Cabrillo Middle School
Student/Parent Handbook
2023 - 2024
WELCOME! It is our pleasure to welcome you to Cabrillo! The following information has been carefully prepared and presented so that it will be of great value in helping you to experience a successful school year. Please take the time to read it carefully.

VISION:
Cabrillo is a community of learners dedicated to creating a safe, caring environment that will produce students who are lifelong learners and contributing members of a democratic society.

We believe in the importance of…

- A strong academic environment where students take responsibility for their own learning and behavior
- A diverse community in which all students have equitable access to challenging curriculum
- Collaboration to support meaningful, relevant learning experiences
- An atmosphere of mutual respect that invites the participation of all members of the community, including students, staff, and parents.

EXPECTED SCHOOL WIDE LEARNING RESULTS

Students will be contributing citizens who:
- Demonstrate integrity, responsibility and perseverance as productive members of society
- Respect cultural, physical, economic, intellectual, age, sexual, and gender diversity
- Recognize the rules and processes that govern society
- Actively participate in the community
- Act as caretakers of the environment

Students will be effective communicators who:
- Speak with clarity of meaning and listen to understand
- Read and comprehend a variety of materials
- Convey information and ideas in written and visual form

Students will be informed, productive thinkers who:
- Use creative and critical thinking skills
- Use diverse strategies in solving problems, making decisions and evaluating results and applying them in real life situations.
**Students will be self-directed learners who:**

- Set priorities, plan and take action to accomplish goals
- Manage time and resources efficiently and independently
- Take on challenges and accept responsibility for making choices

**Students will be collaborative workers who:**

- Perform a variety of roles within a team
- Develop high quality products and services
- Evaluate effectiveness and apply results to improve performance

**Students will be information processors who:**

- Select a variety of resources, including technology, to research and access information
- Choose the most effective tools to organize, evaluate and apply information

## ATTENDANCE

The Compulsory Attendance Law states that all children ages 6 through 16 must be enrolled in a full-time educational program.

In order to be promoted from one grade level to the next, students need to be in attendance at least 90% of the days in which they are enrolled (tardiness to any class is included in this calculation). For the purpose of calculating attendance, three tardies of more than 30 minutes will equal one day of absence.

In addition, students with excessive tardies or unexcused absences may not be allowed to participate in field trips or other school events and may incur other school and district consequences. (See Truancy)

**Parents are responsible for their child’s regular attendance and punctuality.**

**Legally Excused Absences:**

- Personal illness (For COVID illness/symptoms please refer to the current SCUSD guidelines)
- An injury
- Quarantine
- Death in the family

**Justifiable personal reasons include:**

- Appearance in court
- Attendance at a funeral
- Observation of a religious holiday or ceremony of his/her religion
- Attendance at religious retreats (not to exceed 4 hours per semester)
- Participation in religious instruction or exercises (student shall attend at least a minimum school day), student shall be excused for this purpose on no more than 4 days per school month

You must verify your student’s absence within three days. Unverified absences will be coded unexcused on the third day. After office hours, Cabrillo Middle School provides Voice Mail on the main telephone line (423-3700, option #5) and a 24 hour Attendance Line at 423-3711. (Hablemos Español)

**Truancy:** During the school day, the Santa Clara Police Department may pick up students who are off campus without proper permission forms.

The Board of Education of the Santa Clara Unified School District recognizes the value of regular attendance in enabling students to profit from the school program and declares that habitual truants are willfully defying the valid authority of school administrators.

Truancy may lead to a School Attendance Review Board (SARB) hearing and possible expulsion. A student will not be recommended for expulsion unless other means of correction have failed to bring about proper conduct.

Referrals for unexcused absences will be addressed by the following actions: a telephone call or letter to parents informing them of district and school policy, a parent conference and disciplinary action. Disciplinary alternatives shall include, but are not limited to detention, Saturday School, suspension, expulsion or transfer to alternative programs.
Tardiness: Students are to be in their seats by start of their first class or they will be considered tardy. All students who are tardy must report to the Attendance Office for a late slip. The school will not excuse tardies based on oversleeping, missing a bus, traffic, family illness or inclement weather.

