

# Student Handbook

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## 2023-2024



[chaboya.eesd.org](http://chaboya.eesd.org)



**Main Office** 408-270-6900

**Attendance** 408-270-6902



**3276 Cortona Drive**  
**San Jose, CA 95135**



[evergreen.powerschool.com](http://evergreen.powerschool.com)



**@OfficialChaboyaNews**



**#OfficialChaboyaNews**



**@ChaboyaMiddle**



# Chaboya Middle School



**Evergreen**  
School District

*A California Distinguished School and Blue Ribbon School 1994 ~ 1999 ~ 2003 ~ 2007 ~ 2011 ~ 2017 ~ 2019*

# Vision

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Chaboya Middle School provides a welcoming community environment that promotes safety, wellness, and 21st Century learning. In a partnership with our parents and community, we value diversity, integrity, and academic excellence, as we prepare our students for life beyond the classroom.

# Mission

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Striving to provide greater student success is the primary goal of the Chaboya community. To ensure this success for our diverse student population, Chaboya is dedicated to:

- Having high expectations of every student
- Continuously aligning our curriculum to the California Content and Performance Standards
- Utilizing assessment as a means to improve instruction and student achievement
- Planning for an integrated program through a systematic improvement process
- Implementing differentiated instructional strategies and techniques in every classroom
- Preparing students for technological changes
- Offering students a safe, nurturing and innovative environment in which to excel
- Creating a community that values communication between parents, students, teachers and administrators

*California  
Distinguished  
School*

**CHABOYA**  
• MIDDLE SCHOOL •

*Home of the Colts*

2003 2007 2011

**W**elcome to Chaboya! As we enter the 2023-2024 academic year, the entire Chaboya staff looks forward to partnering with you in making it a year of growth for all students. While the landscape of education undergoes changes to adapt to a changing society, the primary goal remains the same - provide students with a foundation that empowers them to achieve their educational and career dreams. We do this through balancing academic rigor with extra-curricular opportunities, led by dedicated staff and in partnership with parents and the community. This combination makes Chaboya the ideal place for students to thrive and mature into productive young adults.

- Dr. Marena Doxie, Principal

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## CHAPTER 1

# SCHOOL INFORMATION

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### Specialists

Mrs. Cheryl Parks - RSP  
Ms. Sarika Aurora - RSP  
Ms. Marianne Viray - SDC

Ms. Maritza Perez - Speech Pathologist  
Ms. Beatriz Fernandez - Counselor  
Ms. Margarita De Los Rios -  
Psychologist  
Mrs. Brittany Syu - Social Worker

### Classroom Aides

Mrs. Maria Bettencourt  
Mrs. Kathy Nelson  
Ms. Shavari Avunoori  
Mr. Hugo Davila

### Electives

Mr. Scott Trent - Animal Lore  
TBD - Art  
Ms. Allison Espejo - AVID  
Mrs. Karen Kolber - Music  
Mr. George Gemellos - Chess  
Mrs. Ruby Carino - Leadership  
Ms. Laurie Porges - Life Skills  
Mrs. Wendy Spence - Spanish &  
Leadership  
Mr. Alan Marshall - Thrive  
Ms. Holly Hulewat - Yearbook

### Physical Education

Mrs. Ruby Carino  
Mr. Chris Connolly  
Ms. Allison Espejo  
Mr. Brian Haggett  
Mrs. Kimberlee Hunter  
Mrs. Linda Rhodes

### Language Arts

7th

Ms. Julieann Bryan  
Ms. Laura Lu  
Mrs. Tracy Martinez

8th

Mrs. Gurpreet Kalra  
Ms. Holly Hulewat  
Ms. Laura Lambert

### Mathematics

7th

Ms. Maya Bond  
Mr. George Gemellos  
Mrs. Sarah Johnson

8th

Mrs. Daniela Jappy  
Ms. Leslie Stamm  
Ms. Meenakshi Gupta

### Science

7th

Mrs. Mai Dang  
Ms. Amanda Saintil  
Mr. Kevin Nguyễn

8th

Mr. Chris Connolly  
Ms. Smita Jayakar  
Mrs. Irene Khor

### Social Studies/History:

7th

Mrs. Shelley Giovannini  
Mr. Robert Rodriguez  
Mrs. Tam Truong

8th

Mr. Michael Bocca  
Mr. Taylor Haight  
Mr. Alan Marshall

### Athletic Director

Mr. George Gemellos

# SCHOOL INFORMATION:

## Chaboya Staff



**Dr. Marena Doxie**

*Principal*



**Mrs. Jennifer  
Anderson-Chaffee**

*A - L  
Assistant Principal*



**Mrs. Heather Cardona**

*M - Z  
Assistant Principal*

### Office Staff

Mrs. Regina Zamora - Secretary  
Mrs. Christina Cerniglia- Registrar  
Mrs. Marla Najam - Health Aide  
Mrs. Kiran Bal - School Nurse

### Library Media Assistant

Ms. Tammy Minicelli

### Custodians

Mr. Steve Greves  
Mr. Pedro Aguilar

# SCHOOL INFORMATION:

## 2023-2024 Year At A Glance

Stay updated with Chaboya news at:



[chaboya.eesd.org](http://chaboya.eesd.org)



ParentSquare

[ParentSquare](#)



[PARENT PORTAL](#)

### AUGUST

15- Discover Chaboya  
21- First Day of School  
25- Fall Picture Day  
Cross Country Begins  
Softball Begins

### SEPTEMBER

4- Labor Day Holiday

### OCTOBER

4 - Staff Development Day (No School)  
Wrestling, Girls' Basketball Seasons Begin

### NOVEMBER

10 - Veteran's Day Observed  
14-16 - Parent Conferences  
20-24 - Thanksgiving Break

### DECEMBER

25-29 - Winter Break  
Boys' Basketball Season Begin

### JANUARY

1-5 - Winter Break (No School)  
16 - Dr. Martin Luther King Jr. Holiday  
24 - Staff Development Day (No School)

### FEBRUARY

19-23 - President's Holiday  
Volleyball & Soccer Season Begin

### MARCH

Track & Field Season Begin

### APRIL

1-5 - Spring Break

### MAY

TBD - SBAC Testing  
27 - Memorial Day Holiday

### JUNE

13 - Promotion Ceremony (Min. Day)  
14 - Last Day of School (Min. Day)

### MINIMUM DAYS

September 14, 2023  
October 12, 2023  
October 20, 2023  
November 14, 2023  
November 16, 2023  
November 17, 2023  
December 21, 2023  
January 11, 2024  
January 19, 2024  
February 8, 2024  
February 16, 2024  
March 14, 2024  
March 28, 2024  
April 11, 2024  
May 9, 2024  
June 12, 2024  
June 13, 2024

# SCHOOL INFORMATION:

## 2023-2024 School Schedule

Students are to arrive at school no earlier than 8:00AM. All students will enter through green gates by the gym, locker room, or by the flag pole. The warning bell for the first period rings at 8:15AM. The regular day dismissal is at 2:30PM.

