



# Chaparral Middle School

1405 South Spruce Tree Drive  
Diamond Bar, CA 91765

*A NATIONAL SCHOOL OF EXCELLENCE &  
A CALIFORNIA GOLD RIBBON SCHOOL*

## Student Handbook 2015-2016

Principal – Mr. Ron Thibodeaux  
Assistant Principal – Mrs. Jen Alcazar

Counselor / Student Staff Resource Advisor (SSRA):

Ms. Christina Aquino

Mrs. Kelly Ebel

Mr. Hon Tran

Telephone: (909) 861-6227

Office: Option 1 (7 a.m. – 3:30 p.m.)

Attendance: Option 2

General Mailbox: Option 3

Driving Directions: Option 4

Activities: Option 5

Website: [chaparralmiddle.org](http://chaparralmiddle.org)

This student planner belongs to: \_\_\_\_\_ Student ID#: \_\_\_\_\_



**SupportMusic**  
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**2015 Merit Award**

Chaparral Middle School: 2015-2016 Calendar

August

17... 6 Per. Day/Min. Day (Dismissal 11:00 a.m.)  
18.....6 Period Day  
19.....6 Period Day  
26.....Late Start / 6 Per. Day (8:40 a.m.)

September

1-30.....Education Drive  
Aug 31-Sept 3.....Book Fair  
2.....Fall Pictures (6 Per. Day, no late start)  
3.....Back to School Night  
4.....Min. Day/6 Per. Day (Dismissal 11:00 a.m.)  
7.....Labor Day Holiday  
8.....Staff Meeting (No afterschool activities)  
9.....Late Start/6 Per. Day (8:40 a.m.)  
11.....Community Club Meeting (8:30 a.m.)  
16.....Late Start/6 Per. Day (8:40 a.m.)  
17-18.....Club Rush  
23.....Late Start/6 Per. Day (8:40 a.m.)  
30.....Late Start/6 Per. Day (8:40 a.m.)

October

6.....Late Start / 6 Per. Day (8:40 a.m. Tuesday)  
9.....Community Club Meeting (8:30 a.m.)  
13.....Staff Meeting (No afterschool activities)  
14.....Late Start / 6 Per. Day (8:40 a.m.)  
16.....End of the Quarter  
21.....Late Start / 6 Per. Day (8:40 a.m.)  
21.....National Mix It Up Day  
26-30.....Red Ribbon Week  
28.....Late Start / 6 Per. Day (8:40 a.m.)

November

4.....Late Start / 6 Per. Day (8:40 a.m.)  
10.....Staff Meeting (No afterschool activities)  
11.....Veterans Day Holiday  
13.....Community Club Meeting 8:30 a.m.  
18.....Late Start / 6 Per. Day (8:40 a.m.)  
24.....Riley's Farm 8<sup>th</sup> Grade Trip  
25-27.....Thanksgiving Holiday

December

Nov 30-Dec 4.....Don't Be A Bystander Week  
2.....Late Start / 6 Per. Day (8:40 a.m.)  
8.....Staff Meeting (No afterschool activities)  
9.....Late Start / 6 Per. Day (8:40 a.m.)  
18.....6 Per. Day /Minimum Day (11:00 a.m.)  
18.....End of Semester  
21-Jan 1.....Winter Break

January

4.....School Resumes  
6.....Late Start / 6 Per. Day (8:40 a.m.)  
8.....Community Club Meeting (8:30 a.m.)  
12.....Staff Meeting (No afterschool activities)  
13.....Late Start / 6 Per. Day (8:40 a.m.)  
18.....Martin Luther King Holiday  
25-29.....No-Name Calling Week  
27.....Late Start / 6 Per. Day (8:40 a.m.)

