CHILTON MIDDLE SCHOOL

4501 Bob Doyle Drive | Roseville, CA 95747 | 916-771-1870 | www.rcsdk8.org

Principal | Mrs. Stedman
Assistant Principal | Mrs. Wells
Assistant Principal | Mrs. Petersen

This handbook belongs to:

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Chilton Middle School Mission

The mission of Chilton Middle School is to maximize learning for every student.

Chilton Middle School Vision

With a strong collaborative partnership between parents/guardians and school, Chilton staff will:

- ➔ Develop strong relationships with students by knowing their passions, strengths, and challenges.
- ➔ Teach students to solve complex and meaningful problems.
- ➔ Foster student independence and positive peer relationships by emphasizing our nine core values.
- ➔ Foster an environment in which students and staff are safe, responsible, and respectful.

Chilton Middle School 2026-27 Motto

Every student belongs. Every day matters.

CORE VALUES

Respect- We believe respectful behavior means showing courtesy, admiration, or thoughtfulness to someone or to something. When we practice treating others with respect, we will receive respect in return. Respect means understanding and behaving as if we are all unique, capable, and valuable.

Responsibility- We believe responsible individuals are dependable and reliable and manage time and resources to bring about the maximum benefit, so we can do our best work. Responsible individuals take ownership for their words and actions. As responsible citizens, we work in collaboration with and for others and know that many situations require a cooperative effort to reach a common goal.

Integrity- We believe an individual's words, actions and attitudes are equally as important as their academic performance. It is the quality of being honest and fair under all circumstances and situations.

Gratitude- We believe that true success lies in having appreciation for all things: the things we have, the people who impact our lives, and the experiences we have and create. When we express gratitude for even the smallest of details, we enhance our own lives and inspire others to enrich theirs as well.

Kindness- We believe that demonstrating generosity and friendliness is not merely a state of mind or an attitude; it is an intentional activity that requires directed effort and is a learned skill.

Considerate- We believe that being considerate involves thinking and looking out for others' rights and feelings. Our actions and words are done or said with the intention of building others up and adding value to their lives. It is the idea of looking out for the greater good.

Inquisitive- We believe that individuals have a desire to know and learn more. As we examine new ideas from multiple perspectives and generate innovative and creative solutions to problems, we embrace curiosity, imagination, and exploration.

Perseverance- We see challenges as stepping-stones, not roadblocks. We respond to challenging learning with persistence and enthusiasm, knowing that when we struggle through something, we end up growing. Approaching work with this mindset encourages our school community to focus on continuous improvement regardless of where we begin.

Reflective- We believe that individuals contemplate deeply and carefully about their actions, attitudes, and words for the purpose of setting goals for personal growth and improvement.

BELL SCHEDULES

2026-2027 Bell Schedule Regular Day - Monday, Tuesday, Thursday, Friday								
7th			**8th**			**6th**		
1	8:05-8:54	49	1	8:05-8:54	49	1	8:05-8:54	49
2	8:57-9:45	48	2	8:57-9:45	48	2	8:57-9:45	48
FLEX PERIOD	9:48-10:18	30	FLEX PERIOD	9:48-10:18	30	FLEX PERIOD	9:48-10:18	30
3	10:21-11:09	48	3	10:21-11:09	48	3	10:21-11:09	48
7th Lunch	11:09-11:42		4	11:12-12:00	48	4	11:12-12:00	48
4	11:45-12:33	48	8th Lunch	12:00-12:33		5	12:03-12:51	48
5	12:36-1:24	48	5	12:36-1:24	48	6th Lunch	12:51-1:24	
6	1:28-2:16	48	6	1:28-2:16	48	6	1:28-2:16	48
Minimum Day - Wednesdays								
7th			**8th**			**6th**		
1	8:05-8:47	42	1	8:05-8:47	42	1	8:05-8:47	42
2	8:50-9:30	40	2	8:50-9:30	40	2	8:50-9:30	40
3	9:33-10:13	40	3	9:33-10:13	40	3	9:33-10:13	40
7th Lunch	10:13-10:46		4	10:16-10:56	40	4	10:16-10:56	40
4	10:49-11:29	40	8th Lunch	10:56-11:29		5	10:59-11:39	40
5	11:32-12:12	40	5	11:32-12:12	40	6th Lunch	11:39-12:12	
6	12:15-12:55	40	6	12:15-12:55	40	6	12:15-12:55	40

ATTENDANCE POLICIES

Absences and tardies affect the learning of all students on campus. Please ensure students are at school and on time every day. Consistent attendance is a key factor in your child's success at school. Please try to schedule appointments before/after school and vacations during school breaks.