Each quarter students will be assigned consequences for tardies. Severe cases could result in suspension and/or referral to the School Attendance Review Board (SARB).

Leaving Campus: Cabrillo Middle School is a CLOSED CAMPUS during school hours. If it is necessary to leave campus during school hours, a student must be picked up at the office by a parent/guardian or person(s) designated on the student’s Emergency Card. A "Permit to Leave" will be issued. Students returning to campus need to check in at the Attendance Desk.

Classroom Visitations: Parents/guardians who wish to visit their child's classroom must report first to the office and receive a visitor's badge. They must also notify the teacher and the office in advance to make an appointment for the visitation. Otherwise, only guest speakers or individuals on official school business will be permitted to visit classrooms. Students may not invite friends to visit them at school.

Interruptions: We consider your child’s education to be our most important focus. To emphasize its importance, we want to minimize classroom interruptions.

EXCEPT IN EMERGENCY SITUATIONS, Parents are asked to refrain from attempting to deliver messages, PE clothes, Homework, cell phones, etc. to students via the office staff.

Report Cards: Report cards are issued to students at the end of each quarter. Grades of "incomplete" will become grades of "F" unless the work is satisfactorily completed within the next two weeks of the new grading period. If your student has an outstanding fee that you need support with, please contact the Cabrillo main office.

Honor Roll: Students who earn a GPA of:
3.0 or better will be on Honorable Mention
3.5 or better will be on the Honor Roll
4.0 or better will be on the Principal's List

Promotional Policy: Students must pass 75% of their classes in order to be promoted to the next grade level. This means that students can receive no more than six report card F’s.

Homework: Students are expected to complete homework to the best of their ability and in a timely manner. Grades and missing assignments may be accessed on-line.

Library: The library is open before and after school except for after school Wednesdays. Students may come to the library for reading, study, research and computer use. During school hours, students are admitted with a pass from their teacher. The library is open most lunches; but due to limited space, the library will close when it reaches capacity. Students who fail to use the library properly will be asked to leave.

Textbooks are issued to each student by the school, and remain school property. Textbooks must be handled with care and kept in a safe place while in the student’s possession. Students must pay for any lost or returned unusable books/textbooks checked out to them.

Students and parents are encouraged to review their student’s library account online regularly, to ensure accuracy.
Students should always follow the SCUSD technology use agreement both at school and when using district-issued Chromebooks at home.

Cabrillo Web Site: www.mycabrillo.com

- Library Catalog:
- Search for available books
- Review library account
- Renew books
- Subscription databases for research
- Information on class projects and links to useful sites
- Book reviews and recommendations

Physical Education: PE clothing is required; uniform preferred for all 7th and 8th grade students. The uniform can be purchased from the PE department at the beginning of the school year as well as throughout the year.

STUDENT ACTIVITIES

Activities: Assemblies, dances, lunch time contests, fundraisers, rallies and Spirit Days. Students may engage in fundraising activities on a voluntary basis; however, they are fully responsible for all sale items issued to them.

Student Leadership: The Student Leadership is a class through which the students will study techniques of leadership and organization. They will practice these techniques while providing service for the school at functions such as dances, lunch time contests, spirit days, charity drives and work in the student store.

Health Services: A Health Assistant is available to help with first aid and minor health problems. A school nurse is available to provide consultation to students, families and staff. Except in case of emergency, a pass is necessary to see the nurse and must be obtained from the teacher. The students may not use a cell phone to call home or text to be picked up until instructed to do so by the health office. A doctor's note must be signed in the Health Office in order to take medication at school.

(See Health Office insert for more information)

Insurance: If a student is injured at school, there is no insurance coverage for the injury. However, Student Accident Insurance is available on a voluntary basis. Applications are available in the Cabrillo office. All students in interscholastic athletics must be insured.

Meals: The school cafeteria is a vital part of the wellness program of the school. To encourage good nutrition, delicious well-balanced foods are offered for breakfast and lunch; free of cost to all students

- Any lunches being delivered to the school must be held in the office and not delivered directly to the student.
- Students must clean up their own trash and always strive to keep campus clean.
- Students may only eat in designated areas. Students may apply for free or reduced meals at any time throughout the year even though meals are currently free for students.