Regular Day	
Advisory	8:20 - 8:38am
Period 1	8:42 - 9:30am
Period 2	9:34 - 10:22am
Break	10:22 - 10:32am
Period 3	10:36 - 11:24am
Period 4	11:28am - 12:16pm
Lunch	12:16 - 12:46pm
Period 5	12:50 - 1:38pm
Period 6	1:42 - 2:30pm

Minimum Day	
Advisory	8:20 - 8:38am
Period 1	8:42 - 9:12am
Period 2	9:16 - 9:46am
Break	9:46 - 9:56am
Period 3	10:00 - 10:30am
Period 4	10:34 - 11:05am
Period 5	11:09 - 11:39am
Lunch	11:39am - 12:09pm
Period 6	12:13 - 12:45pm

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# SCHOOL INFORMATION:

## Visitor Safety and Food Guidelines

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### **VISITORS**

All visitors to Chaboya, including parents, must check in at the main office and sign a guest book. As a common courtesy and to avoid disruption to instruction, visits should be arranged by calling or emailing the teacher to establish a time for the visit.

### **LUNCH TIME / MATERIALS DROP OFF LIMITATIONS**

Students are responsible for bringing their materials and lunches to school every day. Parents may deliver lunch or school items to students at break or lunch only; students will not be called out of class to pick up any items. Delivered items may not be left in the front office. Unclaimed items are donated at the end of each month to a nonprofit organization.

### **CAFETERIA**

In addition to the lunch and breakfast menus published monthly, hot entrees, snacks, and milk are served in the cafeteria. Free and reduced lunch information will be available to students the first week of school. Each student must submit a new application each year. If a student was on the free and reduced lunch program, he or she will continue on the program until the new application is approved. Students may not share food they bring to school with others.

- **Free or reduced lunch prices are available. Apply at the beginning of the year or upon registration at [www.eesd.org](http://www.eesd.org) under Child Nutrition Services.**
- For safety reasons, parents and/or visitors **ARE NOT** allowed to eat with students in the parking lot or on campus during break and/or lunchtime.
- Due to food allergies, child nutrition guidelines, and dietary restrictions, you can only provide food for your own child. **Students may only bring food for themselves to eat at school.**
- No off-campus food of any kind may be brought on campus to share with students in class. This includes orders from food delivery services.
- Students must eat breakfast and lunch in the designated eating areas for supervision and clean up purposes.



Call the Child Nutrition Services (CNS) office at **(408) 223-4500** or visit the District website at <https://www.eesd.org/departments/child-nutrition/contact-cns> if you have any questions about the program.

# CHABOYA VALUES

**C**haboya Middle School is an academic community built upon universal expectations, which we call the 3Cs. The 3Cs represent the core values that a Chaboya student should display at all times: Choice, Chance, and Change. Specific expectations for how a student should behave are explained in the following sections. Parents and guardians are encouraged to reinforce the core values at home and in other learning environments.

<b><u>Core Values</u></b>	<b><u>CHOICE</u></b>	<b><u>CHANCE</u></b>	<b><u>CHANGE</u></b>
<b><u>What is it</u></b> <b>(Actions)</b>	Making a mindful and positive decision when faced with two or more possibilities.	Taking intentional actions to benefit myself and others.	Doing something different in a positive way.
<b><u>Learning Environment</u></b> <b>(On Campus &amp; Online)</b>	<ul style="list-style-type: none"> <li>I am PREPARED for class and activities when I use time and resources to manage and complete tasks and projects.</li> <li>I demonstrate EMPATHY and RESPECT for others by listening to others and raising my hand to participate.</li> <li>I am SAFE and appropriate when using digital tools and FOLLOW school and health guidelines.</li> </ul>	<p>I ASK questions when I need help in class.</p> <p>I CHALLENGE myself to do new things and build resiliency.</p> <p>I SHARE my ideas with classmates and am a POSITIVE contributor.</p> <p>I will be a RISK TAKER and learn from my mistakes.</p>	<p>I am PERSISTENT when faced with challenges.</p> <p>I CONTRIBUTE to my school community by identifying solutions to school-related problems.</p> <p>I CREATE an inclusive environment by collaborating, encouraging, and standing up for others.</p> <p>I REFLECT on my actions and how they impact others.</p>
<b>Reinforcing Skills</b>	Prepared Empathetic Respectful Safe Follow guidelines	Ask questions Challenge myself Share ideas Positive contributor Risk taker	Persistent Contributor Creator Introspective thinker

## CHAPTER 2

# **CHOICE:** ALWAYS BE PREPARED, EMPATHETIC, AND SAFE



# CHOICE

## MAKING A MINDFUL AND POSITIVE DECISION WHEN FACED WITH TWO OR MORE POSSIBILITIES

***I** am PREPARED for class and activities when I use time and resources to manage and complete tasks and projects.*

### **SCHOOL ATTENDANCE**

Research has revealed that students who are late or miss school regularly find it difficult to be successful in any of their endeavors. It is the responsibility of the parents/ guardians to make sure students attend school daily ([Education Code 48200](#)). Students who miss more than the allotted absences or tardies from school (more than 10% of the school year) will receive official notices of truancy ([Education Code 48260](#)). This process can lead to our district's Student Attendance Review Board (SARB) ([Education Code 48263](#)) and ultimately, the Santa Clara County District Attorney's Office for review and prosecution ([Education Code 48264](#) and [48293](#) and [Penal Code 270.1](#)).

### **ABSENCES**

Absences and tardies are recorded electronically. Call 408-270-6902 to report the reason for your child's absence. Parents are to notify the school when a student is absent. Any student not in attendance during the school day may not participate in any after school program scheduled for that day. The district has implemented automated calling within the first 30 minutes of the school day. The automated call will let parents know if a student was marked absent or tardy. Excused absences include illness, doctor's appointment, bereavement, or religious holiday observances. If a student or parent has any questions regarding attendance, please call the attendance clerk at 408-270-6902.

### **TRUANCY AND CHRONIC ABSENTEEISM**

Truancy - "[Education Code Section 48260 \(a\)](#) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or

absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."

