



# ***Chaparral Middle School***

*A National Blue Ribbon School of Excellence,  
A Nationally Acclaimed School to Watch,  
A California Distinguished School,  
A California Gold Ribbon School*  
**Student Handbook 2021-2022**

Dear Students and Parents/Guardians:

This student handbook contains many things that will make your year at Chaparral an easier one. As you look through the pages, you will find tools that assist you in being in the right place at the right time, which is an important skill for everyone to have!

Please pay especially close attention to the rules, regulations, and information from Education Code that is listed in these pages. Also, be sure to pay close attention to the "General Disciplinary Guidelines." This section discusses items which can be construed as dangerous objects, and therefore should NOT be brought to school. Firearms, pocket knives, letter openers, lighters and firecrackers fall into this category. By following the expectations and guidelines established in this book, our Cougars will be giving themselves the best opportunity for success on campus.

Please read and review the student handbook with your child. Sign this letter and have your child return it to his/her advocacy teacher.

Thank you very much for your cooperation. We wish you a rewarding school year.

Sincerely,

Principal

My child, \_\_\_\_\_, and I have reviewed and understand the information contained in the student handbook for the 2021-2022 school year.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advocacy Teacher's name)

***(Please return to the Advocacy Teacher with student and parent signatures.)***

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# Chaparral Middle School

1405 South Spruce Tree Drive - Diamond Bar, CA 91765

*A NATIONAL SCHOOL OF EXCELLENCE,  
A CALIFORNIA GOLD RIBBON SCHOOL &  
A STATE AND NATIONAL SCHOOL TO WATCH*

## Student Handbook 2021-2022

Principal – TBD

Assistant Principal – Mrs. Denise Loera

Counselor / Student Staff Resource Advisor (SSRA):

Ms. Christina Aquino, Mrs. Kelly Ebel, and Mr. Hon Tran

Telephone: (909) 861-6227

Office: Option 1 (7:00 AM – 3:30 PM)

Attendance: Option 2

General Mailbox: Option 3

Driving Directions: Option 4

Activities: Option 5

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

***Cover art contributed by Candy Lin Lu, Grade 7***

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



INSERT CALENDAR YEAR 2021-2022 HERE



Chaparral Middle School: Bell Schedules 2021-2022

**Block Schedule**

Block	Time	Minutes
First	7:45 – 9:20	95
Advocacy	9:25 – 9:40	15
Break	9:40 – 9:55	15
Second	10:00 – 11:35	95
Lunch	11:35 – 12:15	40
Third	12:20 – 1:55	95

**Six Period Day**

Period	Time	Minutes
1	7:45 - 8:33	48
2	8:38 - 9:26	48
Advocacy	9:31 - 9:42	11
3	9:47 - 10:35	48
4	10:40 – 11:29	49
Lunch	11:29 – 12:09	40
5	12:14 – 1:02	48
6	1:07 – 1:55	48

**Late Start (School Starts at 8:40 am)**

Period	Time	Minutes
1	8:40 – 9:21	41
2	9:26 – 10:10	44
3	10:15 – 10:56	41
4	11:01 – 11:43	42
Lunch	11:43 – 12:23	40
5	12:28 – 1:09	41
6	1:14 – 1:55	41

**Minimum Day – Block (No Lunch break)**

Block	Time	Minutes
First	7:45 – 8:42	57
Advocacy	8:47 – 8:56	9
Second	9:01 – 9:58	57
Third	10:03 – 11:00	57



**Minimum Day, Six Periods (No Lunch break)**

Period	Time	Minutes
1	7:45 - 8:11	26
2	8:16 – 8:42	26
Advocacy	8:47 – 8:56	9
3	9:01 – 9:27	26
4	9:32 – 9:58	26
5	10:03 – 10:29	26
6	10:34 – 11:00	26

INSERT CMS CAMPUS MAP HERE



# Codes for Marking Your Text

<b>Code</b>	<b>What It Means</b>
?	When you have a question, need clarification, or are unsure. (see below)
	When you see a new word that you're not sure how to define or you don't know what it means. (make sure to look it up later)
<u>underline</u>	When you read something that seems important, vital, key, memorable, or powerful <u>underline</u> it.
	When you read something and can connect it between the text and your life, the world, or other things you've read.