Telephones: The office telephone may be used during lunch or after school. For times other than those listed, the library, counseling office and individual classrooms are available for use.

The Teen Zone and Youth Activity Center also have phones for after school use.
Fees: All school purchases are payable by check, cash or money order. Checks should be made payable to “Cabrillo Middle School.” There will be a fee of $20.00 charged for returned checks.

Bicycles/Skateboards/Scooters, etc.: Students are responsible for the protection of their own bikes/scooters and other wheeled conveyances. There is a bike compound provided for this purpose. Skateboards/scooters carried around campus during the school day will be confiscated. The school is not responsible for the theft or vandalism of any student transportation device. Students bring these items to school at their own risk. Riding skateboards, scooters or bicycles on campus is strictly prohibited. Failure to adhere to these rules will result in school consequences.

The California Helmet Law is enforced by the Santa Clara Police Department; failure to adhere to this law may result in monetary consequences. (CA. VC21212a)

If a student becomes aware of any potentially dangerous and/or illegal situation regarding weapons, drugs, alcohol, fights, property damage, theft, etc., he/she is required to report it to a Cabrillo staff member.

The following is a list of general rules to guide student behavior at school. The list is not to be considered all-inclusive. Parents should promote cooperation and agreement between the home and school in an attempt to develop citizenship and high standards of behavior in our young adults.

1. REFUSAL TO OBEY SCHOOL AUTHORITY - DEFIANCE
Students are expected to follow the instruction of the teachers and staff. If a student disobeys any school employee either by action or word, he/she will be considered defiant and be assigned appropriate consequences. Severe defiance could result in suspension.

Enforcement of School Rules: For students, school rules will be enforced at all times, including, but not limited to:
- While on school grounds
- While going to or from school
- During, or while going to or from a school sponsored activity

Cabrillo Closed Campus Policy: The Cabrillo campus is closed at 3:15 P.M. on regular school days; 2:00 P.M. on early out days, to students not involved in school related activity. Students loitering on campus after the closing bell will be asked to go to the YAC, or call a parent for a ride.

Student Responsibilities:
- Students shall show courtesy and respect to all adults and fellow students at all times.
- Students shall obey general school rules and the classroom rules instituted by their teachers.
- Students shall show respect for school property and the personal property of others.

In addition to the following policies, students will also be asked to sign an honor code that focuses on positive citizenship, including academic honesty, community responsibility and respect of diversity.

Discipline Policy: For students, school rules will be enforced at all times, including, but not limited to:
- While on school grounds
- While going to or from school
- During, or while going to or from a school sponsored activity

The California Helmet Law is enforced by the Santa Clara Police Department; failure to adhere to this law may result in monetary consequences. (CA. VC21212a)
2. FIGHTING
Students are to use teachers, counselors, and administrators to discuss problems they are having with other students. A conflict management mediation forum is available through the Counseling Office for the constructive settling of disputes. If a fight occurs, all participants, including bystanders who provoke and encourage such behavior, will be subject to suspension. State law requires the principal to recommend a student's expulsion for causing serious physical injury to another person, except in self-defense.

3. DANGEROUS WEAPONS
State law requires the principal to recommend a student's expulsion for possession of any firearm, knife, explosive, or other dangerous object at school or at a school activity on or off school grounds.

4. THEFT
Students have the responsibility for taking care of their own possessions. Money should be kept in a safe place at all times. Students are discouraged from bringing large amounts of money or valuable items to school. However, theft is a serious violation of the law and will be handled by the school administration.

5. DRUGS AND ALCOHOL
Use or possession of any illegal substance at school or at any related school activity will be grounds for immediate suspension and possible disciplinary or administrative hearing.

6. POSSESSION OF TOBACCO AND SMOKING
Possession of products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, smokeless tobacco, snuff, vapor pens, cigarette lighters, matches or other smoking paraphernalia is punishable under the Educational Code 48900H & J. Students found in possession of these items will be suspended and can be cited by the police.

7. EXTORTION, BLACKMAIL
State law requires the principal to recommend a student's expulsion for robbery or extortion.

8. THREATS
Threats of personal injury upon other students or school personnel are strictly prohibited and will be dealt by the school administration.

