

CHILTON MIDDLE SCHOOL

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



Principal | Mr. Ancker
Assistant Principal | Mr. Brear
Assistant Principal | Mrs. Petersen

This handbook belongs to:

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 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.
- Build student independence and positive peer relationships through a focus on our nine core values.
- Foster an environment in which students and staff are safe, responsible and respectful.

Chilton Middle School 2024-25 Motto

Dream, Plan, Achieve and Always Be KIND.

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

Monday/Tuesday & Thursday/Friday								
7th Grade			8th Grade			6th Grade		
1	8:05 - 9:02	57	1	8:05 - 9:02	57	1	8:05 - 9:02	57
2	9:05 - 9:58	53	2	9:05 - 9:58	53	2	9:05 - 9:58	53
3	10:01 - 10:54	53	3	10:01 - 10:54	53	3	10:01 - 10:54	53
7th Lunch	10:54 - 11:27		4	10:57 - 11:50	53	4	10:57 - 11:50	53
4	11:31 - 12:24	53	8th Lunch	11:50 - 12:23		5	11:53 - 12:46	53
5	12:27 - 1:20	53	5	12:27 - 1:20	53	6th Lunch	12:46 - 1:19	
6	1:23 - 2:16	53	6	1:23 - 2:16	53	6	1:23 - 2:16	53
		338			338			338

Wednesday PLC Minimum Day								
7th Grade			8th Grade			6th Grade		
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
		257			257			257

RCSD Handbook - District Information

PowerSchool Contact Information

It is essential for families to keep up-to-date phone numbers, address information, and emergency contacts. If you need to change your information, please contact your school site so PowerSchool information remains current.

Attendance

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.

Students must attend school daily and remain in school the entire instructional day. Absences are only excused for health reasons, attendance at an immediate family member’s funeral (one day in California and three days out of state or country), court appearances, or religious holidays.

Students must arrive at school on time. Please check your child’s arrival time and help them to be at school on time. Students must check in at the office before class if they arrive after the official start time.

When to Stay Home

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

Return After 24-Hours	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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.

Reporting an Absence

If your child is absent, you must call the attendance line (on your school site’s website) or notify office personnel of the absence and the reason for the absence. If a student is absent 11 days or more for illness in a school year, further absences must be verified by a physician. Excessive unexcused

absences will be reported to the Student Attendance Review Board. Per district practice, you will be notified via Truancy letters if excess absences occur.

Leaving Early

Students may not leave the school grounds alone during school. If you need to pick up your child during the school day, you must check your child out through the office. Parents/guardians picking students up will be asked to show a photo identification and checked against names identified as students' emergency contacts. A parent/guardian note should be sent to the school informing the office that the student will leave before the end of the school day. The student's classroom will be contacted, and the student will come to the school office to meet the parent/guardian.

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.*

[Short-Term Independent Study Request Form \(English\)](#)

[Short-Term Independent Study Request Form \(Spanish\)](#)

Medications

Students may not have medications (including over-the-counter medications such as Tylenol and cough drops) in their possession on school grounds or during any school-sponsored event unless indicated by the student's physician on the RCSD medication form (please see information below). District policy requires that medications must be stored in the school office and that both parent/guardian and physician sign a form specifying dosage and administration time. Forms are available on the [website](#) or in the office. Trained staff members will administer or supervise medication administration.

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.

Behavior and Discipline Policy

We follow the Positive Behavior Intervention and Supports (PBIS) framework in Roseville City School District. Children need to have clear expectations for their behavior and be acknowledged for their positive behavior. Each school site has a set of unique school-wide rules and positive reinforcement systems that are explicitly taught to all students. Expectations for the rules are defined on all areas of the campus and are in effect while on campus, during all school and PTC-sponsored activities, and on school buses.

When students violate the expectations, behavior is managed by all school staff, including meal duty supervisors, teachers, and administrators. Staff may provide appropriate consequences. More serious behavior errors will be referred to the office, and the student will conference with an administrator. If a more serious behavior occurs and your child is sent to the office, you will be notified by a school administrator promptly with either a phone call or email.

Discrimination & Sexual Harassment

Our district has strict policies against harassment, discrimination, and sexual harassment. Teachers will discuss these policies and reporting procedures with their students in an age-appropriate way. All harassment reports will be evaluated for Title IX violations if appropriate. If sexual harassment is found following an investigation, the [Title IX Coordinator](#) or designee, in consultation with the Coordinator, shall promptly stop the sexual harassment, prevent a recurrence, implement remedies, and address any continuing effects.