For times when you've marked something with a **?**, write the question that you have in the margin of the text.

INSERT 2021 CLOSE READING PROGRESSION HERE



INSERT A-E-I-O-U TEMPLATE HERE  
(1/2 page)

and

INSERT RACES protocol (1/2 page);  
shrink as necessary

INSERT 2021 MP1 and MP2 TEMPLATE HERE

(1/2 page)

and

INSERT 2021 MP3 and MP4 TEMPLATE HERE

(1/2 page); shrink as necessary

INSERT 2021 MP5 and MP6 TEMPLATE HERE

(1/2 page)

and

INSERT 2021 MP7 and MP8 TEMPLATE HERE

(1/2 page); shrink as necessary

## WVUSD Code of Character

In order to uphold our school's core values and make ethical decisions, each student will demonstrate the following Pillars of Character:

### TRUSTWORTHINESS

- I will accept that trust is essential to all of my important relationships.
- I will not lie or cheat because it hurts my character.
- I will keep my promises.

### RESPECT

- I will live by the Golden Rule, treating others the way I want to be treated.
- I will avoid being a bully or fighting with others.
- I will be kind, courteous, and use good manners.
- I will accept the differences found in my classmates.

### RESPONSIBILITY

- I will be accountable for the choices I make.
- I will exercise self-control and set a good example.
- I will plan, set goals, and persist in order to be successful.
- I will do what I have to do without whining or giving excuses.
- I will do my best work and be my best self.

### FAIRNESS

- I will treat all people equitably.
- I will be consistent in my words and actions.
- I will accept the fact that something is not unfair just because it didn't go my way.
- I will not blame others or punish them for something they're not responsible for.

### CARING

- I will show concern for others' well-being.
- I will act compassionately and with empathy toward all staff and students.
- I will practice charity, make sacrifices, and show gratitude.

### CITIZENSHIP

- I will do my share to make our campus a better place.
- I will obey all school rules.
- I will be willing to share with others.
- I will not be a bystander if another student is being bullied or treated unfairly.

# WALNUT VALLEY UNIFIED SCHOOL DISTRICT

## POLICY FOR BULLYING PREVENTION

The Walnut Valley Unified School District believes that all students have the right to a safe and healthy school environment. The district, schools, and community have the obligation to promote mutual respect, tolerance, and acceptance.

The Walnut Valley Unified School District will not tolerate behavior that infringes on the safety of any student. Bullying is defined as aggressive behavior that is negative and intentional, carried out repeatedly over an extended period of time, and where the behavior occurs in a relationship where there is an imbalance of power between the parties involved. A student shall not bully another student through words, actions, or use of technology.

The Walnut Valley Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Walnut Valley Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Schools will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaining of bullying in a thorough and confidential manner.
- If the complainant student or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian should contact the principal or the Director of Pupil Personnel Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

- All staff, students and their parents/guardians will receive a summary of this policy.
- The school will make reasonable efforts to keep a report of bullying. The results of the investigation will remain confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

## Belief Statement

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

## Academic Program

### Expectations

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

### Parent-Teacher Communication

Report Cards – Chaparral is on a semester grading period; however, students will receive

a cumulative progress report at the end of each 9-week period. STUDENTS WILL RECEIVE A REPORT CARD AT THE END OF EACH SEMESTER. Parents are invited to contact the school at any time.

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

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

### Recognitions

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

Gold Cord – Eighth graders who have achieved a cumulative grade point average of 3.50 (no rounding or exceptions will be made) in the sixth, seventh, and eighth grades for the *gradable* semesters leading up to promotion have the honor of wearing the "Gold Cord" at the promotion ceremony. A grade of D, F, or I in any subject or a citizenship mark of 3 or 4 could disqualify a student from receiving the "Gold Cord."

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

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

## Lunch Time Expectations

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

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

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

Noontime Activities - Recreational equipment is available for use in the basketball courts and athletic fields. Students may bring their own equipment from home to be used in designated areas; however, Chaparral staff is not responsible for its loss or damage. Off-limit areas include: classrooms/areas, locker areas,

disaster sheds and corridors. Additionally, students are not to be in the building during lunch without a pass.