February

3.....Spring Pictures/6 Per. Day, no late start  
9.....Staff Meeting (No afterschool activities)  
8-10.....8<sup>th</sup> Grade Science Camp  
10.....Late Start / 6 Per. Day (8:40 a.m.)  
15.....Presidents Day Holiday  
26.....Staff Development, Pupil Free Day

March

2.....Late Start / 6 Per. Day (8:40 a.m.)  
8.....Staff Meeting (No afterschool activities)  
9.....Late Start / 6 Per. Day (8:40 a.m.)  
11.....End of Quarter  
11.....Community Club Meeting 8:30 a.m.  
16.....Late Start / 6 Per. Day (8:40 a.m.)  
23.....6 Per. Day (No Late Start)  
23.....Open House  
24.....Min. Day/6 Per. Day (Dismissal 11:00 a.m.)  
25.....Holiday, no school  
28-April 1.....Spring Break

April

4.....School Resumes  
6.....Late Start / 6 Per. Day (8:40 a.m.)  
8.....Community Club Meeting (8:30 a.m.)  
12.....Staff Meeting (No afterschool activities)  
15.....6 Per. Day (No Late Start)  
11-28.....SBAC Testing  
22, 29.....6 Per. Day (No Late Start)

May

3.....Staff Meeting (No afterschool activities)  
4.....Late Start / 6 Per. Day (8:40 a.m.)  
9-13.....6<sup>th</sup> Gr. Arrowhead Camp  
11.....6 Per. Day (No Late Start)  
16-19.....7<sup>th</sup> Gr. Catalina Camp  
18.....6 Per. Day (No Late Start)  
20.....8<sup>th</sup> Grade Promotion Dance  
24.....8<sup>th</sup> Grade Knott's Trip  
26.....8<sup>th</sup> Grade Promotion (9:00 a.m.)  
26.....Last Day/Min. Day (Dismissal 11:00 a.m.)

## Belief Statement

- ❖ We believe in developing and fostering the whole child with well-rounded experiences.
- ❖ We believe to achieve well-roundedness our students must not only complete a rigorous academic program, but also must participate in campus activities, arts programs or athletics.
- ❖ We believe in providing a safe and nurturing environment for our students.
- ❖ We believe that promoting responsibility and integrity enables all students to succeed.
- ❖ We believe that to provide this experience for our students requires a combined effort of staff, parents and community.

## Academic Program

### Expectations

Chaparral maintains a high standard of academic achievement. As part of the educational structure, teams or cores have been established to facilitate better communication, planning, and implementation of the educational program. Students have a clear understanding of their expectations both academically and behaviorally, and teachers on a regular basis reinforce these. Parents play a vital role by encouraging the development of good student-home study habits and frequent home/school communication. Students are expected to maintain a 2.0 grade point average in order to be eligible to participate in extracurricular activities.

### Parent-Teacher Communication

Report Cards – Chaparral is on a semester grading period; however, students will receive a cumulative progress report at the end of each 9-week period. STUDENTS WILL RECEIVE A REPORT CARD AT THE END OF EACH SEMESTER. Parents are invited to contact the school at any time.

Email & Telephone – Teachers are prompt in responding to questions/concerns that parents may have about their child's behavior or academics via email or the phone. Email addresses can be found at [www.chaparralmiddle.org](http://www.chaparralmiddle.org)

Parent Portal – Will allow parents access to live student attendance data, as well as current grades. (Teachers have been asked to update their grades online weekly) You may also leave email messages with your questions to teachers as you review your student's records from Parent Portal.

## Recognitions

Honor Roll - There is an honor roll list posted at the end of each semester. It includes the names of those students who earned a 3.5 grade point average or higher for that semester. A grade D, F, or I in any subject or a citizenship mark of 3 or 4 could disqualify a student from receiving this recognition.

Gold Cord – Eighth graders who have achieved a cumulative grade point average of 3.5 in the sixth, seventh, and eighth grades for the gradable semesters leading up to promotion have the honor of wearing the "Gold Cord" at the promotion ceremony. A grade of D, F, or I in any subject or a citizenship mark of 3 or 4 could disqualify a student from receiving the "Gold Cord."

PACAA - (Participation, Academics, Citizenship, Attendance, Advocacy)

PACAA is an incentive program that is open for all students in all grades. Students can earn an incentive by accumulating 8 of 10 points for their Participation in school/community activities; in Academics, earning a GPA of 2.5 or better; in Citizenship, earning all 1's or 2's on their grade report, in Attendance, earning points for less than 3 absences and 3 tardies; and in Advocacy, earning 1 or 2 points for advocacy class. Complete guidelines are presented to students at the end of each quarter through their advocacy teacher. Incentives have included Bowling, In-N-Out lunch, Weinerschnitzel lunch, and movie day with popcorn and drinks.

### Lunch Time Expectations

In order to maintain safety and cleanliness during lunch, the following rules apply:

1. Students shall form orderly lines. No cutting in line is permitted.
2. Students shall sit on benches only, not on table tops.
3. Students shall place all trash in containers.
4. Food and drinks are not allowed out of the eating area.