Chronic Absenteeism "A student is considered a chronic absentee if he or she is absent 10 percent of the days they were enrolled in a school. Chronic absence is different from truancy which counts only unexcused absences and indicates a violation of California's compulsory attendance laws. Average Daily Attendance (ADA) is the average number of students who attend school each day and is used for state funding purposes."

### **TARDY POLICY**

Tardies are tracked every quarter. Students must be in their assigned seats when the tardy bell rings before the start of each period, or they will be considered tardy.

First Tardy	Teacher warning
Second Tardy	Teacher action and teacher notification to parents.
Third Tardy	Referral to the assistant principal for further consultation and reflection and parent contact.
Fourth + Tardy	Administration's discretion (i.e. loss of privilege, detention, etc.) and parent contact.

# CHOICE

## MAKING A MINDFUL AND POSITIVE DECISION WHEN FACED WITH TWO OR MORE POSSIBILITIES

***I** am PREPARED for class and activities when I use time and resources to manage and complete tasks and projects.*

### **SUGGESTED MATERIALS**

Students are to arrive at school every day with the materials they need to be successful in all their classes. Students are to bring pens, pencils, and paper daily as well as other materials specified by the student's teachers to each class. Students will receive information from each teacher as to what is needed for each class. If support is needed with purchasing needed materials, parents may contact the front office at [chfrontoffice@eesd.org](mailto:chfrontoffice@eesd.org).

### **HOMEWORK MAKE-UP POLICY**

Students are expected to make up any missed assignments due to any type of absence. Upon return to school, it is the student's responsibility to get assignments from their teachers after class or after school. Teachers are required to provide homework for excused absences. ***Excused absences include: a doctor's appointment, illness, or bereavement.***

### **PHYSICAL EDUCATION (P.E.) POLICIES & PROCEDURES**

All physical limitations must be authorized by a doctor. Parents may excuse their child from Physical Education (P.E.) for three days. After three days, a note is required by the student's physician.

### **P.E. Lockers**

Each student will be assigned their own locker. No sharing of lockers or lock combinations is allowed; students must use a school-assigned lock. Students are required to lock up their valuables in their assigned locker before heading out to PE class. If something is missing from a locker, notify a PE teacher immediately. Students are responsible for keeping lockers clean and secure. Lockers are subject to inspection at any time. The locker room is monitored at all times.

### **P.E. UNIFORM**

The physical education uniform consists of Chaboya's P.E. clothes or plain black athletic shorts, a plain white t-shirt, and athletic sneakers or shoes. Students who are not dressed for participating in P.E. class will not be allowed in the locker room. School P.E. clothing are available for purchase:

Locker Lock	Provided	<b>Package</b> (shirt, shorts)	\$30.00
Official Shirt	\$12.00 each	<i>Optional Items:</i>	
Official Shorts	\$15.00 each	Sweatpants	\$20.00 each
Official Gym Bag	\$5.00 each	Sweatshirt	\$25.00 each

# CHOICE

## MAKING A MINDFUL AND POSITIVE DECISION WHEN FACED WITH TWO OR MORE POSSIBILITIES

*I demonstrate EMPATHY and RESPECT for others by listening to others and raising my hand to participate.*

### RESPECT FOR OTHERS

Bullying and harassment will not be tolerated. Serious disciplinary action will occur for bullying and harassment situations. All students need to use the [COLTS CARE HELPLINE](#) to report actions and behavior that cause personal discomfort in the classroom, on school property, and through online interactions. It is important to learn the differences between daily interactions with others to create a climate of safety and kindness for all students. Words, looks, actions, or gestures that result in making

someone feel uncomfortable or unsafe will be considered **harassment** and **will not be tolerated**. This includes actions, comments, and any verbal or written communication, including on social media, or through any other messaging platforms directed at someone’s ethnicity, gender, sexual orientation, religion, or physical appearance. Public display of affection is not allowed (kissing, hugging, holding hands, etc.).

I will be polite, not rude.	Rude: Unintentionally saying or doing something that negatively affects another person	<b>Examples of polite behavior:</b> <ul style="list-style-type: none"><li>Asking permission to borrow items instead of taking without permission</li><li>Bumping into someone at lunch and apologizing to them</li></ul>
I will be kind, not mean.	Mean: Intentionally saying or doing something that negatively affects another person	<b>Examples of kind behavior:</b> <ul style="list-style-type: none"><li>Returning borrowed items immediately when finished with them</li><li>Making a positive comment to encourage or compliment a person</li><li>Pausing and reflecting instead of speaking out of anger, etc.</li></ul>
I will be respectful and not Cyber/ Bully.	Bully: Intentionally saying or doing something, <b>more than two times</b> , that negatively affects another person and that person is not comfortable responding because they feel <u>unsafe</u>	<b>Examples of respectful behavior:</b> <ul style="list-style-type: none"><li>Focusing on classwork or on friends instead of on those you don’t get along with</li><li>Making positive comments, in person or online</li><li>Stopping the action when the person walks away or says stop</li></ul>

**SEXUAL HARASSMENT**

Sexual harassment means "any unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature made by someone in the educational setting." This conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creates an intimidating, hostile, or offensive educational environment.

Violators will face disciplinary actions which may include suspension or expulsion from school and subject to referral to the appropriate law enforcement agency.

A student who believes he/she is a victim of sexual harassment is to report such harassment to a teacher, administrator, or other adult authority on campus. (Federal and CA State Law)

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# CHOICE

## MAKING A MINDFUL AND POSITIVE DECISION WHEN FACED WITH TWO OR MORE POSSIBILITIES

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*I am SAFE and appropriate when using digital tools...*

### DISTRICT POLICIES

The Evergreen School District provides the following written policies for students and families yearly:

- Student Use of Technology
- Acceptable Use of Technology
- Student Substance Abuse
- Notice of Uniform Complaint
- Williams Uniform Complaint
- Student Non-Discrimination
- Student Sexual Harassment
- Protection of Pupil Rights Annual Notice to Parents
- PPRA Annual Notice of Student Education Record Privacy

The Parent Handbook is sent home at the beginning of the year and is available on the district website, [www.eesd.org](http://www.eesd.org).

### **CELL PHONES / ELECTRONICS/ SMART WATCHES**

Students may not be called to the phone during school hours. However, in an emergency, the secretaries may take a message for a student or arrange a call back. If a student needs to make a phone call to a parent, they may come up to the office and the front office staff or an assistant principal will assist them. Students are not to have their cell phones out during the school day. Cell phones are to be silent and/or off from 8:00am – 2:30pm. Cell phones are not to be in use around campus, should not be out in the locker rooms, and should only be used in a classroom if there have been specific directions from a teacher. Students who violate this policy may have their electronic signaling device confiscated and may be subject to disciplinary action.