Bullying

Roseville City School District promotes a safe environment for all children and staff. Bullying is recognized as targeted behaviors that are ongoing and pervasive after being reported. Issues of reported bullying will be dealt with immediately to support student and staff safety.

The Board of Education recognizes the harmful effects of bullying on student well-being, learning, and attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

Dress Code

Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. All Roseville City School District schools are responsible for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. 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 creates 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.

Textbooks

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. The student must pay for all lost or damaged textbooks.

District-Issued Mobile Devices (i.e., Laptops, Chromebooks, Tablets)

Students are issued a mobile device (i.e., Laptop, Chromebook, Tablet) during the first few weeks of school for educational use. District-issued mobile devices for elementary students will remain in the classroom; 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.

Student Acceptable Technology Use Agreement

The Roseville City School District recognizes the significance of technology, such as the internet and digital devices, in supporting instructional programs and enhancing student learning. Access to these resources and information is an educational opportunity requiring responsible and appropriate use.

The safe and proper use of network and internet services is a vital aspect of this responsibility under the terms and conditions outlined in the: [Student Acceptable Technology Use Agreement \(BP 6163.4\(E\)\)](#).

Student accounts will not be accessible from 11:00 pm to 5:00 am daily.

Personal Technology

Students in TK-8 may not use cell phones, smartphones, smartwatches, or other mobile communication devices once they have entered campus for the instructional day. Devices must be turned off and placed out of sight during the school day. Students who need to call a parent/guardian may use phones located in the administrative office. Students in grades 6-8 may resume the use of their mobile communication devices after the last period of the day and during after-school extracurricular and sporting activities.

Please see Board Policy 5131.8: Mobile Communication Devices for more information.

Personal Items

Middle School

Please refer to the site-specific personal items policy.

Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) is an initiative that enables staff and students of the Roseville City School District to bring their own device from home to enhance their educational experience. This initiative allows for more of our staff and students in the district to have a device to use during classroom instruction. One of the benefits of BYOD is that students are already familiar and comfortable using their own devices. This familiarity allows for maximum learning in the classroom, without having to learn how to use a device.

Please click the link below for additional information on the BYOD initiative:

[Bring Your Own Device \(BYOD\) Initiative](#)

Library

All students are encouraged to check out and take home books from the school library. Students in elementary school have a designated library time which occurs weekly or bi-weekly. Students will be required to pay for lost or damaged materials. Library check-out privileges may be withheld pending the return/replacement of lost or damaged library books and classroom materials.

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.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork. All visitors who enter the school intending to travel beyond the main office, or stay for a meeting in the office, etc., will be issued a badge and screened. The visitor badges must be returned to the office after the visit.

It is important to note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered, nor is the system connected to any other system, such as the Department of Motor Vehicles. Therefore any additional information connected to the visitor's driver's license is not part of the system and is not accessible to any users.

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.

Volunteers

The Board of Education recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the relationships between the district's schools and the community. The Board encourages parents/guardians and other community members to share their time, knowledge, and abilities with students.

There are two categories of volunteers in RCSD.

Category One - Attendance at a class or school event, lunch visit on a limited basis, classroom presenters, clerical volunteer, high school student in a sponsored program, and participation in a school project.

Volunteers in this category must complete the [form](#) on the RCSD website and submit it to the school site before volunteering.

Category Two - Regularly scheduled classroom support, field trip chaperone, and club sponsor/supervisor.

Volunteers in this category must complete this [volunteer form](#) and submit current TB clearance to the school site. Fingerprints must be cleared through the District Office. Volunteers may participate when notified that the TB and fingerprints have cleared.

Volunteers are responsible for the cost of fingerprinting.

The Roseville City School District does not want the expense of fingerprinting to be a barrier for you to participate in your child's education. If financial assistance is needed to cover the cost of fingerprinting, you may obtain an application for Volunteer Fingerprint Assistance from your local school site to submit to the District Office for consideration. You must make an appointment with Personnel Services to verify financial eligibility. Applicants must have a TB clearance and be eligible for the free and reduced meal program to be considered for financial support.

Emergency Guidelines/Drills

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.

Universal Breakfast and Lunch

California has implemented a Universal Meals Program for students. This program allows RCSD to provide free breakfast and lunch each school day to any student who requests them, regardless of their free or reduced-price meal eligibility. You can find monthly RCSD breakfast and lunch menus at rcsdk8.org/nutrition-services.