Noon Supervisors - These staff members are an important part of our Chaparral Team. Their function is to provide supervision during the various lunch periods. Students are to respect and follow directions of the noon supervisors as they would teachers and administrators.

Noontime Activities - Recreational equipment is available for use in the basketball courts and athletic fields. Students may bring their own equipment from

home to be used in designated areas; however, Chaparral staff is not responsible for its loss or damage. Off-limit areas include: classrooms/areas, locker areas, disaster sheds and corridors. Additionally, students are not to be in the building during lunch without a pass.

Forgotten lunches – Parents may leave lunch with office personnel at least 30 minutes prior to lunch. The student's full name and grade level must be clearly marked on the bag. Students may pick up delivered lunches at the student counter. The office does not deliver. Forgotten lunch money should be brought to the office and placed in a sealed envelope with the student's name, grade and the amount enclosed. Students will be required to sign for money. Staff will not be responsible for lost/stolen money. Students should avoid bringing large denominations.

## Attendance

The staff at Chaparral is committed to providing an educational program that will benefit the student. In order to provide such a program, consistent attendance is essential.

Absences- Each absence must be cleared by a parent phone call each day. To reach the attendance line dial (909) 861-6227 option 2. Your parent/guardian should clearly state your NAME, GRADE, DATE OF ABSENCE, AND SPECIFIC REASON FOR ABSENCE. If you will be out of town for an extended period of time, please contact the attendance office 2 weeks prior to your departure.

Homework Requests- Your parent may obtain homework for you after the 3<sup>rd</sup> consecutive day of absence; please call option 2 before 11:00 a.m. Homework may be picked up between 3:00 & 3:30 p.m., at the front office counter. Please call to verify that work has been left. If you need books, be sure your parent brings the locker location, number and combination.

Every student must have current *emergency* information on file in the office. If parents cannot be notified in an emergency situation (illness, injury, disaster, etc.), the school will call the emergency contacts listed on the emergency card or paramedics at the parents' expense.

Please notify the attendance office in writing and provide legal documentation:

- IF YOU CHANGE ADDRESS OR PHONE NUMBERS.
- IF YOU GO ON VACATION and leave your child under the temporary care of someone other than his/her legal guardian.

## Tardy/Truancy

Students are expected to be in class on time. Students should enter the building after the first bell. Students are tardy if they are not in their seat by the final bell. If a student is late to school, he/she must report to the attendance clerk for an admittance slip.

Excused Tardies – If the tardy is due to illness or a medical appointment, he/she must bring a note from a parent or doctor.

Unexcused Tardies – If a student is tardy to school, or between classes, the following consequences will be implemented:

- 1<sup>st</sup> Violation: Warning (documented)
- 2<sup>nd</sup> Violation: Break detention. No shows for break detention will serve lunch detention.
- 3<sup>rd</sup> Violation: Two Break Detentions
- 4<sup>th</sup> Violation: After school detention (Tardy Time) for 1 hour.

Students are ineligible for extracurricular activities until their tardy time is made up. This includes sports activities and dances. Tardy Time make-up days are Monday through Thursday, 2:00 p.m. to 3:00 p.m. Students with a bus pass may ride the 3:00 p.m. bus home.

## Academic Honesty

Cheating is simply defined as using the work or ideas of others as your own.

Some examples of cheating include:

- Submitting internet data as your own original work.
- Copying from printed sources such as encyclopedias, magazines, and newspapers where no credit is given to the author of the article.
- Having others do your work for you and sharing your work with others.
- Unauthorized talking during a test situation.
- Using cheat sheets or unauthorized supplemental notes in test situations.
- Looking at others work.
- Copying homework assignments from another student.
- Forgery.

The consequences for cheating are as follows:

- 1<sup>st</sup> Offense: Zero on assignment, parent call & referral
- 2<sup>nd</sup> Offense: All of the above including detentions & a Performance Contract

3<sup>rd</sup> Offense: Suspension

4<sup>th</sup> Offense: Meeting with the Assistant Principal

## Leaving School Grounds

Chaparral Middle School is a closed campus. Students may not leave the grounds any time during the school day without permission. Permission must be obtained from the office for emergency purposes, or doctor or dental appointments during school hours.

