

## Cholla Middle School WELCOME & PRINCIPAL'S MESSAGE

Dear Parents,

Welcome back to another amazing school year! I look forward to a fantastic school year working with you, your child and the staff of Cholla Middle School. Our goal is to continue to establish a learning environment that other schools will want to pattern themselves after. Here are five ways that you can make a difference along with some examples:

**Be a partner:** meeting basic obligations such as being responsive to notes home, attending parent conferences, signing and returning report cards and assisting children with homework.

**Be a collaborator:** helping to solve problems that arise in the school experiences of your children and providing enrichment activities at home such as reading.

**Be an audience:** attending functions in which your child is involved, as well as other school functions and parent meetings.

**Be a supporter:** volunteering to work in the school, being active in our PTO.

**Be decision makers:** participating in District-wide or school committees can have a substantive input into the operations and programs of schools.

The above examples will create a partnership that will foster academic success, and together we can help make Cholla Middle School the school of choice.

Sincerely,  
Phil Garitson  
Principal

## GENERAL INFORMATION

**School Address:** 3120 West Cholla Street

**School Web Site:** <http://cholla.wedschools.org>

**Important Phone Numbers:**

Office: 602-896-5400

Health Office: 602-896-5410

Attendance: 602-896-5422

**School Hours (Mon., Tues., Thurs., Fri.):** 8:10 a.m.-3:15 p.m.

**School Hours (Weds.):** 8:10 a.m.-1:45 p.m.

**Office Hours (Mon., Tues., Thurs., Fri.):** 7:45 a.m. - 4:15 p.m.

**Office Hours (Weds.):** 7:45 a.m.-3:15 p.m.

## SCHOOL VISION

**"Working together to empower lifelong learners."**

## SCHOOL MOTTO

**"Charging Forward"**

Below are **Characteristics of a Cholla Charger** that we want all our students to emulate as they continue **"CHARGING FORWARD"**!

**C = COLLABORATIVE** - A Charger works together with others to create a positive learning environment.

**H = HONORABLE** - A Charger builds character through honest actions and accountability.

**O = OPEN-MINDED** - A Charger encourages and accepts a growth mind-set.

**L = LEADER** - A Charger sets a positive example for others to follow.

**L = LEARNER** - A Charger passionately seeks knowledge and understanding.

**A = ACHIEVER** - A Charger continuously sets and attains goals.

## Attendance

***Good attendance is an essential part of a successful middle school experience!***

In an effort to minimize interruptions to the classrooms at the end of the day, students cannot be checked out any later than 3:00 p.m. on regular school days and 1:30 p.m. on early release days. This time is reserved for announcements, homework assignments, and end-of-the-day instructions. Parent/guardian must also be present to show his or her ID before a student can be called to the office. Please note that picking up a student during his or her scheduled lunchtime may take longer than normal. Please ask your child when his or her lunchtime is scheduled when planning an early pick up.

## Absences

When a student is absent, a parent/guardian must call the school on or before the day of the absence to advise the school as to the reason for the absence. **Our Attendance Office number is 602-896-5422.**

Messages may be left on the Attendance Office number 24 hours a day. **Only a parent or guardian can call and excuse an absence.**

If a call is not received, the school will attempt to contact the parent/guardian at home or work. If telephone contact is not made, the student must present a note signed by his or her parent or guardian to the Attendance Office upon return to school stating the reason for absence.

## Tardies

Three unexcused tardies to school or classes will result in an after-school detention. This resets at the start of every quarter.

## Positive Behavior, Interventions, and Supports (PBIS)

Cholla Middle School is a PBIS school where respect, safety, and responsibility are necessary for a positive learning environment. For students who meet and exceed our PBIS expectations, we have many ways to acknowledge and reward positive behaviors! Our Charging Forward tickets are awarded

to students who are “caught doing good” and each week we have a drawing of 10 tickets on morning announcements. Winners receive prizes such a VIP lunch table outside, free admission to a dance or field trip or VIP basketball court at lunch. We also host a Student Success Assembly each quarter to acknowledge our students who are going above and beyond each day to make Cholla a great place to be!

### **Classroom Agreements/School Expectations**

Specific expectations for respect, safety, and responsibility are posted throughout our entire campus and vary among locations. These posted expectations serve as a friendly way to remind students of the behaviors we would like to see them exhibiting each day. Each classroom will develop a set of classroom agreements with students at the beginning of the year. These agreements will set the expectations for behaviors within the classroom and focus on responsibility, safety, and respect.