Family-School Partnership/Parent Conferences/Parent Involvement

In RCSD, we value a solid family-school partnership. The school will keep families up-to-date on information, news, and school events. Families are welcome to volunteer and help at school events through multiple avenues, such as PTC committees, supporting classrooms, English Language Advisory Committee, and Site Council.

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. In middle school, parents can check grades through the online grading system.

Elementary- Parent-Teacher Conferences

At the end of the first trimester, the parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss their student's progress. Standards-Based Report Cards will be given to parents/guardians at this time. At the end of the second and third trimesters, report cards are sent home or emailed to each student. Individual conferences may be arranged by the parent/guardian or teacher, as desired. Parents are invited to request conferences at any time to discuss the progress of their child/children. Please contact your child's teacher to schedule a conference.

RCSD Middle School Grading Practices

Descriptions for The Middle School Learning Levels

In the RCSD grading system, each learning level has a clear definition and clear performance criteria. The four levels are **Beginning, Approaching, Proficient, and Mastery**.

Beginning (1-2)	Approaching (3-4)	Proficient (5-6)	Mastery (7-8)
The student may demonstrate a few elements of the standard. The student may need extensive prompting, scaffolding, or support.	The student can demonstrate some elements of the standard. The student may need prompting, scaffolding, or support.	The student can demonstrate that the standard is met to a sufficient level of consistency, depth, or precision.	The student can demonstrate that the standard is met to a greater level of consistency, depth, precision, or originality. Errors and/or mistakes do

Errors and/or mistakes do impede demonstration of meeting the standard(s).	Errors and/or mistakes may impede demonstration of meeting the standard(s).	Errors and/or mistakes do not impede demonstration of meeting the standard(s).	not impede demonstration of meeting the standard(s).
Standard Not Met		Standard Met	

The four levels allow teachers to provide clarity about a learning target and the criteria to reach each level. Students can then both self-assess and get specific teacher feedback on areas of strength or areas for growth to improve learning. The goal is for all students to reach **Standard Met** (Rubric Score 5, 6, 7, 8). Each subject has an overall grade. The grade is determined by averaging the scores of the domains.

Middle School Learning Behaviors

We believe learning behaviors are important and should be reported separately. Students are graded on two behaviors: Engagement and Work Completion. Students receive scores of Rarely (R), Sometimes (S), or Consistently (C). This is reported halfway through and at the end of each trimester.

	Rarely (R)	Sometimes (S)	Consistently (C)
Engagement	Student rarely engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).	Student sometimes engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).	Student consistently engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).
Work Completion	Student rarely completes quality work in a timely manner.	Student sometimes completes quality work in a timely manner.	Student consistently completes quality work in a timely manner.

Formative/Summative

Formative assessments are used to understand where a student is in the learning progression and the next steps to improve learning. Summative scores are used to determine whether students have learned what they were expected to learn. Think of formative as practice and summative as performance.

Middle School Extracurricular Activity Eligibility Policy

Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students are expected not to have a total of four or more "Rarely" scores (Buljan, Chilton, Cooley) or five or more for IB Schools (Eich). Students are expected to meet school-wide behavior expectations 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. If students do not meet the above criteria for participation in extracurricular activities, the student has the right to appeal the decision to the site administration.

Chilton Specific Information

SCHOOL HOURS

Monday, Tuesday, Thursday, and Friday: 8:05 AM – 2:16 PM

Wednesday (Early Release 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 (15 minutes on Wednesdays after school).

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 15 minutes after the dismissal of school (**There is NO SUPERVISION after 2:31**).

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

DAILY BULLETIN

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

ATTENDANCE POLICIES

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 should contact the attendance secretary at 771-1870 for extended absences.

****Failure to verify absences may result in a recorded day of truancy.****

ACTIVITIES

Students who are absent from school (more than three 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.

TARDY POLICY

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

Multiple 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

PARENTS

Please send a note from the parent 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 daily arriving / release log.

Students may only leave school early with a person listed on their emergency card.

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. With over 1200 students, it is very difficult to find specific students during lunch.

STUDENTS

Bring the note to the office before school to receive an early dismissal pass. Students will give this pass to their teacher so they may leave class at the appropriate time.

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. Students must have a pass to come to the office during the school day.

ATTENDANCE LETTERS

Students with **THREE or more unexcused absences** 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 will receive a letter from school outlining State mandated attendance requirements. A combination of excessive excused and unexcused tardies/absences may also result in letters being sent home.