Students must sign out at the office and sign in upon their return to school. Any student leaving school at lunch without permission will be considered truant.

Parents wishing to take children from school during school hours must arrange this through the office.

Students will not be released to siblings who are minors or persons not authorized on the student's emergency card without prior parent/guardian permission.

Due to concerns with supervision, students need to be picked up promptly after school or go home no later than 2:15 p.m. Parents will be notified if problems persist with a student remaining late on campus.

### LATE START DAYS

Students who arrive at campus (either dropped off or on the bus) on Late Start days cannot leave campus. They are expected to stay in the MPR. It is highly recommended that students not roam the neighborhood before school on Late Start days.

## Withdrawal from School

Students moving to a new location must notify the Registrar 3 days prior to the move. The student should bring a note from a parent stating when he/she will be moving and what school he/she will be attending. A clearance must be signed by the student's teachers and the librarian. It must be returned to the office prior to leaving. On the last day of attendance, a transfer card will be issued for registration at the new school.

## Homework Policy

Homework in the Walnut Valley Unified School District and specifically Chaparral Middle School is considered to be an integral part of our students' total school program. As students progress through the school year, they will be required to supplement their application of learning in the

classroom with reading and assignments outside school hours. Homework also provides parents with an opportunity to have an awareness of curriculum being studied and the child's skill in understanding the material.

However, it is not the intent of this policy that students be overloaded with homework to the extent that homework assignments should interfere with the students' involvement in outside-of-school activities.

Homework, to be effective, must be carefully planned, judiciously assigned, and systematically evaluated. Students at the middle school level should have between three to four days of homework per week with approximately 15-90 minutes per day. It is recognized that some students may be exceptions to the standard due to individual ability or course work selected.

It is the expectation of the teachers at Chaparral that all homework assigned be completed and returned at the appropriate time and that this is the responsibility of the student. Incomplete or late homework, other than excused absences, might not be accepted towards class expectations or grading.

## Dress Code

Student appearance should be determined by the occasion or nature of the activity; therefore, the daily attire at Chaparral should be appropriate to a positive educational environment. All clothing should be clean, in good repair, and worn in good taste. Students should groom themselves for school in a manner that does not offend rules of decency, reflect negatively on, or detract from any phase of the education program, or present a hazard to health or safety.

It is for these reasons that the appearance of the student shall not:

1. Affect the safety of the student or others.
2. Be disruptive to the learning process
3. Be deemed inappropriate by the school
4. Indicate affiliation with or admiration of negative social influences such as gangs, substance abuse, and profanity.

The Chaparral dress code will not allow:

- Pants that fall below the top of the hip.
- Hats / headwear, including beanies and skull caps, without Chaparral logos or hats that are worn inappropriately on campus. Chaparral hats can be

purchased at the student store. ONLY Chaparral logo hats are allowed on campus. Hats will ONLY be allowed outside the building and classroom areas.

- Over-sized clothing.
- Shirts/blouses with oversized armholes.
- Extreme necklines or low-cut open tops.
- Dresses, tank tops, tube tops, spaghetti straps and clothing exposing the back, midriff (stomach), or shoulders.
- Visible undergarments (underwear, etc.)
- Tight, form fitting pant, skirts, or shirts.
- Un-hemmed, unfinished, or inappropriate length hemlines on pants, skirts, and shorts.
- Hanging belts.
- Slippers or shoes without back-straps.
- Open-toes shoes.
- Spikes or chains that are used as articles of clothing, including wallet chains.
- Clothing that promotes negative social influences.

#### *Consequences for dress code violations:*

- Parent/guardian phone call to bring a change of clothes.
- Change into P.E. uniform if parents are unavailable.
- Repeat offenders will be treated as a defiance issue, possibly leading to a suspension.

### Extracurricular Activity Eligibility

Students are strongly encouraged to take advantage of the variety of extracurricular activities offered at Chaparral. The following standards of citizenship and academics have been established. Students must maintain:

1. A 2.0 (C) grade point average
2. Satisfactory citizenship (students will be ineligible if three highest citizenship marks equal nine points)
3. Acceptable standard regarding tardies
4. No fines on text/library books

Students must maintain satisfactory grades and citizenship marks to participate in and attend all extracurricular activities, including school dances. Students are required to attend regular and minimum day schedule on the days they participate in extracurricular activities.