SCHOOL HOURS

Monday, Tuesday, Thursday, and Friday: 8:05 AM – 2:16 PM
Wednesday (Early Release Day) / Minimum Day: 8:05 AM – 12:55 PM

Chilton Middle School **provides supervision twenty minutes before and after school**. School begins at **8:05 AM** each day.

Students are NOT to be on campus before 7:45 AM. **There is NO SUPERVISION prior to 7:45.**

Students are to go directly home at dismissal time, which is 2:16 PM on Monday, Tuesday, Thursday, and Friday. On Wednesdays, dismissal is at 12:55 PM. Students must be picked up no later than 20 minutes after the dismissal of school. **There is NO SUPERVISION after 2:36 PM on Monday, Tuesday, Thursday, and Friday or after 1:15 PM on Wednesday.**

Students involved in extracurricular activities such as athletics, clubs, or academic support may remain on campus under the supervision of a staff member.

ABSENCES

Absence Notification via Email at our website- https://chilton.rcsdk8.org/
Absence Hotline: (916) 771 - 1870: Students are expected to attend school every day.
Excused absences are as follows: (1) personal illness or injury; (2) medical or dental appointment; (3) immediate family member funeral.

All absences (full or partial days) must be reported to the office the morning of the absence. A written note must be provided to the school office upon the student's return if office contact has not been made. Parents/guardians should contact the attendance secretary at (916) 771-1870 for extended absences.
****Failure to verify absences may result in a recorded day of truancy.****

ACTIVITY ATTENDANCE

Students who are absent from school (three periods or more periods) are not allowed to attend student functions that day, e.g., dances, sporting events, drama or music performances, clubs, or any other school-related activity.

WHEN TO STAY HOME

Some health concerns may make it necessary for your child to stay home.

Return After 24-Hours	• Fever over 100 degrees. A fever means the body is fighting an illness, and your child may be contagious. Before returning to school, children should be fever-free for 24 hours (without fever-reducing medication, such as Tylenol). • Vomiting or diarrhea; children should be symptom-free for 24 hours before returning to school. • Skin rashes. Anytime a student has a rash of unknown origin, the student will be sent home. A doctor should examine the child to ensure that the rash is not contagious before returning to school. For any rash with a fever, children should stay home until the fever is gone for 24 hours. • Prescribed antibiotics. Students should complete a full 24-hour course of antibiotics before returning to school.
Other Illnesses	• Persistent, productive (producing mucus) cough. A persistent, productive cough may be indicative of a more severe condition. • Runny nose of greenish-gray colored drainage. • Flu-like symptoms, such as fever, headache, and body aches. • Red eyes with drainage or crusting. It is necessary to have your child checked by a physician to determine if this is contagious and, if necessary, treated before returning to school.

TARDY POLICY

Attendance is taken during each class period. It is a school expectation that when the bell rings, students are ready to learn.

3 or more unexcused tardies to school or to any class period may result in disciplinary action.

A student who has a medical/dental appointment before school starts and arrives late to school must bring a note from the medical or dental office.

LEAVING SCHOOL EARLY

Please send a note from the parent/guardian stating the reason for leaving, date, and time. When it is time for the student to be checked out, please come to the office to sign the release log. **Students may only leave school early with a person listed on their emergency card. Students must be picked up from school and cannot leave campus without an emergency contact present.**

If a student must leave **during lunch**, please allow for extra time for the student to be located. If a student must leave around lunchtime, we recommend checking your child out 5 minutes **before or after** the lunch period.

PERMISSION TO LEAVE CLASS

If a student needs to leave class at any time other than regular passing time, permission must be received from the teacher. All students must have a pass when they are outside of the instructional area during class time. Students must have a pass to come to the office during the school day.

INDEPENDENT STUDY

Parents/guardians looking to take their student(s) out on short-term independent study for the personal family business must complete the online form. As a reminder, students may use short-term independent study when they are gone for a planned absence of a minimum of three (3) days and a maximum of 14 days. If a student takes multiple independent studies, they are limited to 14 days each school year. Parents requesting short-term independent study will still need at least five days' notice before taking their student(s) out of school to ensure proper notification to their teacher(s) and provide schoolwork. *Independent Study is not offered during the first week or last two weeks of school.* Please refer to the district website to complete an independent study request.

ATTENDANCE LETTERS

Students with **THREE or more unexcused absence**s are considered truant. Education Code Section 48260 requires that a pupil who is absent from school more than three (3) days without a valid excuse or who is tardy in excess of more than three (3) days in a school year is truant and shall be reported.