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

## Attendance

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

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

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

Every student must have current *emergency* information on file in the office. If parents

cannot be notified in an emergency situation (illness, injury, disaster, etc.), the school will call the emergency contacts listed on the emergency card or paramedics at the parents' expense.

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

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

## Tardy/Truancy

Students are expected to be in class on time. Students should enter the building after the first bell. Students are tardy if they are not in their seat by the final bell. If a student is late to school, he/she must report to the attendance clerk for an admittance slip. Students who wish to participate in extracurricular activities must be present during the entirety of that school day.

Excused Tardies – If the tardy is due to illness or a medical appointment, he/she must bring a note from a parent or doctor. Students must be fever free for 24 hours before returning to school.

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

- 1<sup>st</sup> Violation: Warning (documented).
- 2<sup>nd</sup> Violation: Break detention.
- 3<sup>rd</sup> Violation: Break detention.
- 4<sup>th</sup> Violation: Lunch detention (Tardy Time) for 1 hour.

Additional tardies will result in lunch detentions and possible referral to the district attendance liaison. Students are ineligible for extracurricular activities until their tardy time is made up. This includes sports activities and dances.

## Academic Honesty

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

Some examples of cheating include:

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

The consequences for cheating are as follows:

1<sup>st</sup> Offense: Zero on assignment, parent call & referral

2<sup>nd</sup> Offense: All of the above including detentions & a  
Performance Contract

3<sup>rd</sup> Offense: Referral, Meeting with the Assistant Principal

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

## Leaving School Grounds

Chaparral Middle School is a closed campus. Students may not leave the grounds any time during the school day without permission. Permission must be obtained from the office



for emergency purposes, or doctor or dental appointments during school hours.

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

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

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

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

#### LATE START DAYS

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

### Withdrawal from School

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

### Homework Policy

Homework in the Walnut Valley Unified School District and specifically Chaparral Middle School is considered to be an integral part of our students' total school program. As students progress through the school year, they will be required to supplement their application of learning in the classroom with reading and assignments outside school hours. Homework also provides parents with an opportunity to have an awareness of curriculum being studied and the child's skill in understanding the material.

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

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

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

### Dress Code

Student appearance should be determined by the occasion or nature of the activity; therefore, the daily attire at Chaparral should be appropriate to a positive educational environment. All clothing should be clean, in good repair, and worn in good taste. Students

should groom themselves for school in a manner that does not offend rules of decency, reflect negatively on, or detract from any phase of the education program, or present a hazard to health or safety.

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

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

The Chaparral dress code will not allow:

- Pants that fall below the top of the hip.
- Hats / headwear, including bandannas, beanies and skull caps, without Chaparral logos or hats that are worn inappropriately on campus. Chaparral hats can be purchased at the student store. ONLY Chaparral logo hats are allowed on campus. Hats will ONLY be allowed outside the building and classroom areas.
- Over-sized clothing.
- Shirts/blouses with oversized armholes.
- Extreme necklines or low-cut open tops.
- Dresses, tank tops, tube tops, spaghetti straps and clothing exposing the back, midriff (stomach), or shoulders.
- Visible undergarments (underwear, etc.)
- Tight, form fitting pant, skirts, or shirts.
- Un-hemmed, unfinished, or inappropriate length hemlines on pants, skirts, and shorts.
- Hanging belts.
- Slippers or shoes without back-straps.
- Open-toed shoes.

- Spikes or chains that are used as articles of clothing, including wallet chains.
- Clothing that promotes negative social influences.

*Consequences for dress code violations:*

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

## Extracurricular Activity Eligibility

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

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

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

To calculate your GPA, do the following:

1. Convert each grade to a number, using this scale: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.
2. Add the total points received on your report card.
3. Divide this total by the number of classes (do not include advocacy; 6 classes total). This is your GPA.