***Reminder: Confiscated devices will either be returned at the end of the school day or returned after the administrator or designee has consulted with the student and/or parents/guardians.***

Confiscated devices will be available for parent/guardian pick up at the end of the day. Students are personally and solely responsible for the security of their electronic devices, including cell phones and smartwatches. The Evergreen School District is not responsible for and will investigate the theft, loss, or damage of any cell phone, other electronic device, or student personal items.

### **TEXTBOOK / MATERIALS CARE**

Students are responsible for the use and care of all school materials issued to them and are expected to cover their textbooks with protective material. Students take financial responsibility for damage or loss of materials ([California Education Code 48904](#)) **prior** to attending any school function or receiving any school related item (i.e. yearbook). Library books should be returned on or before the due dates.

Contact your Assistant Principal if you need to checkout a Chromebook or hotspot for usage at home.

# CHOICE

## MAKING A MINDFUL AND POSITIVE DECISION WHEN FACED WITH TWO OR MORE POSSIBILITIES

**I** FOLLOW school and health guidelines.

### **CLOSED CAMPUS**

Chaboya is a closed campus, as are all Evergreen schools. Students must use the entrances on the sidewalk in front of the school or to the east and south of the blacktop and field areas. Students are required to remain on campus during the entire school day. Other than after school activities with the required permission slips on file, students must leave campus immediately after school. Students are also reminded that they are accountable for their behavior on the way to and from home and school, and should stay away from other school campuses.

If students must leave for an appointment during the school day, parents should send a note that morning stating what time the student will be picked up in the office. If someone other than the parent will pick up the student, that needs to be stated in the note, and the name must be listed in ParentPortal. Students will not be released to anyone who is not listed in ParentPortal. We are not allowed to release a child without a parent's written permission.

### **TRANSPORTATION TO SCHOOL**

Students may walk, use private transportation, or ride their bicycles with helmets to get to school. Per safety guidelines, skateboards, scooters, shoes with wheels or other means of transportation are not allowed at Chaboya.

### **"HOW DO I GET MY STUDENT TO SCHOOL?"**

There will be just under 1000 students attending Chaboya this year. In order to get all students to and from Chaboya safely and on time, we strongly recommend the following:

- If you live within walking distance of Chaboya, have your child **WALK TO SCHOOL**
- If you must drive, then form a **CARPOOL** to minimize the number of cars on the roads. **To minimize the traffic congestion, accidents and late arrivals to school:**
  - **Use alternative Drop-Off and Pick-Up locations:**
    - *North of Chaboya:* Fowler Park, Mosher Dr., Michelangelo Dr.
    - *East of Chaboya:* Verona Rd. Montierra Pl., Mirage Wy., Monte Verde Ln., Palentino Wy.
    - *South of Chaboya:* Capriana Cir., Montecito Dr.
  - Drop off your student(s) by 8:00AM. If you attempt to drop off your student(s) in the parking lot after 8:10AM, your student(s) may be tardy, and you will not be able to exit the parking lot for 15-20 minutes due to traffic congestion.
  - After school, encourage your student to meet up with his/her carpool group first, then, walk to the pick-up point together.
  - Be respectful of the surrounding neighborhood. The students should stay on the sidewalks.

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# CHOICE

## MAKING A MINDFUL AND POSITIVE DECISION WHEN FACED WITH TWO OR MORE POSSIBILITIES

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**I** FOLLOW school and health guidelines.

### **HEALTH OFFICE**

For confidentiality, health and safety reasons, the health office is ONLY for students who are ill or injured at school. To support your child's health and safety, ***maintain updated medical and emergency contact information in [ParentPortal](#)***. Parents or family members picking up sick/injured children must sign them out in the Health Office Log Book.

### **MEDICATION REMINDER**

State regulations require that all prescribed or over the counter medications necessary to be taken during the school day must be prescribed or approved by the doctor and documented on a school district form or on a physician's form, and signed by the parent on file. Medications must be sent to the school in a prescription bottle or in the original labeled container. Parents requesting that their student carry their medication with them at school must complete the appropriate documentation and must have them on file in the School Health Office prior to a student carrying the medication. Contact the Health Aide with questions.

### **SAFETY PLAN AND EMERGENCY PROCEDURES**

Our school has a comprehensive safety plan in compliance with [Educational Code Section 32280](#). Additionally, we have an emergency plan in the event of an earthquake, fire, intruder on campus, evacuation, etc. Drills are held monthly in preparation of an actual emergency.

### **PUBLIC HEALTH GUIDELINES**

Chaboya Middle School and the Evergreen School District follow all health and safety guidelines of the Santa Clara County Public Health Department, the California State Department of Education, and other district recommendations. This includes, but is not limited to, wearing a protective mask, hand washing, or other health safety procedures.