9. GANGS
Gang related conduct/activities are strictly prohibited. This includes, but is not limited to, the following behavior: producing graffiti, wearing of apparel, displaying "colors," conducting hazing - such as rites of initiations, displaying hand signals, producing, displaying or advocating trademarks, accessory items or any other symbols or actions which would denote membership or affiliation with such a group.

10. GAMBLING
Any form of gambling will not be tolerated.

11. HANDS OFF POLICY
We have a “hands off” policy here at Cabrillo. Holding hands, hugging, and kissing are not appropriate on school premises. Inappropriate contact could result in disciplinary action.

12. PROFANITY
Students are not to use profanity or vulgar language.

13. VANDALISM
Damage to school property or the property of others will not be tolerated. Parents will be liable to pay for damages.

14. GIVING FALSE INFORMATION
Students are to properly identify themselves to all school employees. Students are not to forge notes nor falsify any information concerning school.

15. CHEATING
Students are responsible for their own learning. Cheating, including copying someone else’s work, plagiarism, etc., will not be tolerated. Students and parents will be required to sign the Cabrillo “Honor Code.”
16. LOITERING
Students must be in tutorial, On-Track, the YMCA, after school sports or other school sponsored activities to remain on campus after hours. Students also must be enrolled in the YAC (Youth Activity Center) or Teen Center to be part of their activities. All YAC and Teen Center activities occur inside their facilities. This means there is no loitering in front of the YAC, Teen Center or anywhere on the Cabrillo Campus. Violators of this policy will receive school and/or legal consequences. (California Penal Code 626.7a)

17. GUM AND SUNFLOWER SEEDS
Students are not to chew gum nor bring sunflower seeds to school.

18. SEXUAL HARASSMENT
Sexual harassment will not be tolerated. This means any unwelcome sexual advances, including but not limited to, requests for sexual favors, name calling, or comments about sexual preference. Also considered sexual harassment is any behavior of a sexual nature that is sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. (Ed Code 48900.2)

19. BULLYING
Any actions which make other people feel intimidated or afraid will not be tolerated. This includes bullying by physical, verbal, psychological, sexual and by means of an electronic act. Students are required to sign an “Anti-Bullying Pledge.”

20. HAZING
It is against the law for a student to engage in any hazing activity or threaten to engage in any activity that causes or is likely to cause, bodily harm or personal degradation to another student. Threats of canning or other forms of hazing should be immediately reported to the office. (Ed Code 32051)

21. PROHIBITED MATERIALS
The following are NOT permitted on the school campus or at any school activity:
- All weapons or devices that may be used to harm others, including replicas of such items
- Matches, lighters, firecrackers/fireworks
- All controlled substances such as tobacco, vapor pens, oil, drugs and alcohol
- Permanent markers (Sharpies), aerosol spray cans, paint and glue

22. ELECTRONIC DEVICES
- Students may turn on and use electronic devices ONLY before the first warning bell in the morning and after the final dismissal bell in the afternoon. In addition, they may only be used outside of the school buildings.

During all other times, all electronic devices and accessories must be turned off and put away.

- Cell phone violations are subject to the following:
  - First offense: Student Retrieval (after school)
  - Second offense: Parent Retrieval
  - Additional offenses: Parent Retrieval with Escalating School Consequences

  - No external sound from any device is allowed on campus, at any time.

  - School personnel are not responsible for lost, stolen or damaged devices.

  - Student chromebooks are used in class at the teacher’s discretion.

  - Santa Clara Unified School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of SCUSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege comes responsibility for the parent and for the student.
Student dress and/or appearance (including backpacks, binders, and other personal articles) shall be safe, neat, clean, and appropriate for school attendance.

Cabrillo Dress Code

All students are to wear appropriate attire to school every day. Students whose attire does not meet the dress code will be asked by a staff member to change into appropriate attire. Students without an extra pair of clothes to change into will be provided with loaner clothing.