In each instance cited above, parents/guardians will receive a letter from the school outlining state-mandated attendance requirements. A combination of excessive excused and unexcused tardies/absences may also result in letters being sent home.

For information regarding attendance letters, please refer to the district website page Attendance Roadmap and Glossary: https://www.rcsdk8.org/post/attendance-roadmap-and-glossary-0

GENERAL STUDENT INFORMATION

DAILY BULLETIN

The student bulletin is read to all students during first period.

PERSONAL ITEMS

Students are responsible for all personal property brought to school, including bicycles, scooters, backpacks, book bags, purses, the contents of any bags, cell phones, Chromebooks, other electronic devices, and other valuables. Students should not bring items of significant value to school without the express consent of both a parent/guardian and their teacher. **The school is not responsible for lost, stolen, or damaged personal items.** Students should keep their backpacks and other personal belongings with them at all times and ensure that bicycles and scooters are securely locked when parked on campus.

LOST AND FOUND

Clothing and other personal articles found during the school year are turned into either the office or the lost and found box in the Multipurpose Room. On a monthly basis, not claimed items are donated to a charitable organization. Labeling of possessions such as coats, shoes, physical education clothes, etc., is recommended. Students are responsible for claiming lost items.

BICYCLES, SKATEBOARDS, ROLLERBLADES & SCOOTERS

Bicycles, scooters, and skateboards are to be parked **and locked** inside one of the bike racks (not on the external gates or fence). Per RMC 11.18.040 all bicycles, skateboards, rollerblades, scooters, and other vehicles may not be ridden on school grounds. Students are to WALK all bikes, scooters, and skateboards while on campus. Each student should also LOCK their mode of transportation each day.

VISITORS

All visitors to a school site must check in at the front office. Visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Upon reading the information, the Raptor Visitor Management System will check the national database to identify sexual offenders. Once the entry is approved, the Raptor system will issue a badge that identifies the visitor, the date, and the purpose of their visit.

The safety of our students is our highest priority, and the Raptor Visitor Management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. In the event of a drill or emergency, the Raptor Management System also allows the school site to know who to account for on campus.

DRESS CODE

Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

GENERAL DRESS CODE POLICY:
Clothing worn on campus must promote a safe atmosphere conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

Students Must Wear:

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the majority of the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

Students May Wear, as long as these items do not violate the General Dress Code policy above:

- Hoodies and hats (including beanies) must allow the face to be visible to staff and may be worn indoors at the discretion of the adult supervisor
- Religious headwear
- Ripped jeans, as long as underwear and certain body parts are not exposed
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is worn

Students Cannot Wear:

- Images or language that depict weapons or violence
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that create a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts

If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, or becomes a distraction to the learning environment, they may be asked to change, and/or a parent/guardian may be contacted. Repeated offenses may result in disciplinary action.

EMERGENCY DRILLS/GUIDELINES

To continually provide a safe environment for students and staff and effectively respond to emergencies, the Roseville City School District uses the five actions from the Standard Response Protocol from the I Love U Guys Foundation. These same actions are used in RCSD schools and the Roseville Joint Union High School District. Using the common language from the actions will provide consistency for staff, students, and first responders in our community.

These procedures are introduced to staff and students through training and drills. On-going drill practice is done in a non-threatening way for staff and students to practice the actions. The idea is muscle memory is created through practice, so our brain knows how to respond during an actual emergency.

The five actions include: Evacuate, Secure, Lockdown, Shelter, and Hold. The language is provided to help you understand the school procedures and the knowledge to review these at home with your child.



Evacuate: This action moves students and staff from one location to another. Most commonly this would be used for a fire.



Secure: This action protects students and staff from a threat outside of the campus, and we want the perimeter of our school secured. No one is in or out at this time.



Lockdown: This action protects students and staff from a threat inside our campus and organizes the students behind locked doors and out of sight.



Shelter: This action protects students and staff from extreme weather conditions. Most commonly this is used for earthquakes.



Hold: This action helps clear the hallways and common areas. This may not be needed at sites. Most commonly used if halls need to be cleared for a medical emergency.

If an emergency should occur during school hours, RCSD will send out ongoing and timely information to parents/guardians.

- Parents/guardians should not call the school. The telephone lines must be open for emergency calls.
- Parents/guardians should also not immediately drive to the school. Access to the school would be for emergency personnel only.
- RCSD will provide parents/guardians with clear directions about an incident and unification as accurate information is available.