### **NON-SCHOOL RELATED ITEMS**

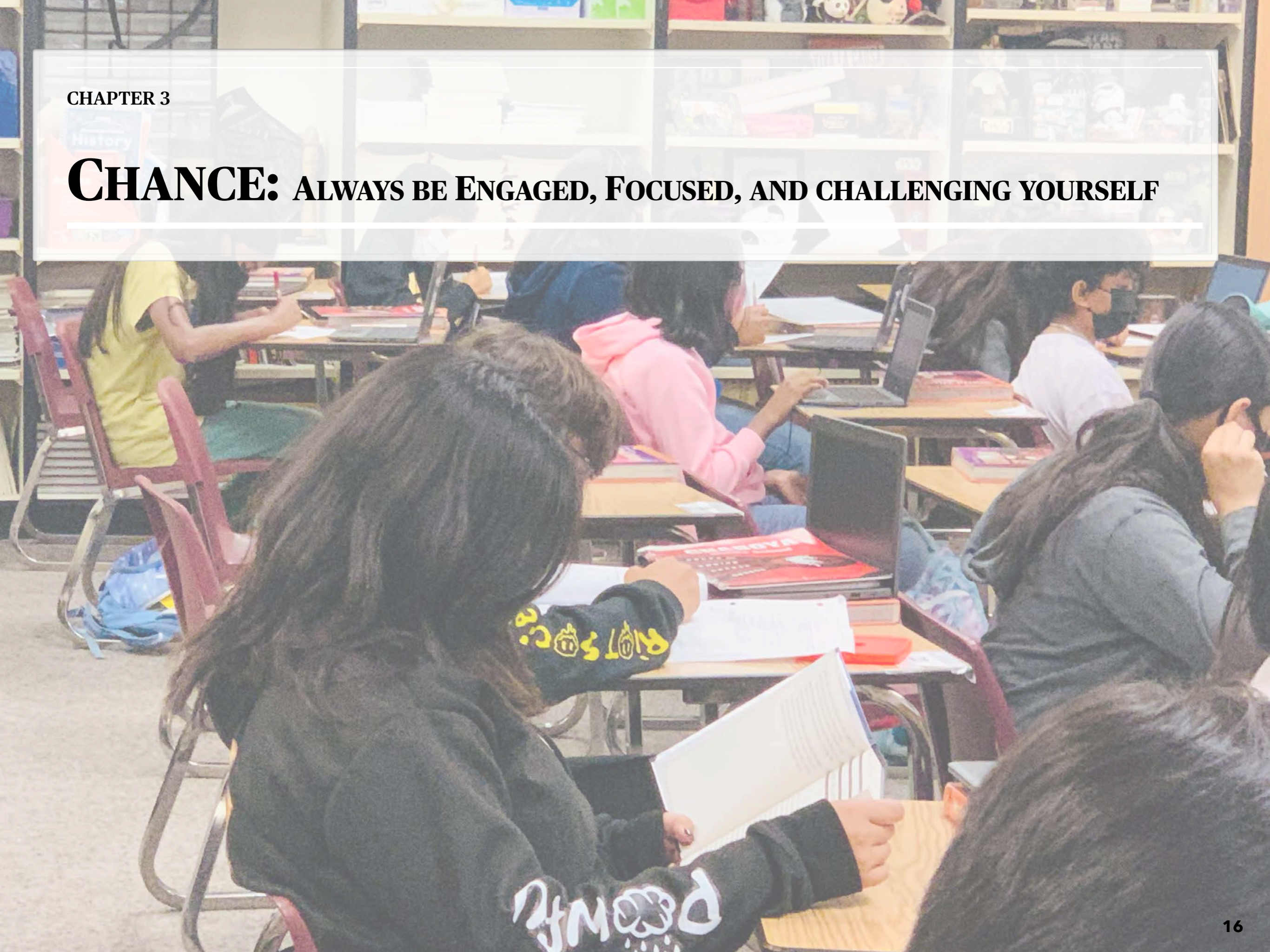
Per safety guidelines, the following items are **NOT** allowed at Chaboya for any reason: pepper spray, weapons or look-alike weapons, **any** type of blade, drugs, tobacco, electronic cigarettes, electronic devices, skateboards, scooters, shoes with wheels, iPods or personal players, pornographic materials, permanent marking pens, squirt guns, water balloons, shaving cream, explosives of any kind, paint, glass or aerosol containers, hairspray, chewing gum, items that distract from learning, gang affiliated items, or illegal items.

### **CELEBRATORY ITEMS**

Celebratory items are not permitted. Items such as balloons, flowers, and gifts should be left off campus, during school hours. These items create distractions to the learning environment. Additionally, food items such as cupcakes, pizzas, cakes, etc., are **NOT** allowed. This includes both home baked/prepared goods and purchased goods.

## CHAPTER 3

# **CHANCE:** ALWAYS BE ENGAGED, FOCUSED, AND CHALLENGING YOURSELF



# CHANCE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

***I** ASK questions when I need help in class.*

### **APPOINTMENTS**

If an appointment with a member of the faculty is requested, please phone, email, or send a note to set up a convenient time to meet. Administrators are available from 8:00AM to 4:00PM and teachers from 8:00AM to 2:40PM daily, but are not available during the lunch period.

### **REPORT CARDS / PROGRESS REPORTS**

At the end of each quarter, parents will be able to access quarter grades **through ParentPortal**. Student progress is available for parents to inform them of any difficulties a student may be experiencing so improvements can be made before the official quarter report card is issued. In addition, the assistant principals may set up academic counseling sessions programs after a parent conference has taken place to help support students. The exact dates that final progress reports and report cards will be posted are listed below.

Progress Reports	Report Cards
September 22	October 27
December 8	January 26
March 8	April 12
May 17	June 13

### **COLTS LEVEL UP!**

Students who need academic tutoring support can join Colts Level Up!, our after school homework club. Check for details on our website for starting dates.

### **SCHOOL INVOLVEMENT OPPORTUNITIES**

**School Site Council:** All parents and students may attend School Site Council (SSC) meetings, which are scheduled four to five times a year. Committee members are elected. Check the weekly parent newsletter for the SSC ballot and the times and dates of our meetings.

**PTSA:** Parents of all Chaboya students including both programs are invited to lead and assist with school activities. All parents are encouraged to join. Officers are elected annually. Students are also encouraged to join PTSA. Check for information from Leadership on how you can be a PTSA student representative.

**ELAC Committee:** Parents of children who qualify for the English Language Learners Program are encouraged to join this committee and attend the meetings. Valuable information is shared that will affect their children. Dates will be shared with families on our website and in our newsletters.

**District Groups:** District level committees and councils are also available for parent participation, which makes sure the Chaboya community is represented for district decisions, and keeps our voices heard. Keep an eye out for opportunities.

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# CHANCE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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***I** CHALLENGE myself to do new things and build resiliency.*

### EXTRA-CURRICULAR ACTIVITIES

Students must maintain a 1.5 grade point average to participate in or attend extra-curricular activities. Appropriate written permission slips to participate in any after school hours activity, including clubs, leadership activities, program practices, etc., are also required. Students must attend a minimum of three (3) periods to attend any school function or extracurricular activity on any particular day.

### SPORTS

Chaboya offers a wide-variety of competitive sports for students to participate in. Students involved in sports must maintain a **2.0 grade point average with no F's**, and must have a permission slip signed indicating appropriate insurance coverage. Official grade checks are done for each sport. If a student does not meet the criteria, he/she is no longer eligible to continue that sport for the entire duration of the season. This is a league policy and is strictly enforced. There are NO exceptions. Please note that sports offered are contingent on annual funding allocations and adherence to public health guidelines.

### COMPETITIVE SPORTS SEASONS

August - October	Cross Country
October - December	Wrestling & Girls' Basketball
December - February	Boys' Basketball
February - April	Soccer & Volleyball
March - May	Track & Field

### STUDENT BODY ACTIVITIES

Throughout the year, the Leadership class organizes and sponsors many activities for students. Spirit rallies, noontime activities, fundraisers, the student store, and other special event days are provided for all students. Students must maintain a 1.5 GPA and display appropriate positive student behavior to participate in such and other student activities held during and after school.