### Academic Guidelines for Participation in 8<sup>th</sup> Grade Promotion Ceremony and Activities

Participation in the 8<sup>th</sup> grade Promotion Ceremony is expected for all students who have completed 8<sup>th</sup> grade and are scheduled to be promoted to the 9<sup>th</sup> grade. In addition, students who are serving a suspension from school attendance on the day of the ceremony will not be allowed to participate. Participation in all other end of the year trips and activities associated with promotion is considered a privilege and subject to individual school procedures.

1. All semester grades will be considered and a determination will be made as to whether a student has met the requirements for a year.
2. Students failing two (2) classes in the spring semester only may be denied participation in the promotion ceremony.
3. Students failing two or more classes for both semesters may not participate in the promotion ceremony.
4. Students failing three (3) classes in the spring semester will not be allowed to participate in the ceremony.
5. The Principal will make the ultimate decision regarding student participation in the promotional ceremony.
6. Students who are failing two or more classes, have a grade point average (GPA) below 2.0, or have earned nine (9) or more citizenship points (computed by adding the three highest citizenship marks) have not met the standards to participate in the culminating activities at the end of the year.

### Physical Education

Chaparral Students are required to dress for and participate in P.E. classes each day. Uniforms can be purchased from the Chaparral P.E. department or parents may opt to have their students wear an alternate PE uniform. If you opt for the alternate PE uniform, please be informed that any black athletic short, and appropriately colored plain t-shirt (6<sup>th</sup> = Red, 7<sup>th</sup> = Grey, 8<sup>th</sup> = Gold) will suffice as a PE uniform. Students begin dressing for PE classes in the second week of school. Uniforms should only be worn during P.E. class. A student may request to be excused from P.E. by reporting to the P.E. teacher with a note from a parent on the day he or she wishes to be excused. Students may also opt to purchase a sportfolio for use in organizing course material; this is not required as students are given the option of using an alternate organizer.

A doctor's note is required if a student is to be excused for more than three (3) days.

Students who are excused from P.E. must report to class and be under the teacher's supervision. Students should always lock their belongings in their P.E. lockers during their P.E. class.

## School Services

Bus Transportation - The District provides a bus transportation service for a large number of our students. Bus riders generally arrive at school in plenty of time. If the bus is delayed, students' tardies will be excused upon confirmation. Because riding a bus to and from school is considered to be a school function, the school is the final authority in determining when regulations have been violated and when appropriate disciplinary action should result.

Should a student lose his/her bus pass, a temporary pass may be obtained from the office. Parents will need to contact transportation to obtain a new permanent pass. Late buses are provided for the students with a bus pass, to participate in after-school tutoring, athletics, detention, and other school-related activities.

## Student Activities

A great deal of emphasis is placed on student activities at Chaparral. We encourage all students to become involved in the variety of activities we offer. We believe students who participate in any activities identify with the school and develop feelings of pride and loyalty.

Associated Student Body (ASB) - Faculty and students share in the government of Chaparral. The purpose of the Associated Student Body (or ASB as it is known on the campus) is to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership. Every student is a member.

Clubs - Chaparral offers a wide range of clubs for students to join. Please refer to our website for more information on clubs. Students are encouraged to find teacher advisors if they'd like to start a new club.

After-School Sports - Our sports program includes cross-country, flag football, volleyball, basketball, and track. Chaparral competes with local middle schools. Students should see P.E. teachers for information and sign-ups for after school programs. All students are encouraged to participate in the athletic endeavors of their choice. Students must be eligible to participate and parents informed of game schedules by their students.

We urge students to consider these suggestions as a guide for promoting good sportsmanship:

1. Consider the visiting teams, fans, and officials as our guests and treat them accordingly.
2. Respect the rights of spectators.
3. Accept the official's decisions as final.
4. Be modest in victory and gracious in defeat.
5. Encourage everyone to live up to the spirit of the rules of fair play and good sportsmanship.

## Additional Information

Media Center - The Media Center is primarily for research, study, and reading. Students are asked to observe the following regulations:

1. Be quiet when approaching the center.
2. Bring a pass from a teacher.
3. No more than two books may be checked out at one time.
4. Books must be returned on or before the date due. The date will be stamped in the book. Students will be notified of any overdue books.