CLOSED CAMPUS

Chilton Middle School is a closed campus. All gates will be closed at 8:05 am and opened at 2:16 pm (12:55 on Wednesdays). All students, parents, guardians, and visitors must enter through the front door of the administration building. **Students leaving campus without permission after arriving on campus will be subject to disciplinary action.** Parents/guardians and visitors must sign in at the front office and wear a visitor's badge (Penal Code 627.6). Parents/guardians and/or past students wishing to visit classrooms/teachers must pre-arrange the visit with the teacher/principal.

COMMUTTING TO SCHOOL

As students commute to and from campus, it is important that they are respectful to the surrounding neighborhood. This includes using the correct sides of the walking paths/bike lanes and all streets. It is critical that students do not hang out in these areas ,as it may impede the others who are using these pathways. It is also critical that students follow the directions of staff and City or Roseville employees for traffic direction and overall safety.

ANIMALS ON CAMPUS

For the safety of our students and staff and the protection of our school grounds, dogs and other animals are not allowed at school unless prior approval has been given by the principal.

FOOD & OTHER ITEM DROP OFF

Chilton Middle School does not accept items or food delivery to students. This includes school supplies. Please remind students to bring their Chromebook, charger, water bottle, lunch, and all necessary items to school each day.

As a reminder, breakfast & lunches will be offered for free again this year, so any forgotten food items can be supplemented by cafeteria offerings. Monthly RCSD breakfast and lunch menus can be found at rcsdk8.org/nutrition-services.

BIRTHDAYS & OTHER HOLIDAYS

Students cannot bring balloons, stuffed animals, cupcakes, or other items that can be a distraction to the learning process to school. Please leave these items at home.

BOOKS, SUPPLIES, & CHROMEBOOKS

It is each student's responsibility to keep the textbooks, library books, and school-issued items (Chromebook/charger/lock/etc.) in good condition and not to lose them. Students should write their names in ink on the front cover of consumable textbooks. Students should show their librarian any significant damage before checking out a textbook. It is recommended to cover all hardbound textbooks.

Students should not loan their textbooks to other students. **If your child has lost or damaged school-issued items or caused vandalism to school property, parents/guardians are held responsible for the restitution of the lost or damaged items.**

DISTRICT-ISSUED MOBILE DEVICES

Students are issued a mobile device (i.e. Chromebook) during the first few weeks of school for educational use. Students enrolled in middle school are expected to bring their District-issued mobile devices to and from school fully charged daily.

As with any borrowed school property (library book, music, or sports equipment), a mobile device checked out to the student is the responsibility of the legal parent/guardians and the student to ensure the safety and security of the device. Our goal is to provide an authentic, engaging, and innovative learning environment.

Please carefully review the Responsible Use and Care Guidelines listed below.

1. I received and agreed to the Student Acceptable Technology Use Agreement - BP 6163.4(a) during registration, and available for review from www.rcsdk8.org, under Technology Services, here.
2. I will use my device(s) appropriately, in educational ways, and meet Roseville City School District expectations.
3. I will not add any identification to the device(s) (including stickers, labels, drawings, or other marks).
4. The device(s) must never be left visible in a car or any unsupervised area unattended.
5. The device(s) is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused in any way.
6. The device(s) should not be used in or near proximity of water, household chemicals, or other liquids.
7. The device(s) should be protected from the environment to prevent damage.
8. Pencils, pen tips, and other pointed objects should never be used on the screen.
9. I will only use a clean, dry, soft cloth to clean the device(s), no cleansers or liquids of any type will be used.
10. I will return my device(s) upon request by the Roseville City School District Administration.

Students should not loan their District-issued mobile device or power supply to other students. The student may be asked to reimburse the school for any lost, stolen, or damaged District-issued mobile devices and/or power supplies.

Middle school students will check back in their Chromebook before the end of the school year.

Please refer to the Annual Family Notice for the Student Mobile Device Loaner Agreement.

FINES

Students who owe money to the school for lost or damaged textbooks, Chromebooks, and/or library books may have their report cards held or lose other school privileges until the fines are cleared.

NON-SCHOOL FUNDRAISERS

Students MAY NOT sell or trade any items on campus that are not officially school-sponsored activities.

STUDENT IDENTIFICATION CARD

Student I.D. cards are required at all times while on campus. The cost to replace a lost I.D. card (or bus pass) is $5.00. Students need to have their ID cards with them at all times. ID cards will be given to students on picture day. Students are expected to have the ID out for school breakfast/lunch. Students with their ID out and ready during lunch/breakfast receive priority in the line. Students without their ID will still be able to receive school breakfast and lunch.