### **Classroom Behavioral Interventions and Management**

Students receive redirection and support from teachers throughout a sequence of steps and are encouraged to reflect, make positive choices, and follow our expectations of respect, safety, and responsibility. Students who have difficulty meeting the expectations and classroom agreements will be redirected and retaught the expectations by the classroom teacher or administration. If negative behaviors continue, the student may be asked to sit in another area of the classroom where the student is alone and has the opportunity to think through choices and reflect (In Class Isolation). In the event that In Class Isolation does not change the student’s behavior choices, the student may be sent to a designated classroom nearby (Out of Classroom Isolation). If the same negative behaviors continue, the teacher may refer the student to school administration. Administration has the right to require a parent meeting before the student returns to the classroom.

### **Student Center Policy and Referrals**

Serious infractions of any school rules may result in detention, suspension or expulsion, depending on the severity of the offense. When appropriate, the police will be notified. Parents will be notified of any referral to the Student Center. In the event of a student suspension, due process will be provided to the student in accordance with Washington Elementary School District Governing Board policy and regulations.

### **Detentions**

Detentions may be given for not meeting expectations at Cholla Middle School. All OCIs will result in a detention.

**Lunch Detention** will be served when a student fails to wear his or her ID or is unable to complete a regular after school detention. Lunch detention is served in the cafeteria, office, or a classroom and will last for approximately 30 minutes. Location for detention is determined by staff. Students who serve a lunch detention will be served a lunch that meets the District nutritional guidelines.

**Regular Detention** will be served from 3:15 p.m. until the late bus arrives (approximately 4:45 p.m.). Students will serve this detention for tardies to school/class or other campus infractions

that do not require suspensions. Students serving this detention will be supervised by a staff member in a classroom where they will remain seated, will not speak, and will not bother others. Students are allowed to read a book or complete homework. Students may not sleep during detention.

Failure to complete any detention that is assigned to a student will result in a referral to administration and possibly an in-school suspension for the following day. A late bus will be provided for any student who is eligible to ride the bus.

### **In-School Suspension (ISS)**

**Students assigned to ISS will sign an ISS participation contract (enclosed), which outlines the expectations for the day. Students who do not appropriately participate in the ISS schedule will be sent home for the remainder of their suspension. Our ISS schedule includes some or all of the following activities, depending on the day: reading intervention, math intervention, homework time, cafeteria and campus clean-up, behavior lesson from school social worker and an assignment from administration. Students in ISS may not opt out of their assigned activities throughout the day.**

### **Gum**

Cholla is a “no gum” school. If a student is chewing gum on the Cholla campus, an after school detention will be issued.

### **Food and Drinks**

Students may bring only water in a sealed container. Students may bring snacks to school that are approved by a teacher, not messy, and do not create a distraction to peers. Snacks need to be consumed in the cafeteria or in classrooms with teacher approval. No outside drinks may be consumed on campus (e.g. Starbucks, Thirstbusters).

### **Public Display of Affection (PDA)**

PDA is considered a disruption to the educational environment. Students violating this policy will receive consequences in line with the District policy for disorderly conduct. The following behaviors are considered PDA: kissing, holding hands and extended hugging or touching.

### **Backpacks**

**Cholla is a NO BACKPACK/BAG CAMPUS.** Backpacks, book bags, shoebags, sacks and purses used as book bags are **not** to be carried by students on the Cholla Middle School campus. The rationale for this action includes improvement of student organization, improvement of student achievement, and improvement of campus safety and security. Students may use backpacks to transport belongings to and from school. The backpack must be placed in the backpack storage facility before entering campus. Backpacks will be secured for the day and available for student pickup after the dismissal bell. Purses carried by students may be no larger than 8”x9” in size. If a backpack or anything used as a backpack is brought onto campus, it will be confiscated and returned to a parent or guardian. **Students who need to bring gym clothes to school are required to bring them in a plastic bag.**

## **Electronic Devices**

Cholla has an “Off and Away” policy regarding electronic devices. Cholla does not recommend bringing electronic devices to school and is not responsible for any lost or stolen electronic devices on campus (including cell phones, MP3 players, cameras, earbuds, etc.). Students are not allowed to use these items on campus from 7:55 a.m. to dismissal; therefore, they will be confiscated if seen on campus. A parent or guardian may pick up any confiscated item in the front office before school or between 3:15 – 4:00 p.m.