Appropriate attire is defined as…

- Clothing that allows for full participation in classes
- Clothing that does not expose private body parts or undergarments.
- Clothing free of any and all references to drugs, alcohol, violence, or illicit behavior
- Clothing that is not meant to signal affiliation with an inappropriate or threatening group
- Clothing free of accessories that interfere with yourself or another student’s safety

*Students must wear appropriate clothing during Physical Education class. 7th and 8th graders will need to change into school- issued PE uniforms.

Discipline at Cabrillo Middle School will be administered in a manner that promotes positive student behavior change and the student learning appropriate behavior for the future. The following consequences may be applied when a student breaks one of the school or classroom rules. In addition to school consequences, police may be contacted for offenses that break the law, including, but not limited to, theft, fighting, weapons, and controlled substances. The following consequences appear in order of severity.

**Detention:** The office personnel or classroom teachers may assign students detention for inappropriate patterns of conduct, attendance, or tardiness.

**Saturday School Procedures:** Students are notified of their required attendance at Saturday School by written notice. If the student is unable to attend on the Saturday assigned, due to illness or serious emergency, the parent must phone the Vice Principal and the student will be required to serve the next two (2) days at the Alternate Placement Center (APC listed below).

**Stay Away Orders and Behavior Contracts:** Site administrators may choose an alternate discipline approach such as a stay away order for cases of bullying/harassment, or a behavior contract to ensure that the student does not repeat the behavior.
Suspension by Teacher: A teacher may suspend any pupil from class for the day of the suspension and the day following. The teacher shall immediately report the suspension to the office and send the student to the office for appropriate action. An attempt will be made by the teacher to contact the parents. The teacher will need to arrange a parent-teacher conference regarding the suspension. Upon request, a school counselor or administrator will attend the conference. The pupil will not be returned to the class from which he/she was suspended during the period of suspension without the concurrence of the teacher and the principal.

Administrative Suspension: All students are expected to observe accepted standards of our society. A student may be suspended if it is determined that he/she has committed any of the actions listed in Educational Code 48900 (see Santa Clara Unified School District Suspension and Expulsion Policy). A student serving suspension at home or at the A.P.C. will not be permitted on or near campus during the duration of the suspension.

When a student returns from a suspension, it is the responsibility of the student to find out what work has been missed and make it up within a reasonable amount of time or receive no credit for it.

Restorative Practices: Site admin may elect to handle a discipline matter through a restorative option in lieu of a suspension. This can be a practice such as a conflict mediation session, counseling, reflective writing, apology letter, or another method that the admin feels could create a positive behavior change for the student.

Expulsion: A student may be recommended for expulsion if it is determined that he/she has committed any of the actions listed in Educational Code

(See Santa Clara Unified School District Suspension and Expulsion Policy Ed Code 48900)

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<th>Google Log-In:</th>
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<tr>
<td>User Name: S(school ID number)@scusd.net</td>
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Nondiscrimination Statement

Santa Clara Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

- **Equity Compliance Officer**: Lise Strom, Title IX/Uniform Compliance Coordinator, 1840 Benton Street, Santa Clara, CA 95050, (408) 423-3509, title9@scusd.net;
- **Title IX Coordinator**: Title IX/Uniform Compliance Officer, 1840 Benton Street, Santa Clara, CA 95050, (408) 423-3509, title9@scusd.net and
- **Section 504 Coordinator**: Lissette Moore-Guerra, Student Services Coordinator, 1840 Benton Street, Santa Clara, CA 95050, (408) 423-3682, lmooreguerra@scusd.net.

Filing A Sexual Harassment Complaint

If you believe you have been discriminated against because of your sex, gender orientation, or gender expression, you may:

- Report an incident to a staff member or school administrator*, or District administrator, or
- Send an email to title9@scusd.net or call the Title IX Coordinator at 408/423-3509, or
- File a complaint by completing the form [en español aquí]. You may complete this form anonymously, but if you would like to make your complaint formal, you will need to provide your name and contact information, as indicated at the bottom of the form.

*If an employee receives a report of an incident or witnesses an incident, he/she/they must report this information to their school principal or the Title IX Coordinator within one (1) school day.

If a school principal receives a report of an incident, he/she/they shall, within two (2) school days, forward the report to the Title IX Coordinator to initiate investigation of the complaint.
Cabrillo Middle School Bell Schedules

TAPE BELL SCHEDULE HERE
CHARACTER  people of character

The qualities of a great man are “vision, integrity, courage, understanding, the power of articulation, and profundity of character.”