MAKE UP WORK

- Students are expected to make up ALL work missed while absent from school.
- Students/parents are responsible for checking the student planner, class website, and the school online gradebook for missing assignments and due dates.
- Parents can communicate with teachers via email/voicemail for questions or concerns regarding make up assessments (tests)/assignments.
- For **EVERY ONE DAY** of excused absence, students get **ONE DAY** to make up assessments (tests)/assignments.
- Students that have multiple unexcused absences are responsible for coordinating with the teacher for missed instruction. Teacher time for re-teaching is limited to openness of the teacher schedule.
- Students that do not turn in assignments, or miss assessments (tests)/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.

BACKPACKS

Backpacks, book bags, purses, and contents (including cell phones, Chromebooks and other electronic devices) are the responsibility of the student. The school accepts no responsibility for lost items, articles, or books. Keep your backpack with you at all times!

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, items not claimed 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 are to be parked **and locked** in one of the bike racks. 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.

CLOSED CAMPUS

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

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. 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.

BIRTHDAYS & OTHER HOLIDAYS

Regarding student birthdays – Please no balloons, stuffed animals, cupcakes, or other items that can be a distraction to the learning process.

BOOKS & SUPPLIES

It is each student's responsibility to keep the textbooks and/or library books in good condition and not to lose them. **If your child has lost or damaged a school or library book, a school lock, or caused vandalism to school property, parents/guardians are held responsible for the restitution of the lost or damaged items.**

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 any items on campus related to fundraisers 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 them within the first week or two of school.

PERSONAL TECHNOLOGY

- No use of personal mobile devices (phones, smart watches, tablets, airpods, etc.) from arrival to departure
- 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 in the students' backpack during class hours from the time they enter campus to the end of the school day.

PERSONAL ITEMS

Students should not bring items of value to school without the express consent of both parent and teacher. The school is not responsible for damaged, lost or stolen items. **Students bear the sole responsibility for personal items brought to school.**

MEDICATION

District Policy 6052(e) requires that Parent 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 his/her person or have it in his/her 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.

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.

Administration reserves the right to decide appropriateness of all items.

ACADEMICS

Chilton Middle School is committed to providing a high quality academic program that meets the needs of all students. 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 & Students)

A few helpful hints:

- Keep an open line of communication with your child's teachers (e-mails, school and teacher websites, phone call, etc.).
- Read the weekly blog for important information.
- Have your parents join the Chilton PTC (Parent Teacher Club), link is on website.
- 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.
- Talk to your child about his/her studies and extracurricular activities.
- Provide a quiet place without distractions for your son/daughter to complete his/her homework and studies.
- Review this handbook with your child.
- Read all communications that are sent home.
- Use the online grade program (OTUS) to check grades, attendance and any assignment information. Please contact the office for questions on how to use this system.
- Help your son/daughter organize his or her binder and backpack weekly.
- Contact teachers with academic and behavior concerns as soon as possible.
- Check the DAILY BULLETIN on the Chilton Website daily to stay informed of current events.

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

HOMEWORK POLICY

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

DEFINITION

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, if collected, homework in a timely manner.
- 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 to inform them about homework expectations, policies, and procedures.
- Communicate the extent to which homework influences the student's grade..
- Communicate ways in which parents can best assist their children in doing homework independently.
- Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.

PARENT 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 consistent inability to complete homework. If necessary, parents shall attempt to reach 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.

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:

- His/her own work
- Acknowledge receiving help from parents, 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 his/her own that has been copied, partially or fully, from another source, another student, or substantial work done by parent/sibling
- Do work for another student
- Give another student his/her own work to copy and/or to use for assistance
- Communicate with other students during an test/assessment
- Use language translators on his/her assignments without authorization
- 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:

Consequences may include but are not limited to

- Parental notification /conference
- Re-do assignment
- Alternative assignment
- Office referral or other consequence
- Be excluded or removed from leadership roles and/or enrollment in privileged classes/sports/clubs/etc.

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.**

Students must be in attendance at school on the day of an activity in order to attend or participate (3 or more periods). Please reference the Chilton Athletic Handbook for more information.

Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. **Students are expected to not have a total of four or more “Rarely” scores.**

Students are expected to meet school-wide 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.

If students do not meet the above criteria for participation in any 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.)