PERSONAL TECHNOLOGY

- ➔ No use of personal mobile devices (phones, smart watches, tablets, airpods, etc.) from when the gates open for students to enter campus at 7:45am until the dismissal bell rings. Please see Board Policy 5131.8: Mobile Communication Devices for more information.
- ➔ District-issued Chromebooks are available to utilize for school-related activities.
- ➔ Students who need to call home may use phones located in the administrative office.

Devices are to be turned off and placed in students' backpacks during class hours, from the time they enter campus until the end of the school day.

MEDICATION

District Policy 6052(e) requires that Parent/Guardian and Physician Request forms must be submitted in order that school personnel may administer medication during school hours. A student may not carry any medication on their person or have it in their P.E. locker. The labeled medication will be kept in the Nurse's office. Medications, both prescription and over-the-counter, can only be given if there are written instructions from a health care provider and written permission from the parent/guardian.

Self-Carry Medications:

Some medications (e.g., inhalers for asthma) may be carried by the student if indicated by the student's physician on the RCSD medication form and cleared by the school nurse.

PROHIBITED AND/OR INAPPROPRIATE ITEMS

The following items are prohibited at school: Laser pointers, permanent markers, water/water bead guns, pepper spray, weapons, firearms, smoke or stink bombs, matches, lighters, knives, fireworks, and other items that disrupt the learning environment or are unsafe at school.

It is not possible to list every item that is inappropriate; therefore, common sense should be used.

Any type of toys or collectables that students bring on campus that become a distraction to the learning process may become a prohibited item on campus.

Costumes are not allowed on campus outside of spirit weeks and/or for school projects with permission from a staff member.

Administration reserves the right to decide the appropriateness of all items.

ACADEMICS

Chilton Middle School is committed to creating a culture where every student is supported in reaching their full academic potential. Our academic program consists of a six-period day. Every student will be enrolled in the following classes: Language Arts, Mathematics, Science, History, Physical Education, and an elective.

Suggestions for Student Success (for Parents/Guardians & Students):

- ➔ Help your student organize their binders, folders, and backpack weekly.
- ➔ Review your student's planner daily
- ➔ Talk to your student about their studies and extracurricular activities.
- ➔ Provide a quiet place without distractions for your student to complete their homework and study.
- ➔ Keep an open line of communication with your student's teachers (e-mail, school and teacher websites, phone call, ParentSquare, etc.). Contact teachers with academic and behavior concerns as soon as possible.
- ➔ Have your parents/guardians join the Chilton PTC (Parent Teacher Club)
    - ◆ Link on school website: https://chilton.rcsdk8.org/parent-teacher-club
- ➔ Attend Back to School Night and other school-sponsored events
- ➔ Encourage your student to get involved in the wide array of extra and co-curricular activities offered at Chilton.
- ➔ Review this handbook with your child.
- ➔ Read all communications that are sent home.
- ➔ Use the online grade program (OTUS) to check grades and any assignment information.
- ➔ Use PowerSchool to monitor attendance/tardies and any assignment information.
    - ◆ Please review the Parent Resources through the RCSD district website for information about how to use these systems, link below: https://support.rcsdk8.org/hc/en-us/categories/6037743853595-Parent-Resources

Report cards will be issued to the student the week following the end of each trimester. Student grades can be checked any time online.

FLEX

Because students learn at different rates and in different ways, FLEX is a dedicated 30-minute instructional period that provides targeted instruction, intervention, and enrichment based on students' current learning needs. By regularly monitoring student progress, teachers can adjust FLEX placements throughout the year to ensure every student receives the right support at the right time.

FLEX meets on Mondays, Tuesdays, Thursdays, and Fridays and operates on a two-week rotation. Students who need targeted academic support are assigned to intervention sessions based on current learning needs, while students not participating in an intervention select an enrichment

option through FlexiSCHED. Enrichment sign-ups take place during FLEX the week before each new cycle, allowing students to choose a different enrichment opportunity every two weeks.

GRADING: A-F PERCENTAGE SCALE SCORES

A+	97-100	B	83-86	C-	70-72	F	Below 60
A	93-96	B-	80-82	D+	67-69		
A-	90-92	C+	77-79	D	63-66		
B+	87-89	C	73-76	D-	60-62		

Academic proficiency is reported using an A–F grading scale based on percentage ranges above. Final class grades are determined by total points earned each trimester, with Summative assessments weighted at 90% and Formative assessments weighted at 10%. Formative assessments may include homework, classwork, and other assignments.