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

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

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

## Physical Education

Chaparral Students are required to dress for and participate in P.E. classes each day. Uniforms can be purchased from the Chaparral P.E. department or parents may opt to have their students wear an alternate PE uniform. If you opt for the alternate PE uniform, please be informed that any black athletic short, and appropriately colored plain t-shirt (6th = Gray, 7th = Gold, 8th = Red) will suffice as a PE uniform. Students begin dressing for PE classes in the second week of school. Uniforms should only be worn during P.E. class. Students may also opt to purchase a "Sportfolio" for use in organizing course material; this is not required as students are given the option of using an alternate organizer. A student may request to be excused from P.E. by reporting to the P.E. teacher in the beginning of class with a note from a parent. On that day, he or she be given an alternative written assignment or modified activity as per parent's request. A doctor's note is required if a student is to be excused for more than three consecutive (3) days. Please ask your doctor to provide a specific list of activities that are acceptable during your medically excused absence. Contact your PE teacher for a list of activities.

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

## School Services

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

when regulations have been violated and when appropriate disciplinary action should result. Should a student lose his/her bus pass, a temporary pass may be obtained from the office. Parents will need to contact transportation to obtain a new permanent pass. Late buses are provided for the students with a bus pass, to participate in after-school tutoring, athletics, detention, and other school-related activities. Only students participating in school sponsored activities will be allowed to ride the late bus.

## Student Activities

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

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

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

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

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

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

## Additional Information

The Cougar Corner Library is primarily for research, study and reading. The library is open to students from the hours of 8:15am – 1:45pm. The library and its services are a privilege for the students. When students enter the library, they are asked to adhere to the five expectations:

1. No food or drink. Water is OK.
2. Students must be visible by librarian at all times. No loitering.
3. Study rooms are for doing school work. Only 4 students allowed at a time.
4. Computers are only for homework and printing
5. When we announce 2 minutes left, students must do their part to leave the library neat by cleaning tables, returning chairs, returning books and throwing away trash. Student inability to abide by these expectations will be asked to leave and could lead to detention or referral. Students are allowed to check out up to 3 books at a time. They will not be allowed to check out new books if they have overdue books. Overdue books could lead to detention. For full list of library etiquette visit [cougarcorner.org/library](http://cougarcorner.org/library)

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

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

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

*Health Office* - The Health Office is located in the school office area. Students must have a pass from a teacher before going to the Health Office. Parents or guardians will be contacted if the school thinks it is necessary.

The school must be informed of any special health matters concerning a student. Any on-campus injury should be reported to any staff member immediately. Students are requested not to bring medication to school. However, if it is necessary, all medication must be kept in the Health Office with a School Medication form filled out by a doctor indicating type of medication, amount to be taken, and time to

be taken. Asthma Inhalers may be carried by students as long as the form is completed by parent/guardian and medical doctor then returned to the office.

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

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

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

#### *How to Open Your Locker*

1. Spin the dial several times to the right to clear the lock. Then, turn once more to the right and stop on your first number.
1. Turn the dial to the left TWICE, stopping on the second number.
2. Turn right to the third number, slowly!

*Community Club* - The Chaparral Community Club (C.C.C.) is a Parent/Teacher organization at Chaparral. It elects its own officers, conducts its own affairs, and is not affiliated with any national or state organization. The meetings

are held on Friday most months in the staff lounge. The club is actively involved within the school, and its members contribute their time in an effort to assist the school, its students, and the school community. Thousands of dollars are raised each year to support student activities and the purchase of equipment and materials for the school and our students. The primary goal of the C.C.C. is to further support child welfare at home and at school. The club provides financial support, awards, and assemblies for all students at Chaparral. It lends support to parents, helping them through the middle years with their children.

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

Hispanic Organization for Parents in Education (HOPE) – Chaparral HOPE was created in 2010 and is an extension to an existing parent group, HOPE of Diamond Bar High School. As their motto states, “HOPE is for everyone”, HOPE was designed as a way for Hispanic parents to become enlightened about the educational expectations for their students at Chaparral and for discussions about the betterment of their individual students moving forward. Chaparral HOPE continues to foster communication between Hispanic parents

about their students. In their monthly meetings, along with a representative from the school, HOPE is a place where parents, students and the school discuss pertinent ways to make all students more successful.

## Behavior Guidelines & Student Support

### Student Guidance

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

### School-wide Expectations

- The teachers expect you to be in class and seated on time and prepared with appropriate material.
- You have 5 minutes between classes to go to lockers and restrooms.
- If you lose a school book or P.E. lock or damage school property you must pay for it.
- Found clothing should be placed in the lost and found bin. Small items should be brought to the main office.
- You should not be on campus more than 15 minutes before or after school, unless you are with a teacher or eating breakfast in the food court, and have permission from your parent.
- Students may not sell anything on campus without administration approval.