<u>Fall Sports:</u>	<u>Winter Sports:</u>	<u>Spring Sports:</u>	<u>Aug - Dec Sports:</u>
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 a 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. Girls' and boys' 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/>

ASSEMBLIES, DANCES, AND CLUB ACTIVITIES

To be eligible to attend school assemblies, dances, athletic events, or to participate in extracurricular club activities, a student must be in positive school standing. Students must:

- Attend school on the day of the activity.
- Not be suspended (including at school suspension).
- Have all outstanding books, locks, and other obligations cleared.
- Be in good standing with the school wide PBIS (positive behavior) program.

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.

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 toward 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, teachers, and staff can submit referrals for additional and specific counseling services.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Chilton Middle School has adopted Positive Behavioral Interventions and Supports (PBIS), a school-wide proactive positive approach to behavior. All students are explicitly taught school wide expectations. All staff, students, and parents work together to ensure that the students are safe, responsible, and respectful at all times. The matrix below is posted in all classrooms and common areas throughout the campus to ensure students are always aware of their expected behavior in each area of the school.

Schoolwide Expectation Grid

School Expectations			
Common Area	Be Safe	Be Responsible	Be Respectful
MultiPurpose Room	<ul style="list-style-type: none"> → Walk at all times → Sit while eating 	<ul style="list-style-type: none"> → Wait in line patiently → Eat at tables/ designated areas → Clean up after yourself 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions → Use garbage cans and recycling bins
Restrooms	<ul style="list-style-type: none"> → Keep water in sink → Wash hands → Put towels in garbage 	<ul style="list-style-type: none"> → Flush toilets → Wash hands → Put towels in garbage → Inform adults of vandalism 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions → Give people privacy → Respect property – yours and others
Library	<ul style="list-style-type: none"> → Keep hands and feet to self → Use chairs and tables appropriately 	<ul style="list-style-type: none"> → Return books to proper places → Push chair in → Take care of library property → Stay on task 	<ul style="list-style-type: none"> → Use kind words and actions → Use inside voices → Handle books with care → Follow Library Rules
Computer Lab	<ul style="list-style-type: none"> → Keep hands and feet to self → Use chairs and tables appropriately 	<ul style="list-style-type: none"> → Use Internet appropriately → Be responsible for computers and lab -- Use computers appropriately 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions → Use inside voices
Office	<ul style="list-style-type: none"> → Keep hands and feet to self → Use chairs and desks appropriately 	<ul style="list-style-type: none"> → Written pass obtained and visible → State your purpose politely → Use student door (by attendance) at all times 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions → Use an inside voice → Wait patiently and quietly

School Expectations			
Common Area	Be Safe	Be Responsible	Be Respectful
Parking Lot	<ul style="list-style-type: none"> → Walk at all times → Walk bikes, scooters, skateboards → Watch for cars → Use sidewalks at all times 	<ul style="list-style-type: none"> → Be aware of cars and traffic → Wear your helmet 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions →
Assemblies & Events	<ul style="list-style-type: none"> → Keep hands and feet to self → Stay seated → Wait for dismissal instructions 	<ul style="list-style-type: none"> → Focus on presentation → Sit quietly during presentation → Stay with your class → 	<ul style="list-style-type: none"> → Use appropriate language → Listen respectfully → Applaud at appropriate times → Use kind words and actions
Bike Racks	<ul style="list-style-type: none"> → Walk bikes and scooters 	<ul style="list-style-type: none"> → Lock your bike 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions → Respect others property
Blacktop	<ul style="list-style-type: none"> → Walk at all times → Keep hands and feet to self → Play games appropriately 	<ul style="list-style-type: none"> → Keep garbage picked up 	<ul style="list-style-type: none"> → Use appropriate language → Use kind words and actions →
Quad/Wings	<ul style="list-style-type: none"> → Walk at all times → Keep hands and feet to self 	<ul style="list-style-type: none"> → Have office/ bathroom pass visible during class hours → Use garbage cans after eating 	<ul style="list-style-type: none"> → Use appropriate language → Use kinds words and actions

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 may include, and are not limited to, School Detention, Alternative Learning Class (in school suspension), and Suspension.

Parents 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.

PBIS BEHAVIOR SUPPORT AND POSITIVE BEHAVIOR ACKNOWLEDGMENT

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.

By following Chilton’s PBIS Behavior Model and working hard to incorporate important habits that help build strong character, students at Chilton Middle School will learn to strive and excel at all of their goals and aspirations and be motivated middle school students that achieve and succeed during this very important stage of their educational careers.

Remember:

Be Safe - Be Responsible - Be Respectful