LEARNING BEHAVIORS

We believe learning behaviors are important and should be reported separately. Students are graded on three behaviors: Citizenship, Engagement, Responsibility. Students receive scores of Outstanding, Satisfactory, Unsatisfactory. This is reported halfway through and at the end of each trimester.
RCSD Learning Behavior Rubric

PROGRESS REPORTS/REPORT CARDS

All RCSD students will receive a report card the week after the trimester ends. Teachers will inform parents of their child's progress in elementary school through student work samples, assessment results, and parent/teacher conferences.

HOMEWORK POLICY

Homework is important to student learning at Chilton Middle School. The purpose of this homework plan is to guide teachers, parents/guardians and students in ensuring that homework is meaningful and supports the learning experience for all students.

DEFINITION

Homework is the independent practice aligned to current standards, designed to support learning, and provide feedback—not measure mastery. Students earn credit based on consistent effort and completion. Homework is any activity or assignment that cannot be completed in class by most students or assigned to be performed outside the classroom. Examples include practicing skills learned in class, reading, studying, projects, or completion of assignments.

GUIDELINES FOR HOMEWORK

- ➔ Activities or assignments that students can complete independently. Carefully constructed as to be completed within a reasonable time allotment, with minimal adult help.
- ➔ Connected to grade level or subject matter curriculum.
- ➔ Connected to class instruction.
- ➔ Engaging, purposeful, and relevant.
- ➔ Consideration shall be given to quality over quantity.

TEACHER GUIDELINES

- ➔ Review, discuss, and return homework in a timely manner if collected.
- ➔ Whenever possible, communicate and coordinate assignments.
- ➔ Teach techniques that can help students allocate their time wisely, meet deadlines, and develop personal study habits. Use of the planner is one method.
- ➔ Identify the access that students will have to materials for projects and other homework assignments – taking into account affordability, resource materials from the library media center, and technology resources.
- ➔ Communicate with parents/guardians to inform them about homework expectations, policies, and procedures.
- ➔ Communicate ways in which parents/guardians can best assist their children in doing homework independently.
- ➔ Communicate with parents/guardians at the earliest possible opportunity once the student has demonstrated a consistent inability to complete homework.

PARENT/GUARDIAN GUIDELINES

- ➔ Provide a quiet space and basic materials for homework completion.
- ➔ Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
- ➔ Monitor time management and productivity.
- ➔ Review school-provided materials (student planner, class handouts, and/or online resources).
- ➔ Communicate with teachers at the earliest possible opportunity once the child has demonstrated a consistent inability to complete homework. If necessary, parents/guardians shall attempt to reach an accommodation with their child's teachers regarding homework.
- ➔ Contact the counselor, assistant principal, and then the principal if a solution cannot be reached with a teacher regarding homework.

STUDENT GUIDELINES

- ➔ Complete homework as assigned.
- ➔ Record homework in your planner when assigned in class by the teacher.
- ➔ Seek clarification from teachers when unclear about homework.
- ➔ Use class time provided for completing classwork and/or starting homework.
- ➔ Seek assistance from teachers when demonstrating an inability to complete homework.

EXTRA CREDIT

No extra credit will be offered. Students may improve grades only through reassessment, revision, or completion of required assignments.

LATE WORK

Assignments are expected by the due date. Late work may be submitted per teacher discretion within a defined window (e.g., two weeks or end of unit) for full or partial credit. Students with missing work will receive structured support.

MAKE UP WORK

- ➔ Students are expected to make up ALL work missed while absent from school.
- ➔ Students and parents/guardians are responsible for checking the student planner, class website, and the school online gradebook for missing assignments and due dates.
- ➔ Parents/guardians can communicate with teachers via email/voicemail/ParentSquare for questions or concerns regarding make-up assessments, assignments, and homework.
- ➔ For **EVERY ONE DAY** of excused absence, students get **ONE DAY** to make up any missing work, including assessments, assignments, and homework.
- ➔ Students with multiple unexcused absences are responsible for coordinating with the teacher to make up any missed instruction. Teacher time for re-teaching is limited to the openness of the teacher's schedule.

Students who do not turn in assignments or miss assessments or assignments may be required to attend **AFTER SCHOOL STUDY HALL** from 2:20 – 3:20. Study Hall may be assigned by their teacher and/or administration.