### DANCES

Dances in middle school are fun! It's a great way to hang out with friends, laugh, and of course show off your dance moves! To participate in after-school activities and dances, students must be in attendance on the day of the event. **Students must be in good academic and citizenship standing at the time of the event.** In order to attend Chaboya dances and activities, students are required to have a

- Signed parent permission slip
- A prearranged ride home
- Appropriate school dress attire.

All school policies apply. Chaboya dances are closed events. Only current Chaboya students may attend dances unless otherwise specified. Students must also stay for the entire dance. Students are required to prearrange a ride home at the end of the dance or any after-school activity. Failure to be picked up in a timely fashion may result in loss of future activities/privileges.

# CHANCE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

**I** SHARE my ideas with classmates and am a POSITIVE contributor.

### **ACCOUNTABLE TALK**

Accountable talk is a respectful discussion strategy to hold students “accountable” for what they want to say. Engage in respectful dialogue with peers and teachers inside or outside the classroom through accountable talk.

#### Clarification

- Could you please repeat that for me?
- Paraphrase what you heard and ask, “Could you explain a bit more about \_\_\_\_?”
- I’m not sure I understood you when you said \_\_\_\_\_. Could you please explain more about that.
- What’s your evidence?

#### Agreement

- I agree with \_\_\_\_ because \_\_\_\_.
- I like what \_\_\_\_ said because \_\_\_\_.
- I agree with \_\_\_\_; but on the other hand, \_\_\_\_.

#### Disagreement

- I disagree with \_\_\_\_ because \_\_\_\_.
- I’m not sure I agree with what \_\_\_\_ said because \_\_\_\_.
- I can see that \_\_\_\_; however, \_\_\_\_.

#### Extension

- I was thinking about what \_\_\_\_ said, and I was wondering what if \_\_\_\_?
- This makes me think \_\_\_\_.
- I want to know more about \_\_\_\_.
- Now I am wondering \_\_\_\_.
- Can you tell me more about \_\_\_\_?

#### Confusion

- I don’t understand \_\_\_\_.
- I am confused about \_\_\_\_.

#### Confirmation

- I think \_\_\_\_.
- I believe \_\_\_\_.

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# CHANCE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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*I will be a RISK TAKER and learn from my mistakes.*

### **ACADEMIC INTEGRITY POLICY**

Chaboya Middle School is set on improving the intellectual excellence of all students and maintaining the highest standards and expectations for academic integrity. A teacher's professional judgment guides the implementation of Chaboya's academic integrity policy. Teachers may include in their course syllabus consequences for academic dishonesty relevant to their classroom expectations. Refer to the teacher's course syllabus for classroom expectations.

### **EXAMPLES OF HOW TO MAINTAIN ACADEMIC HONESTY**

- Work independently on exams, tests, quiz, or assignments (unless otherwise instructed by the teacher) and maintain eye contact only on your work.
- Notes or materials during an exam, test or quiz will only be used when instructed to do so by the teacher.
- All work submitted will be one's original content and thoughts.
- Students will reach out for support before an exam in order to know what concepts need to be studied and ensure they have a full understanding of material.
- Electronic devices will be kept stored away in students' backpack during school hours. Students may use the front office phone when needing to call parents.
- Clarify teacher expectations for assignments before collaborating with peers.
- For group projects, all team members will collaborate to complete assignments.
- All submitted work must be completed by the student themselves.
- Students will cite all sources used while completing a project, paper, and assignments.

### **REINFORCEMENT STRATEGIES FOR BEHAVIOR**

- The teacher may meet with the student and contact the parent or guardian by phone or e-mail to review student expectations.
- The teacher may submit a written referral for documentation and will administer action to reinforce positive behavior expectations.
- Actions may include, but are not limited to, a warning and a signed student and parental statement that acknowledges and indicates an understanding of consequences for any subsequent offenses.

### **CHABOYA'S GRADE SCALE**

100 = A+  
99-94 = A  
93-90 = A-  
89-87 = B+  
86-84 = B  
83-80 = B-  
79-77 = C+  
76-74 = C  
73-70 = C-  
69-67 = D+  
66-64 = D  
63-60 = D-  
59-0 = F

## CHAPTER 4

**CHANGE:** ALWAYS EMBODY POSITIVITY AND BE A RESPONSIBLE CONTRIBUTOR TO OUR COMMUNITY SUPPORT SYSTEMS



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# CHANGE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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***I** am PERSISTENT when faced with challenges.*

### **STUDENT RECOGNITION**

Throughout the school year, students are formally honored and recognized through the school's social media platforms and in other traditional formats.

### **HONOR ROLL & AWARDS**

Students will be recognized for their academic progress in their Advisory class after the end of each quarter one, two, and three. The annual Spring Honors Awards Ceremony will celebrate students for their year-long, cumulative GPA. Students will receive recognition if they earn a 3.0 GPA or higher for each of the first three quarters or cumulatively without any:

- C-'s, D's or F's in any of their classes

Students will receive a certificate of honor during the ceremony.

At the end of the school year, students may also be recognized by teachers in their classrooms. These awards are given at the teachers discretion.

### **HONOR SOCIETY**

Honor Society students are recognized for their outstanding efforts. In order to be a member of the Honor Society, a student must have all **A's** and **B's** (no C's) in every class during any quarter, and must maintain a 3.5 GPA each quarter. Those students who are in the Honor Society for each of the first three quarters with at least a 3.5 GPA each quarter (all A's and B's, and no N's, U's, or C's), will be eligible to participate in an event at the end of the year to recognize their efforts.

### **8TH GRADE PROMOTION**

The 8th grade promotion is a celebration of your child's accomplishments and marks the important transition to high school. This, however, is a privilege. To maintain the privilege of participating in the promotion ceremony and all other 8th grade grade activities/privileges students must:

- Meet the academic criteria for receiving a promotion certificate by obtaining an overall cumulative 1.5 GPA.
- Maintain positive behaviors on campus. Disciplinary actions for inappropriate behaviors can result in the loss of privileges.
- Maintain positive behavior during promotion practice. Disruptive and/or inappropriate misbehavior during the practice will not be tolerated.
- Attend school regularly. Excessive absences or tardies can result in the loss of privileges.

**Regardless of GPA all 8th grade students will be promoted to high school.**

Valedictorian and Salutatorian student recognition criteria are being developed. More details to come.