- Do not leave your belongings unattended during the school day as this may result in you losing important academic and personal items

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

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

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

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

students may be assigned campus cleanup for vandalism infractions.

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

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

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

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

Visitors - Visitors to the campus must sign in and pick up a visitor’s pass at the office. Relatives or friends from other schools are

not permitted to visit students on campus or accompany them to classes.

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

Community – Students must demonstrate respectful and responsible behavior on the way to and from school. Students must stay off private property, including private driveways, and front/back yards. The hills and slopes around school fences are restricted areas and should not be accessed by students.

### Discipline Philosophy

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

### General Disciplinary Guidelines

We are committed to teaching: Responsibility, Respect, and Rigor, and we can best accomplish this goal by working together as a team. Our expectations are high, but we believe that our students are capable of meeting them.

Frequency and severity of inappropriate student behaviors will determine the level of discipline administered. The goal of discipline is to help students improve their behavior in the future.

Range of Disciplinary Actions (min. /max.)

### *Violations against persons:*

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

### *Violations against property:*

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

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

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

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

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



# AUTOMATIC RECOMMENDATION FOR EXPULSION

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

## Suspension

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

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

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

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

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

EC 48900.4 A pupil may be suspended or recommended for expulsion if it is determined that the pupil harassed, threatened, or

intimidated, creating a hostile educational environment.

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

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

The following violations of EC 48915(c) require mandatory suspension and a recommendation for expulsion:

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

## Commonly Asked Questions - Chaparral Middle School

### 1. How does the block schedule work?

Chaparral utilizes a “rotating” block schedule. Each day, our students will report to either a “A” schedule, a “B” schedule or a “6 period day schedule.” The schedule is in your student’s binder reminder, and is also available online.

- On “A” days students attend periods 1, 3, and 5. The numeric number on the schedule after “A” or “B” represents the first period that your child will attend that morning. For example, on an “A5” day, students begin school in their fifth period classes, but on an A1 day, they go to period one first.
- On “B” days students attend periods 2, 4 and 6. Again, the numeric value attached to the “B” represents the first period that day.
- On “six period days,” students begin in their first period classes and attend all six of their scheduled classes that day.

### 2. What is a “Core?”

Cores at Chaparral include groups of teachers (Math, Science, Language Arts & Social Studies) in the sixth and seventh grade that share the same students, collaborate around interdisciplinary assignments, and utilize similar instructional strategies in order to best meet the needs of their students. Given the complexities with 8<sup>th</sup> grade scheduling, cores are not formed in their truest sense.

### 3. What if my child wants to switch their schedule?

If your child has the desire to switch their schedule, they may submit a request for a schedule change to their counselor. Forms are available at the front office and must be signed by parents for consideration. This must be done within the ***first two weeks of the start of school***. Once completed and submitted to the office, requests are followed through with by your child’s counselor. Though your child’s counselor will do all they can to accommodate changes, schedule changes are very complicated and will be completed only when possible. A change is not guaranteed. Please keep in mind, *no schedule changes will be made for students that feel they may “like” another teacher better, or for students wanting to change classes to “be with friends.”*

### 4. How do I know who my child’s counselor is?

We have three counselors at Chaparral Middle School, Ms. Aquino, Mrs. Ebel, and Mr. Tran. Each has their own webpage at [chaparralmiddle.org](http://chaparralmiddle.org) where you will find contact information.

Our counselors will follow their students through their three years at Chaparral. For the 2021-22 school year, they will be assigned the following students:

- Sixth Grade: Mrs. Ebel is the counselor for all 6th grade students.  
[kebel@wvusd.org](mailto:kebel@wvusd.org)
- Seventh Grade: Mr. Tran is the counselor for all 7th grade students.  
[htran@wvusd.org](mailto:htran@wvusd.org)
- Eighth Grade: Ms. Aquino is the counselor for all 8th grade students.  
[caquino@wvusd.org](mailto:caquino@wvusd.org)

### **What should parents do when they have questions about the school's policies?**

Most school policies are defined clearly in your student's binder reminder. These binder reminders are given to students on the first week of classes. Please review the binder reminder with your child before signing the form that accompanies it and sending it back to school. If you do not find the answer to the question you have, please direct your questions as listed on the next page:

For questions about hours, and general information about the school, please contact the office at 909-861-6227.