## **Dress Code**

The dress code is part of the high expectations and standards that Cholla has set. A standard of dress is instituted to establish an atmosphere conducive to learning and is a constant reminder to the students that their purpose in coming to school is to learn. Students are expected to dress in a neat, attractive fashion reflecting pride in themselves and their school.

### **Student dress must conform to the following guidelines:**

- Shirts/blouses must have sleeves that cover the entire shoulder.
- Shirts/blouses that are worn under sweaters and hoodies must meet dress code requirements.
- Shorts, skirts, and dresses must be an appropriate length that does not distract from learning.
- Clothing shall not expose the chest, abdomen, genital area, buttocks and shall be sufficient to conceal undergarments at all time; e.g., colored bras, sports bras and basketball shorts.
- Clothing such as see-through or fishnet fabrics, spaghetti straps, racerback tops, backless tops or dresses, halter tops, low-cut tops and bare midriff tops that show any part of the stomach are not allowed.
- Clothing should fit properly, not being overly loose, baggy, saggy or overly tight. Pants/shorts must fit on the waist so as to be able to remain on the waist without the aid of a belt. Jerseys must be accompanied with an undershirt.
- Hats, caps, beanies, visors, hairnets or bandannas are not allowed anywhere on campus.
- Hoods are not to be worn indoors on campus.
- Belts must fit appropriately and not hang from the waist.
- Clothing/accessories that may identify a student as “gang-related” (colors, numbers, area codes etc.) are not acceptable.
- Pajamas and slippers may not be worn to school.
- Athletic slides may not be worn to school.
- Shoes with a heel must have a heel height no greater than one inch.
- Pierced jewelry may not distract from the educational environment.
- Clothing, jewelry, and accessories may not display profanity, provocative or suggestive statements, pictures, obscenities, weapons, advertising for tobacco, drugs, or alcohol, racial groups or references, or gang identifications. Shirts or sweaters with people on them that are provocatively dressed are not allowed and judgement of

such is at administration’s discretion. Spikes or studs on any belt or jewelry are not allowed.

- Blankets are not allowed on campus.
- Writing on any body part is not permitted.
- Make-up, hairspray, perfume, combs, and brushes are not to be used in classrooms, the cafeteria, or the bus.

Fashions or fads that become a health or safety hazard will not be permitted. Repeated infractions of the dress code may result in detention.

**The Cholla administration will determine appropriateness and has the final call on all dress-code violations.**

## **Student IDs and Z-Passes**

**All Cholla students are required to wear IDs and Z-Passes on a lanyard around the neck while on the Cholla campus.**

Students will be provided a picture ID, Z-Pass and lanyard at the beginning of the school year at no cost. Students will be checked for compliance during homeroom and throughout the school day. **Students who do not wear their IDs on on a lanyard around the neck will be issued a lunch detention.** Students will be issued a temporary pass to board the bus at the end of the school day. Z-Passes will be utilized when students are transported in one of our school buses at any time during the school year. If students deface, destroy and/or render their ID/Z-Passes unreadable or lose their ID, they will be required to purchase a replacement ID for \$2. Lanyards and plastic pouches for the IDs are 50 cents each.

## **ACADEMIC EXPECTATIONS**

### **Makeup Work**

If work is incomplete due to illness or other reason accepted by the administration, a student will have one day for each day absent in which to make up the work assigned during the absences. Parents may request makeup work from the Student Center if their child is or will be absent three or more consecutive days.

### **Student Materials**

Preparation and organization are key to success at Cholla Middle School. Students are expected to have a three ring binder and writing tool in their possession throughout the day, every day. Exceptions can be made for days with field trips taking place or end of semester celebrations. If a student is not able to supply a binder, the school will provide one.

### **Eighth Grade Promotion Celebration**

Students must achieve a 1.0 or D average in each class to qualify for the Promotion Ceremony. If a student earns an “F” in the last quarter, this will impact the privilege(s) of attending the promotion activities but will not impact the Promotion Ceremony if all other criteria is met. If a student is suspended at the time of the Promotion Ceremony, he or she will not earn the right to participate in the ceremony. Students who have received multiple disciplinary actions for significant behavior concerns resulting in suspension(s), will be in jeopardy of not participating in the promotion activities.

