

- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.
- Cyberbullying can include social media sites such as Instagram, KIK, Facebook, Vine, Snapchat etc.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property, or disrupting the orderly operation of the school, will not be tolerated.

It is our goal to provide a high quality educational program for students. In order to achieve this goal we must insist on behavior that contributes to a positive academic setting which is The Winton Way:

Strengthen the Pack

- Positively contribute to my class, my school, and my community
- See the good in others and build confidence
- Respect and encourage individual strengths

Learn to Learn with Passion

- Cultivate my love for learning
- Pursue challenges for self-improvement
- Ask questions to discover and make personal connections
- Construct my own learning and know when to follow

Forgive and Accept

- Use mistakes as a learning opportunity to grow and improve
- Reflect on my work and identify my strengths and areas for growth
- Give honest feedback to others and accept feedback when it is given

Find my voice

- Pursue and explore new opportunities
- Dare to share my experiences, beliefs, and ideas
- Discover who I am through meaningful, creative experiences

"For the strength of the pack is the wildcat, and the strength of the wildcat is the pack."
-Rudyard Kipling