### **COMPUTING YOUR GPA:**

Add all of the individual letter grade point values for each class and divide by the number of classes. Point value is as follows:

A = 4 points   B = 3 points   C = 2 points   D = 1 point   F = 0 points

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# CHANGE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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**I** *CONTRIBUTE to my school community by identifying solutions to school-related problems.*

### **LOST & FOUND**

Lost and found items must be turned in to the front office. Items lost in the locker rooms are located in the P.E. locker room.

### **POSITIVE INCENTIVES**

Students are recognized for their appropriate behavior with assemblies, awards, coupons, certificates, trips, teacher awards, and a variety of other incentives. Community and business donations to help us with this program are greatly appreciated.

### **CHABOYA KUDOS**

Kudos are used as student incentives to acknowledge positive and productive school behavior. Students are acknowledged by teachers and staff for upholding the Chaboya 3Cs with "Kudos." The administration and teachers regularly acknowledge students who:

- make **choices** to be mindful and make positive decisions when faced with two or more possibilities;
- make **choices** to be academically engaged and socially, emotionally, and physically safe;
- challenge themselves to take a **chance** with intentional actions to benefit themselves and others; and
- create a helpful result, or students who create a productive **change** by doing something different in a positive way within their classrooms or community.

Students will collect their Kudos to be used in our student store, opening this year.

### **POSITIVE BEHAVIORAL**

#### **INTERVENTIONS AND SUPPORT (PBIS)**

PBIS is a school-wide approach that includes five quality characteristics to enhance school climate:

1. Promote positive behavioral expectations.
2. Teach behavior expectations by modeling what is expected.
3. Reinforce positive behaviors with rewards and praise.
4. Implement consistent consequences for inappropriate behaviors.
5. Utilize restorative practices to support repairing harm for victims, building empathy, and reducing reoccurrence of problems and conflicts.

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# CHANGE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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**I** *CREATE an inclusive environment by collaborating, encouraging, and standing up for others.*

### **GENDER EQUITY POLICY**

Chaboya Middle School makes every effort to ensure gender equity. All facilities, classes, awards, and extracurricular activities are made available and are open to all students. Our physical education program is co-educational. Students are encouraged to join clubs, and to participate in school wide activities without regard to gender.

### **REPORT BULLYING**

Bullying and cyberbullying is serious and will not be tolerated. The [Colts Helpline](#) can be used to report alleged bullying that occurs on school property, at a school-sponsored event off school property, on a school bus, on the way to and/or from school, or online through social media during school hours. If you are a student, parent or guardian, teacher, or other staff member and wish to report an incident of alleged bullying, complete the entire online form and respond only to questions that you feel comfortable answering and are able to answer accurately. Students may choose to include their name on the form or may submit the form anonymously. Please note that the school's and district's ability to investigate an anonymous complaint may be limited, and the district prohibits retaliation against anyone who files a bullying report. Information shall remain confidential unless the student is going to harm themselves or others.

If a crisis develops outside of the school day and immediate safety is at risk, then parents or students should call 911 immediately. Parents can also contact Uplift Family Services for further support as necessary (24 hour home community support) Mobile Crisis Program (408) 379-9085 or 1-877-412-7474;

Santa Clara County Suicide & Crisis Center 1-855-278-4204; National Suicide Prevention Lifeline 1-800-784-2433; Crisis Text Line #741741.

### **REPORT UNSAFE BEHAVIOR**

Unsafe behavior includes verbal and physical bullying, cyberbullying, harassment, weapons on campus, and any action that can cause harm to oneself and/or others. All students need to report actions and behavior that cause personal discomfort in the classroom, on school property, and through online interactions during school hours. If a student is not sure whether a situation is considered unsafe, the student should speak with a teacher, administrator, counselor, parent, or trusted adult. Talking with a trusted adult can help a student decide what to do. Email [Ms. Fernandez](#), for help.

### **UNIFORM COMPLAINT PROCEDURES**

The Evergreen School District shall investigate and seek to resolve complaints at the local level. The district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocational education, and child care & development. Contact the Superintendent or designee, if you have a question concerning noncompliance on any of the programs listed. After receiving the district's decision regarding a complaint, appeal procedures are available to the California Department of Education. Complainants may use any civil law remedies that may be available. (BP/AR 1312.3)

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# CHANGE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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***I** REFLECT on my actions and how they impact others.*

### **STUDENT ATTIRE**

Appropriate and modest attire is expected at school. Students should be comfortable without distraction.

- Undergarments **cannot** be showing under any circumstances. If clothing is not worn correctly, it must be corrected or parents will be contacted.
- Sleepwear and blankets are **not** to be worn (Exceptions on verified Spirit Day).
- Hats or hoodies are allowed **IF** worn appropriately on campus, but are subject to individual classroom policies. Face and ears must be visible to school staff.
- **NO** profane, vulgar, sexually suggestive, violent, drug, alcohol, tobacco or gang-related clothing are allowed.
- Items such as backpacks belts and belt buckles will also be monitored. Inappropriate words, designs or anything causing a distraction may be confiscated and could lead to disciplinary action.

With the ever changing fashion trends, it is difficult to have a comprehensive list of acceptable attire. The school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in this handbook. The school administration reserves the right to individually forbid a student from wearing any attire, logos, symbols, or insignias including excessive clothing color, that is determined to create a hostile environment or distracts from learning. The student attire guidelines shall apply to regular school days, as well as any school-related events.

### **CLASSROOMS**

Each classroom teacher is allowed to set guidelines and policies for his or her individual classroom. Violations of these policies may result in assigned reflection time or other consequences.

### **Social Media**

Any items published on social media having negative effects on our school climate will be handled by school administrators and/or law enforcement agencies if necessary. This includes negative activity done at home. Posting on, making comments or accessing social platforms during the school day is not allowed and violations of any kind will result in disciplinary action.

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# CHANGE

## TAKING INTENTIONAL ACTIONS TO BENEFIT MYSELF AND OTHERS

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**I** REFLECT on my actions and how they impact others.

### **COUNSELING**

Many times parents look to the school for assistance with personal or family situations which cause students to experience difficulties at school. Referrals for students, and in some cases, family counseling, may be made with or through the assistant principals and school counselor. Please go to our [school website](#) to make a referral.

Suggestions for referrals to outside agencies are also available through the assistant principals, counselor, social worker, or school psychologist. If a crisis develops outside of the school day and immediate safety is at risk then parents should call 911 immediately. Parents can also contact Uplift Family Services for further support as necessary (24 hour home community support) Mobile Crisis Program (408) 379- 9085 or 1-877-412-7474; Santa Clara County Suicide & Crisis Center 1-855-278-4204; National Suicide Prevention Lifeline 1-800-784-2433; Crisis Text Line #741741.