## **STUDENT ACTIVITIES**

### **Incentive Field Trips**

At times during the year, Cholla may offer quarterly incentive field trips. Unless otherwise specified, the standard criteria for attending an incentive trip are as follows:

- No Fs or Us on the most recent school report card or midterm report;
- No In-School Suspension or Out-of-School Suspensions in the period of time leading up to the field trip (determined by administration);and
- Attendance rate of at least 90% for the most recent quarter with three or less unexcused tardies to school or to classes.

### **After-school Activities**

The Parent/Student Handbook rules and procedures apply to all after-school activities. The following guidelines outline our procedures for determining student eligibility for any extracurricular activities:

### **Sports Participation**

Eligibility for competition will be determined by quarter report cards and midterm reports. An academic grade of "F" or conduct grade of "U" in any subject on a District report card or a District midterm report will make a student ineligible for competition.

A student may regain eligibility status:

1. At the next reporting period (a District report card or District midterm report). This is defined as no "Fs" in any academic subject or "Us" in conduct or effort.

Or

2. After a minimum of two weeks from the onset of the ineligibility, the athlete can prove that his or her deficiency has been corrected and all other grades and conduct marks are still in good standing.

The athlete must present proof to the coach and administration. The "two week petition" may only be used to make an athlete eligible.

### **Other After-school Activities**

Students receiving a grade of an "F" or a "U" in behavior may be determined ineligible at the end of each nine-week grading period. Ineligibility applies to all activities that occur outside the realm of a normal school day and have no grade or credit attached to student participation.

1. Ineligible students may, at the discretion of the sponsor, practice with teams or organizations that require it. These students may not represent the school by dressing in uniform or actual participation in the event or contest.
2. Activities affected by these standards include clubs, activities, athletics, and school dances.
3. Coaches and sponsors are responsible for checking each member of their activity for eligibility to participate and subsequently informing them of their status.
4. A student must be in attendance for at least half of the school day to be eligible to participate in any school-sponsored activity or event. Half of the school day is three and a half hours.

Students involved in after-school activities are not allowed to participate if they are serving in-school or out-of-school suspension during the day of activity.

## **STUDENT RECOGNITION**

### **Honor Roll**

Students earning a grade point average of 3.0 to 3.70 on their report card are placed on the Honor Roll. Students receiving a grade of "F" or a "U" in behavior or effort will not be eligible for the Principal's List, Honor Roll, or Academic Excellence.

### **Principal's List**

Students earning a grade point average of 3.71 to 3.99 on their report card are placed on the Principal's List.

### **Academic Excellence**

Students earning a grade point average of 4.0 on their report card are placed on the Academic Excellence List.

### **On-A-Roll**

Students that demonstrate a growth mindset and an increased effort to improve behaviorally and/or academically.

### **Characteristics of a Charger**

Students who demonstrate the Characteristics of a Charger: Collaborative, Honorable, Open-Minded, Leader, Learner, or Achiever.

## **TRANSPORTATION**

Riding on a District bus is not a right but a **privilege**. Students must maintain safe and appropriate behavior on the way to school/home, at the bus stop and on the bus.

Bus reports will be issued for violations of bus rules. Parents will be notified of all bus reports. Infractions of bus rules will result in loss of privilege to ride a WESD bus. Please refer to the District handbook for bus rules.

Students requesting to ride a bus they do not regularly ride must take a written request, signed and dated by a parent, to the office for authorization prior to 8:10 a.m. The request must also include the route number of the bus to be ridden.

### **Late Bus**

A late bus is typically provided Monday, Tuesday, Thursday, and Friday at 4:45 p.m., however, there are some exceptions throughout the year (parent/teacher conferences week, etc.). The Transportation Department and administration have the right to cancel late buses in the event of extremely low need. Students will be notified of cancellations before the end of the school day. Students will be dropped off at the area elementary school nearest to their home. All bus rules apply to the late bus.

### **Note from Administration**

All rules and expectations are put into place to ensure a safe and inviting environment for all students to learn. Any student who mistakenly transports a prohibited item onto campus is encouraged to bring it directly to administration upon discovery. All efforts will be made to rectify the situation fairly. We ask that you support our efforts to provide the best educational experience for all students at Cholla Middle School.