Good character requires doing the right thing even when it’s costly or risky.

“Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.”

“The function of education is to teach one to think intensively and critically; intelligence plus character—that is the goal of a true education.”

~PRESIDENT DWIGHT D. EISENHOWER

~MARTIN LUTHER KING, JR.
“We learned about honesty and integrity – that the truth matters... that you don’t take shortcuts or play by your own set of rules... and success doesn’t count unless you earn it fair and square.”

~MICHELLE OBAMA
A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

A healthy diet is one that emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk products; includes lean meats, poultry, fish, beans, eggs, and nuts; and is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

Daily recommendations vary depending on age, weight, calorie intake, and exercise patterns. The United States Department of Agriculture (USDA) has developed a website, ChooseMyPlate.gov, to help you figure out the foods and portions that are right for you.

**GRAINS**
Make half your grains whole

- Eat grains, especially whole-grains, like brown rice, oatmeal, or popcorn.
- Other grain choices include bread, crackers, cereal, or pasta.

**VEGETABLES**
Vary your veggies

- Eat more dark green veggies like broccoli, spinach, and other dark leafy greens.
- Eat more orange vegetables like carrots and sweet potatoes.
- Eat more dry beans and peas like pinto beans, kidney beans, and lentils.
- Limit starchy vegetables.

**FRUITS**
Focus on fruits

- Eat a variety of fruit.
- Choose fresh, frozen, canned, or dried fruit.
- Go easy on fruit juices.

**DAIRY**
Get your calcium-rich foods

- Go low-fat or fat-free when you choose milk, yogurt, and other milk products.
- If you don’t consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages.

**PROTEIN**
Go lean with protein

- Choose low-fat or lean meats and poultry.
- Bake it, broil it, or grill it.
- Vary your protein routine – choose more fish, beans, peas, nuts, and seeds.

Your food and physical activity choices each day affect your health — how you feel today, tomorrow, and in the future. To find the foods and portions that are right for you, go to ChooseMyPlate.gov.
Find your balance between food and physical activity

Be sure to stay within your daily calorie needs.

Be physically active for at least 30 minutes most days of the week.

About 60 minutes a day of physical activity may be needed to prevent weight gain.

For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.

Children and teenagers should be physically active for 60 minutes every day, on most days.

Know the limits on fats, sugars, and salt (sodium)

- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, trans fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.
Bullying is a form of abuse.
It is an intentional act meant to hurt another person emotionally or physically, and it’s not OK.

Have you ever been teased or taunted? Received a nasty email or text message? Been physically intimidated? Then you’ve most likely been the target of a bully. You’re not alone; 3.2 million students are bullied at school every year.

Bullying hurts everyone involved. Even the bullies! Bullies tend to have a difficult time finishing school, and some even spend time in jail later in life. Teens who are bullied by older classmates sometimes become bullies themselves, perpetuating a “cycle” of abuse.

Some believe that bullying is part of growing up, and it’s how we learn to stand up for ourselves. There are better ways to learn life lessons than being abused! There is simply no excuse for bullying. No one ever deserves to be bullied, and together we can stop bullying for good!

I could be anyone. Bullies tend to single out others who are new to the school, different in appearance, or appear to have low self-esteem. I might be tall, short, have a disability, or a different religious background than the bully. Or, I might be in the wrong place at the wrong time. Since the bully has picked me, I am the target.

I am not directly involved in bullying, but I am present when it occurs. I face a choice. Do I or do I not get involved? How should I handle this responsibility?
Traits in Common
How are friendship and loyalty related to trust?

The Truth About Trust
Trustworthy people know the importance of trust and make sure they embody it in everything they do.

In Practice
For each example of nontrustworthy behavior, come up with a trustworthy solution.
You lie to your parents.  
You fail to return your library books.  
You break a promise to a friend.  
You’re caught gossiping behind someone’s back.  
You let a friend copy your homework.  
Someone else is blamed for your mistake.  

“...you may be deceived if you trust too much, but you will live in torment if you don’t trust enough.”