Textbooks and Special Supplies - Although all textbooks are provided free of charge, students are required to pay for loss or damage beyond normal wear. In the event of failure to meet such a financial obligation, students will not be given participation clearance. End-of-semester privileges may be withheld if library charges are outstanding.

Many parents ask teachers what type of supplies kids could benefit from having in class. Thus, teachers produce supply lists. Supply lists are never required of students, and no grade will ever be attached to the purchasing of supplies. In fact, requiring students to purchase classroom supplies is illegal. If you choose to purchase supplies from a teacher list, please recognize that doing so is completely voluntary.

Office Personnel - School office hours are 7:00 a.m. - 3:30 p.m. The main office provides a service to students by expediting the completion of clerical tasks, record keeping, or information items. The office staff is happy to register new students and answer questions regarding school procedure or policy. However, we ask that you refrain from delivering messages to your child via our office personnel except in emergency situations.

Health Office - The Health Office is located in the school office area. Students must have a pass from a teacher



before going to the Health Office. Parents or guardians will be contacted if the school thinks it is necessary.

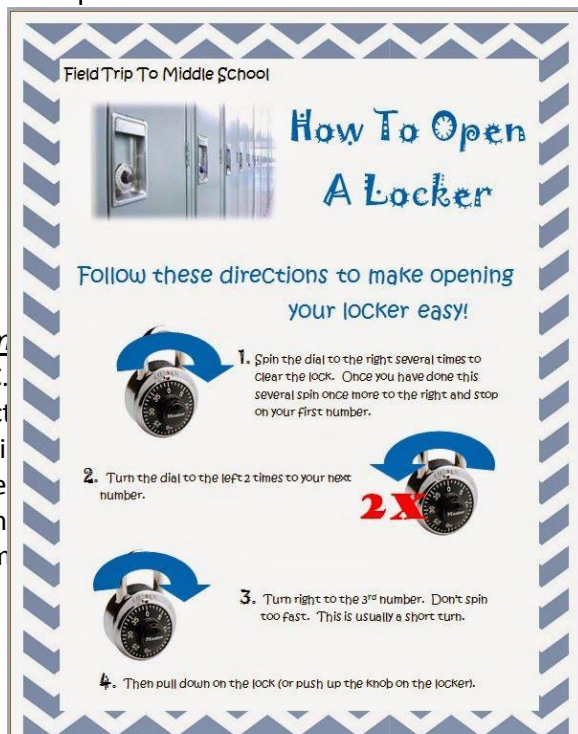
The school must be informed of any special health matters concerning a student. Any on-campus injury should be reported to any staff member immediately. Students are requested not to bring medication to school. However, if it is necessary, all medication must be kept in the Health Office with a School Medication form filled out by a doctor indicating type of medication, amount to be taken, and time to be taken. Asthma Inhalers may be carried by students as long as the form is completed by parent/guardian and medical doctor then returned to the office.

**Insurance** - Application forms for student insurance are available in the office. Although the school district provides this information, subscription is an individual choice and application must be made by parent/guardian.

**School Pictures** - Individual pictures of each student will be taken for use in the yearbook and school records. Packets of these pictures may be ordered. In the spring, students are photographed again for optional purchase. In addition, various groups of students are photographed for the yearbook and promotion.

**Lockers** - Book lockers are available for 8<sup>th</sup> grade students. It is a privilege to use a school locker. Students are reminded not to leave valuables overnight in their lockers and to exercise care in keeping them neat and clean. To ensure locker security, students should twirl the combination before leaving and keep their combination as confidential as possible. The school is not responsible for the theft or loss of items from lockers.

### How to Open Your Locker Combination



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school, its students, and the school community. Thousands of dollars are raised each year to support student activities and the purchase of equipment and materials for the school and our students. The primary goal of the C.C.C. is to further support child welfare at home and at school. The club provides financial support, awards, and assemblies for all students at Chaparral. It lends support to parents, helping them through the middle years with their children.

**CAPA** – The Chaparral CAPA was created in 2007 as an extension to the Walnut Valley CAPA. Though parents of all ethnicities are welcome to Chaparral CAPA, it was originally created to bring a voice to the Chinese parent community at Chaparral and to see to it that there exists an avenue for communication between these parents of a second language and school leadership. Through monthly meetings with school administration, issues related to school can be discussed in a comfortable environment in which native language is an option. As the club has matured, Chaparral CAPA has grown from a resource for sharing information to a group also focused on fundraising for school activities.