For concerns about a student grade, or classroom progress, behavior, etc. – Please contact your child's teacher *directly*. Teacher contact information is available at [chaparralmiddle.org](http://chaparralmiddle.org)

If the teacher is unable to answer your question, and/or you do not receive a response, please contact your child's counselor. For questions about services for students, and concerns about student well-being, please contact your child's counselor (to determine your child's counselor, please look at the prompt above).

For questions related to campus safety, climate, or behavioral and discipline policies, please contact Mrs. Loera, Assistant Principal. [dloera@wvusd.org](mailto:dloera@wvusd.org) If you have not received a remedy to your concerns through the above listed channels, please contact the Principal.

### **5. Will my student get a locker?**

All students will receive a locker in their PE classes. These lockers are to be used exclusively for PE (clothes, etc.). If lockers are available, all eighth-grade students are given lockers at the beginning of the school year. These lockers are issued by their Advocacy teachers. Students may use these lockers to store books, and other general supplies. If your Cougar has a medical condition that requires them to have a locker, please make their counselor aware of this and we will do all we can to accommodate their need.

## 6. Does my student have to buy PE clothes?

We highly recommend (but do not require) that all students purchase the PE uniform that is offered at registration. The uniform allows us to identify which students are in their PE classes while out and about on campus doing physical activities. Though *we do not require that students purchase the Chaparral PE uniform*, we do require a PE uniform of some kind for each student. For those of you choosing to provide your student an alternate PE uniform, please be informed that any black athletic short, and appropriately colored plain t-shirt (6<sup>th</sup> = **Red**, 7<sup>th</sup> = **Gray**, 8<sup>th</sup> = **Gold**) will suffice as a PE uniform. Students will begin dressing for PE classes the second week of school. Students may also opt to purchase a “*Sportfolio*” for use in organizing course material; this is not required as students are given the option of using an alternate organizer.

## 7. Can you explain teacher supply lists for me?

Many parents ask teachers what type of supplies students could benefit from having in class. Thus, teachers produce supply lists. Supply lists are never required of students, and no grade will ever be attached to the purchasing of supplies.

The California Education Code, as amended by Assembly Code 1575 in 2012 provides that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in any educational activity. If your child requires resources for completing any assignment or for participation in a school-sponsored activity, please contact the teacher. ***No student will be denied access to any resource to complete assignments or participate in activities.***

## 8. How early should I get my child to school?

The school’s office opens each day at 7:00 AM. If dropped off prior to 7:00 AM, students will be completely unsupervised.

## 9. How late should my child stay after school?

We recommend that all kids get picked up **by 2:30 PM**. Students that are left loitering after school in an unsupervised setting are placed in a situation that is not conducive to making appropriate choices. There is a late bus that arrives at 3:30 PM for students **involved in school-sponsored after school activities**. The late bus is only to be utilized for this purpose. The school office closes at 3:30 PM. If students are not picked up by 3:30 PM, they will be unsupervised.

## 10. I hear traffic is bad! What should I do?

If you drop your child off after 7:15 AM, you can expect to spend fifteen minutes or more waiting for “your turn.” Traffic wait times increase exponentially when parents opt to

violate traffic laws and drop their students in alternate sites along the traffic zone. Please be sure to adhere to the traffic guidelines that have been set aside by the Sheriff's Department specifically for our school. Other possible options for you to consider are taking the bus, carpooling, or having your students walk or ride their bikes. The more students that get to school by using these methods, the better our traffic problem is. Please see the video at the attached link to familiarize yourself with our traffic pattern. Thank you! <http://goo.gl/n78mlw>