MISSING WORK

When evidence is insufficient to determine understanding of content, assignments are marked as ***missing***, and the point total is zero. Students are provided structured opportunities to complete the work or demonstrate understanding through reassessment, revision, or alternative evidence. In the Summative (90%) portion of the gradebook: if the work has not been completed within the assigned time period, the teacher will update the grade from a ***missing*** to the point total that equals 50% (Ex: 10/20). If a student receives less than 50% on a summative assessment/assignment, they should have multiple opportunities to improve the work. If they do not improve the work, the overall point total is equal to 50% of the total points of the assessment/assignment. Formative (10%) portion of the gradebook: zeros may be assigned. Homework feedback is provided based on effort and completion, not proficiency.

ACADEMIC HONESTY POLICY

Academic honesty is a set of values and skills that promote integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure,

culture, parental expectations, role modeling, and taught skills. This policy is developed in accordance with Chilton's high expectations and philosophy of being safe, responsible, and respectful.

Academically Honest Students DO:

- ➔ Their own work
- ➔ Acknowledge receiving help from parents/guardians, other students, and friends
- ➔ Cite information from books, magazines, journals, the Internet, and other sources
- ➔ Cite reference materials in a bibliography and follow standard citation format
- ➔ Quote or paraphrase the data and conclusions of others while avoiding plagiarism
- ➔ Know what constitutes cheating and abide by the rules
- ➔ Notify school officials of any incidents of cheating
- ➔ Follow all exam/assessment rules
- ➔ Use technology appropriately per teacher/school/district policy

Academically Honest Students DO NOT:

- ➔ Use notes or other tools during a test or on assignments without authorization
- ➔ Copy from another student (assessments/tests, homework, projects, etc.)
- ➔ Turn in work as their own that has been copied, partially or fully, from another source, another student, or substantial work done by parent/guardian/sibling
- ➔ Do work for another student
- ➔ Give another student their work to copy and/or to use for assistance
- ➔ Communicate with other students during an test/assessment
- ➔ Misquote and/or misrepresent the words of others
- ➔ Use AI to complete assignments
- ➔ **Plagiarize/Plagiarism – to use without proper citation or to pass off as one's own ideas, or writings**

Consequences determined by teachers and/or administration:

Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules. In addition, students will be required to redo the assessment honestly. Consequences may include, but are not limited to

- ➔ Parental notification/conference
- ➔ Redo assignment
- ➔ Alternative assignment
- ➔ Be excluded or removed from leadership roles and/or enrollment in privileged activities
- ➔ Other consequences to be determined by staff

ATHLETICS & EXTRACURRICULAR ACTIVITIES

In order to try out or participate in athletics and cheerleading, students must **follow all rules set forth in the Athletic Handbook**.

Additionally, students must meet the following criteria to participate in school-sponsored athletics and/or extracurricular activities (including assemblies, dances, clubs, non-academic field trips, etc.)

- Maintain a minimum GPA of 2.0
    - GPA will be calculated at the end of each trimester and will include all classes. Site administration will determine student eligibility and notify families of any ineligibility, including information about the appeals process.
- Meet school-wide learning behavior and behavior expectations as outlined in the school handbook.
    - The athletic director, club advisor, or principal designee shall validate if the student is meeting school-wide behavior and learning behavior expectations.
- **Students must be in attendance at school on the day of an activity in order to attend or participate (4 or more periods).** Please reference the Chilton Athletic Handbook for more information.
- ***For extracurricular activities only***, students must have all outstanding books, locks, repair invoices, and other obligations cleared.

If students do not meet the above criteria for participation in any athletic and/or extracurricular activities, the student has the right to appeal the decision to the site administration.

SPORTS OFFERED

6th, 7th, or 8th graders may participate in the sports listed below (6th graders may only participate in Track and Field, Cross Country, and Cheerleading).

Note: Any student/athlete cannot play, practice and/or attend a practice for another team (AAU, church, club, etc.) while attending practice for their school in the same sport at the same time, including cheerleading (CIF Rule 600, Article 6, page 33.)

Fall Sports:	**Winter Sports:**	**Spring Sports:**	**Aug - Dec Sports:**
Boys Flag Football	Boys Basketball	Track and Field	Cheerleading
Girls Volleyball	Girls Basketball	Boys Volleyball	
Cross Country	Wrestling	Girls Flag Football	

We are asking for a **$60.00 donation** per athlete per sport to help offset costs (Note: the donation is not required for participation in a sport).

Students involved in sports are not excused from detention or teacher/class obligations because of practice or an athletic event.

PHYSICAL EDUCATION PROGRAM

The California Education Code states that all students shall participate in Physical Education unless possessing a certified medical excuse from their physician.