**Hispanic Organization for Parents in Education (HOPE)** – Our newest parent group, Chaparral HOPE was created in 2010 and is an extension to an existing parent group, HOPE of Diamond Bar High School. As their motto states, "HOPE is for everyone", HOPE was designed as a way for Hispanic parents to become enlightened about the educational expectations for their students at Chaparral and for discussions about the betterment of their individual students moving forward. Chaparral HOPE continues to foster communication between Hispanic parents about their students. In their monthly meetings, along with a representative from the school, HOPE is a place where parents, students and the school discuss pertinent ways to make all students more successful.

## Behavior Guidelines & Student Support

### Student Guidance

The Chaparral staff is committed to the teacher/advisor role related to student guidance. Our staff is here to provide the academic ingredients for education. A team of administrators, teachers, and clerical staff surrounds students and supports them in developing a secure self-concept, positive interpersonal relationships, and a solid emotional support base. Students may obtain a pass from the teacher if they wish to meet with the Counselor/SSRA or the Assistant Principal.



## School-wide Expectations

- The teachers expect you to be in class and seated on time and prepared with appropriate material.
- You have 4 minutes between classes to go to lockers and restrooms.
- If you lose a school book or P.E. lock or damage school property you must pay for it.
- Found clothing should be placed in the lost and found bin. Small items should be brought to the main office.
- You should not be on campus more than 15 minutes before or after school, unless you are with a teacher or eating breakfast in the food court, and have permission from your parent.
- Students may not sell anything on campus without administration approval.
- Do not leave your belongings unattended during the school day as this may result in you losing important academic and personal items

Hands-Off Policy: There is a “hands off” policy on campus. We expect students to refrain from touching other people or the personal possessions of others. This includes, but is not limited to, hand holding, hugging, pulling on one student’s backpacks or clothing and aggressive behavior.

Cell Phones: Students may bring cell phones to school; however, they must be turned off at all times during school hours. Any student whose cell phone disrupts a classroom or is visible during school hours will have their cell phone taken. The first time a cell phone is taken, the student may pick it up from the office at the end of the day. A second violation will result in the phone being taken and held in the office for a parent to retrieve. If the violation occurs again, additional consequences will be assigned. The office phones can be used to contact parents in case of emergencies.

Electronic Devices: Students may not bring items such as MP3 players, iPods, video games, cameras, laser pointers, etc. They will be confiscated and returned to the parent/guardian at the discretion of the administrator. If an e-reader (Kindle, iPad, etc) is being brought to school for instructional purposes, an e-reader liability waiver needs to be completed with the teacher authorizing its use.

Vandalism - Parents of students are responsible to pay for property damaged by their child and are required to pay for repairs or replacement.

Gum - Careless disposal of gum in drinking fountains and on furniture and carpets presents numerous sanitation and cleaning problems and can result in costly repairs. Gum is not permitted on campus at any time.

Bikes/Skateboards - If you ride a bike/skateboard to school, it must be walked on the sidewalks while arriving at or leaving the school grounds. Bikes/skateboards must be parked & locked on the bike rack upon arrival. Bikes/skateboards are not permitted on or near athletic fields or events. The school is not responsible for the theft of parts or damage to bicycles/skateboards while parked in the bike rack. Riding a bicycle/skateboard to school is a privilege that may be suspended if safety rules are violated.

Restrooms - Restrooms are to be used for their intended purpose only. Students are expected to attend the designated bathroom(s) for their grade level and are not to loiter in or around restrooms. The restrooms are to be used during passing period, lunchtime, or with a hall pass from a teacher.

Passes - When leaving a classroom, students must have a pass authorized by the teacher. Students are not allowed to be in the building without a proper pass.

Visitors - Visitors to the campus must sign in and pick up a visitor’s pass at the office. Relatives or friends from other schools are not permitted to visit students on campus or accompany them to classes.

Lunch - Students must eat lunch on campus. Students may bring a sack lunch or purchase hot lunches, milk and snack foods in the lunch area. Students should be in the designated lunch areas during lunchtime.

Community – Students must demonstrate respectful and responsible behavior on the way to and from school. Students must stay off private property, including private driveways, and front/back yards. The hills and slopes around school fences are

restricted areas and should not be accessed by students.