### **11. Why does Chaparral have so many Late Start days?**

First, let me start by saying that we are highly committed to the success of our students. That being said, we also believe very strongly that formal articulation between teachers at Chaparral, and also with teachers across the District is the most effective way to better teaching practices. With that in mind, and in the spirit of collaborating with our sister schools, South Pointe Middle School and Diamond Bar High School, we developed our late start schedule for this year. (Each of these schools also have implemented late starts.) We generally communicate Late Start days in four ways. First, it is on the school calendar which is updated each May. Second, it is also located in student binder reminders. Third, we have reminded our community about each late start day on a monthly basis in the Principal's Newsletter. Finally, email reminders are sent the day before each late start. (Please make sure that the school has your most current email address). Late start days have been very productive for our school and for our instructional practices. We believe strongly that frequent conversation between professionals yields strong rewards. However, we understand that it also presents some hardships for parents who are trying to get their students to school on time each day. The blacktop will be supervised for students who are dropped off early on late start days beginning at 7:10 AM. All students being dropped off early are expected to go to the blacktop area at the rear of the school and to stay there until the start of the school day.

### **12. How will I know about the events that are going on at Chaparral?**

Events are largely available for your review at our school website, [chaparralmiddle.org](http://chaparralmiddle.org). A detailed list of activities is updated on the site. Also, the Principal's newsletter will be sent out at the beginning of each month to give an overview of most major events that will take place during the course of that month. The school also currently maintains Facebook, Instagram, and Twitter accounts as well.

### **13. How does Chaparral place students in their math classes?**

At the end of each school year, or at the time a new student enrolls, we give a math assessment to students. Students are placed into the following year's math classes based on this assessment. The student's grade in their previous math class is also considered, as

is teacher recommendation (when available.) Our intention for placing students into classes by using this format is to make sure that students are learning the appropriate level of math for their continued development. If you have concerns about your student's math placement, you may contact your student's counselor with your concerns.

#### **14. Where do I find information about the student Outdoor Education trips offered for students?**

The Outdoor Education camps for the 2020-2021 school year are scheduled for the following locations and dates. Information on these trips will be made available by the staff field trip coordinator as the date nears. Students are not required to participate in these camps and are never excluded from participation solely because of the inability to contribute to camp costs.

6<sup>th</sup> Grade – Arrowhead, (TBD), Bob Patterson, faculty contact, [rpatterson@wvusd.org](mailto:rpatterson@wvusd.org)

7<sup>th</sup> Grade – Catalina, (TBD), Michael Miller, faculty contact, [mmiller@wvusd.org](mailto:mmiller@wvusd.org)

8<sup>th</sup> Grade – Pali Institute, Running Springs, (TBD), Carrie Gibbons, faculty contact, [cgibbons@wvusd.org](mailto:cgibbons@wvusd.org)

#### **15. How can parents get involved to help at Chaparral?**

We have many options for parent involvement. Parents can speak with their Cougar's teacher individually to find out what that teacher may need. Also, we offer several parent groups that give parents an avenue to become involved in their child's experience at Chaparral. ALL parents are happily invited to join Chaparral Community Club, our longest standing parent organization. They meet monthly at the school and solicit membership during registration. This group is an active fundraiser and has approved thousands in donations to the school in the past thirty plus years. Our Chinese American Parent Association, CAPA, is a group that originated around the idea of giving our Chinese speaking parents an avenue to discuss school related items with other Chinese speaking parents. However, the group is open to ALL parents and also solicits members during registration and has been a benefactor in the years that they have been on campus. Our newest Parent Group, Hispanic Organization for Parents and Education, HOPE, was started six years ago as an outlet to Hispanic parents interested in knowing more school programs and becoming involved with the school. HOPE also is open to ALL parents and solicits membership during registration. (Keep in mind, depending on the level of access to students, parent volunteers may have to be cleared through the District.)

## **16. Why does my child need to show proof of the Tdap vaccination in order to register?**

Starting the 2011-12 school year, the State of California made the Tdap vaccination (Combined Tetanus, Diphtheria and Pertussis Vaccines) a requirement for all students entering grades 7-12.

## **17. What happens if my child has no access to technology at home but has been given a Technology based assignment? What are my options?**

Chaparral is a technology school and teaching technical skills is an integral part of what your student will do at Chaparral. That being said, all teachers are always prepared to offer a comparable, non-tech option for completion of projects where needed. Keep in mind, all students have access to several technology options at school before, during and after school. And, that with block scheduling, students generally have multiple days to complete homework assignments. If your child is in any way uncertain about homework requirements, expectations, or options, have them consult with their teacher for resolution.