Students must dress for P.E. class. Our P.E. uniform is a solid color gray shirt and solid color navy shorts. P.E. clothes may be purchased through the physical education department. All P.E. clothing needs to be marked with the student's name. Loaner P.E. clothes are available to students on an as-needed basis.

Prices of Chilton P.E. Clothes

- ➔ Shirts $15.00
- ➔ Shorts $15.00
- ➔ P.E. lock replacement cost: $10.00

PE department teachers will let families know when the PE uniforms will be available.
Please visit the Chilton online store to purchase- https://chiltonms.myschoolcentral.com/

PARENT TEACHER CLUB

Chilton Middle School appreciates our active Parent Teacher Club and its generous support of our staff and students. **We need you!** Please watch for opportunities to help our school in this important way. Link to join on the school website: https://chilton.rcsdk8.org/parent-teacher-club

SCHOOL COUNSELING PROGRAM

School counselors at Chilton develop and deliver comprehensive school counseling programs supporting and promoting student achievement and standardizing the measurement of program effectiveness.

These programs include a systematic and planned program delivery involving all students and enhancing the learning process. School Counselors focus on improving student achievement and supporting student development through three domains: academic, career, and social-emotional. All students have access to the school counselor.

Students, parents/guardians, teachers, and staff can submit referrals for additional and specific counseling services.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

BEHAVIOR AND DISCIPLINE POLICY

The Roseville City School District utilizes the Positive Behavior Intervention and Supports (PBIS) framework to ensure children have clear expectations for behavior and are acknowledged for positive choices. Each school site, including Chilton Middle School, implements unique school-wide rules and positive reinforcement systems taught to all students. These expectations are in effect while on campus, during all school and PTC-sponsored activities, and on school buses.

At Chilton Middle School, we have adopted this proactive, school-wide approach to ensure all students are Safe, Responsible, and Respectful at all times. All staff, students, and parents/guardians work together to uphold these standards, with expectation matrices posted in classrooms and common areas throughout campus. All students are explicitly taught these schoolwide expectations on how to be Safe, Responsible, and Respectful.

Behavior is managed by all school staff, including meal duty supervisors, teachers, and administrators. Staff may provide appropriate consequences for behavior violations. More serious behavior errors will be referred to the office, where the student will conference with an administrator. If your child is sent to the office for a serious behavioral concern, you will be notified promptly by a school administrator via phone call or email. By following Chilton's PBIS Behavior Model and working hard to incorporate these habits, students will learn to excel in their goals and succeed during this important stage of their educational careers.

PBIS ACKNOWLEDGMENT SYSTEM

To support our PBIS (Positive Behavioral Interventions and Supports) Program, we reward students who demonstrate Safe, Responsible, and Respectful behavior with positive encouragement and motivational rewards. These may include "**Bobcat Bucks**" to be used in drawings for prizes, certificates for excellent behavior and academics, as well as special activities for students who show exemplary traits of a successful middle school student.

PBIS BEHAVIOR SUPPORT AND CONSEQUENCES

To support our PBIS (Positive Behavioral Interventions and Supports) Program, it is sometimes necessary to further support students who do not demonstrate Safe, Responsible, and Respectful behavior with consequences.

These school consequences and other means of correction may include, and are not limited to:

- Conference
- Parent Contact/Meeting

- Behavior Contract
- Alternative Placement or Assignment
- Loss of Privilege
- Detention
- Suspension

Parents/guardians may also be asked to accompany students to school when further support is needed. PBIS includes monitoring student behavior through data, and this data will be used to determine positive school standing.

Administration reserves the right to decide the appropriateness of student consequences and to review and change the discipline policy procedures at any time to ensure a positive learning experience for all students.

DISCIPLINE REFERRALS

Chilton's PBIS behavior program tracks student behavior using a referral system that allows the administration team to survey individual and group behavior data to administer appropriate consequences and steps to improve student behavior and safety on campus:

Classroom Referrals

Chilton staff will administer classroom referrals for offenses that happen both in and out of the classroom. These referrals serve as warnings for students to change whatever behaviors or choices they make that are not following the PBIS behavior guidelines before their behaviors or choices escalate into a more severe discipline problem.

Office Referrals

Chilton staff will administer office referrals for offenses that happen both in and out of the classroom. These referrals are handled by school administration and warrant serious consequences and actions when a student displays behaviors or makes choices that seriously put others, themselves, or the learning process at risk.

Remember:
Be Safe - Be Responsible - Be Respectful