### Discipline Philosophy

The staff at Chaparral is committed to frequent student, parent, and school communication in matters of discipline. If a teacher or administrator requires a student to remain after school, parents will be informed. Chaparral strives to provide a positive environment for our young adolescents' personal, social, and academic development. Our philosophy of discipline is child-centered, proactive in nature, and is designed to elicit positive behaviors from our students.

### General Disciplinary Guidelines

We are committed to teaching: Responsibility, Respect, and Rigor, and we can best accomplish this goal by working together as a team. Our expectations are high, but we believe that our students are capable of meeting them. Frequency and severity of inappropriate student behaviors will determine the level of discipline administered. The goal of discipline is to help students improve their behavior in the future.

### Range of Disciplinary Actions (min. /max.)

#### *Violations against persons:*

- Assault..... Susp. /Exp.
- Weapons.....Susp./Exp.
- Physical Aggression/Fighting.....Couns./Exp.
- Hazing/"Pants-ing".....Couns./Exp.
- Verbal Abuse.....Couns./Susp.
- Threats.....Couns./Susp.
- Continued Willful Disobedience.....Couns./Susp.
- Defiance of Authority.....Couns./Susp.
- Disruptive Behavior.....Couns./Susp.
- Cheating .....Couns./In-school Susp.
- Forgery.....Couns./Susp.
- Leaving Campus w/out Permission... Couns/Susp.
- Misbehavior on School Bus...Couns./Loss of Priv.
- Violation of Suspension.....Couns./Susp.
- Visiting Other Campus.....Couns./Susp.
- Sexual Harassment.....Couns./Susp./Exp.
- Hate Crimes.....Susp./Exp.

#### *Violations against property:*

- Extortion..... Susp./Exp.
- Theft ..... Susp./Exp.

- Robbery ..... Susp./Exp.
- Willful damage property school grounds.....Susp./Exp.

#### *Violations against public health and safety:*

- Dangerous Drugs.....Susp./Exp.
- Drug Paraphernalia.....Susp./Exp.
- Alcohol..... Susp./Exp.
- Tobacco..... Susp./Exp.
- And or look-alikes..... Susp./Exp.

#### *Violations against public decency & good morals:*

- Gambling.....Couns./Susp.
- Vulgarity and/or Profanity.....Couns./Susp.
- Offensive Social Behavior.....Couns./Susp.

## AUTOMATIC RECOMMENDATION FOR EXPULSION

- ❖ Possession of a firearm.
- ❖ Selling a controlled substance.
- ❖ Brandishing a knife at another person.

### Suspension

Suspension is the removal of a student from on-going instruction. Reasons for suspension are as follows according to E.C. 48900:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated employee, which is concurred in by the principal or the principal's designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or intoxicant of any kind as defined by the Health and Safety Code.
- d. Unlawfully offered arranged, or negotiated to sell any controlled substance, as defined in "c." above, or an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Commit, attempt to rob, or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.

- h. Possessed or used tobacco or any products containing tobacco.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or willfully defy authority.
- l. Knowingly received stolen / private property.
- m. In possession of an imitation firearm.
- n. Committed or attempted to commit sexual assault.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription Soma.
- q. Engaged in, or attempted to engage in hazing.
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- t. Aided or abetted the infliction of physical injury to another person.

EC 48900.2 A pupil may be suspended from school or recommended for expulsion due to sexual harassment. Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting constitutes sexual harassment.

EC 48900.3 A pupil may be suspended or recommended for expulsion if it is determined that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

EC 48900.4 A pupil may be suspended or recommended for expulsion if it is determined that the pupil harassed, threatened, or intimidated, creating a hostile educational environment.

EC 48900.7 A pupil may be suspended from school or recommended for expulsion if it is determined that the pupil has made terrorist threats against school officials or school property. Terrorist threats shall include any statements, written or oral, by a person who willfully threatens to commit a crime which will result in death, injury to another person, or property damages in excess of \$1,000 with the specific intent that the statement is to be taken as a threat, even if there is not intent of actually carrying it out. The acts must relate to school activities or attendance **BUT MAY TAKE PLACE AT ANY TIME, INCLUDING BUT NOT LIMITED TO:**

1. While on school grounds.
2. While going to or coming from school by the most direct route.
3. During the lunch period, whether on or off the campus.
4. During, or while going to or coming from a school-sponsored activity.

The following violations of EC 48915 © require mandatory suspension and a recommendation for expulsion:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.