### **REFLECTIVE QUESTIONS**

To help you understand how your actions impact others, ask yourself:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think you need to do to make things right?

### **CONSEQUENCES FOR UNWANTED STUDENT BEHAVIOR**

Students who do not behave appropriately at Chaboya may expect the following:

- Reflective Questions
- Learning Workshops
- Phone calls home
- Letters to parents
- Teacher Detentions. These are arranged by individual teachers, which can take place any day of the week.
- "U's" in behavior and/or citizenship on their progress reports and report cards
- Referrals to an administrator
- Community service
- Behavioral contracts
- Administrative Detentions.
- School Attendance Review Board (SARB) referrals
- Suspensions, expulsions, or referrals to additional support students

Students participating in learning workshops at lunch time must work quietly. Personal needs such as eating, drinking, and using the restroom will be provided to during the designated time. Failure to attend/complete any consequence will result in further disciplinary action.

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# CALIFORNIA LAW

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Every student shall attend school punctually and regularly, follow school rules, obey all directions of the staff, work diligently, behave appropriately, and respect those in authority. (CA Administrative Code 300).

1. Those students who continue to defy school authority by word or act, or who commit an obscene act or engage in habitual profanity, are subject to disciplinary action (Ed. Code 48900).
2. Students who possess, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object, shall be subject to suspension and expulsion from school and district, and the items will be confiscated (CA Administrative Code 300, Penal Code 653k, Penal Code 62610).
3. There shall be no smoking or possession of tobacco, tobacco product, or electronic cigarette (or similar product) on school grounds or during any school activity (Ed. Code 48900).
4. The use, possession or being under the influence of any controlled substance, intoxicant, or alcoholic beverage on school grounds or any school sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency (Ed. Code 48900, CA Administrative Code 301).
5. Any student who destroys or in any way injures public or private property such as books, lockers, buildings, buses, or other equipment may face suspension or expulsion, and the parent or guardian shall be held financially liable.
6. Any student who steals, or attempts to steal school or personal property, or commits any unlawful act on school buses, school grounds, or on the way to and from school shall be subject to suspension, expulsion and referral to the appropriate law enforcement agency.
7. Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct, except when that the pupil's presence causes a danger to persons (Ed. Code 48900.5). Examples of "Other means of correction" include:
  - Restorative Practices
  - Community Service
  - Reflection
  - Conference
  - After-school Programs
  - Positive Support Approach

## Search and Seizure

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or school. The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. ([Ed Code 49050](#), [BP/AR 5145.12](#))

# COLTS BILL OF RIGHTS & RESPONSIBILITIES

## STUDENTS HAVE A RIGHT TO:

Access free public education.	<a href="#">BP 5111- AR 5111.12(b)</a>
Be treated fairly and with respect by students and school's staff.	<a href="#">Compliance Policy, Nondiscrimination/ Harassment</a> <a href="#">Compliance Policy, Sexual Harassment</a>
Receive high quality nutrition, physical activity and wellness.	<a href="#">BP 5030(a)-BP 5030(e), BP 6142.7 &amp; AR 6142.7</a>
Learn and participate in a safe and positive environment free from bias, harassment, discrimination, intimidation, or bullying based on a student's color, race, national origin, gender, gender expression, gender identity, sexual orientation, disability, or religion.	<a href="#">BP 0410(a) &amp; BP 0410(b), AR 6145.2, BP 0410(a), BP 5142 (a), AR 5142</a> <a href="#">Compliance Policy, Nondiscrimination/ Harassment</a>
Receive high quality instruction that meets district and state standards.	<a href="#">BP 6000-BP 6010, BP 6141(a, b, c), BP 6146.5</a> <a href="#">Profile of a Learner (POL)</a> <a href="#">ESD Mission and Values Statements</a>
Achieve at high levels.	<a href="#">BP 0100 (a, b)</a> <a href="#">Profile of a Learner (POL)</a> <a href="#">ESD Mission and Values Statements</a>
Be involved in school activities by meeting standards of the program or sponsoring organization.	<a href="#">BP 6145 (a, b)-6145.2 (a, b), AR 6145.5 (a, b, c)</a>
Ask questions and ask for help at appropriate times.	<a href="#">Profile of a Learner (POL)</a>
Be themselves.	<a href="#">BP 6115</a> <a href="#">Compliance Policy, Nondiscrimination/ Harassment</a>
Students shall have the right to exercise freedom of speech and of the press (as long as expression or distribution or posting of any materials is not obscene, libelous, slanderous, includes "fighting words," or present a danger. Students must follow board policies and educational code.	<a href="#">BP 5145.2</a>

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# COLTS BILL OF RIGHTS & RESPONSIBILITIES

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## STUDENTS ARE RESPONSIBLE FOR

Attending school daily and on-time and being ready to fully participate in daily school activities.	<a href="#">BP 5112.1-BP 5116(b)</a>
Striving for academic and personal growth.	<a href="#">Profile of a Learner (POL)</a>
Contributing positively to the school environment.	
Conducting themselves in a manner which will not disrupt their education or the education of others.	<a href="#">BP 5131-5131.4, 5131.6-5131.7</a>
Dressing appropriately.	<a href="#">BP 5131</a>
Following rules and expectations of the school and district.	<a href="#">BP 5131, 5131.4, 5131.6, 5131.7</a>

[Evergreen School District Policies \(Comprehensive List\)](#)



## HANDBOOK SIGNATURE SHEET

**Instructions:** Each family is asked to access the electronic copy of the handbook that includes an additional Handbook Signature Sheet if needed. Complete and return this sheet to your child's advisory teacher.

The 2023-2024 Parent and Student Handbook can viewed online at:

<https://chaboya.eesd.org/>

Our family has read and discussed the 2023-2024 Parent and Student Handbook for Chaboya Middle School. We understand the expectations of the school community , including my child(s) participation as a part of our school community, in relationship to expectations around:

- Guidelines for Student Behavior
- Expectations related to our values of Choice, Chance, and Change
- Procedures and Expectations around academic expectations, including understanding that the academic criteria for receiving a promotion certificate is an overall cumulative 1.5 GPA
- Importance of regular attendance at school

**We acknowledge that we have read, reviewed, and understand the expectations and policies of the 2023-2024 Chaboya Middle School Parent and Student Handbook.**

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Grade Level:** 7 8

**Advisory Teacher:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**