

# CENTURY MIDDLE SCHOOL



# PARENT/GUARDIAN HANDBOOK

2017-2018

Dear Students and Parents:

We are already looking forward to a new and exciting school year at Century Middle School. We are tremendously fortunate to have the vast majority of our wonderful teaching and support staff returning as well. All of us are truly excited about the prospect of this coming school year. We trust that the rest of your summer is fun and, most importantly, safe.

This year begins a new era for registration in Adams 12 Five Star Schools. All registration will take place online. Please refer to [century.adams12.org](http://century.adams12.org) for a link to the district's online registration page. Please remember that students must be registered each year of school through the district's quick and easy online registration page.

A *copy* of any new immunizations given to your student should also be given to our health aide at this time. Any questions can be directed to Joni Cochran, our health aide, at 720-972-5249. This summer would be a great time to obtain that information from your family physician. Medications should be brought to school and given to the health aide with appropriate doctor documentation.

Van Gogh Photography will be on site the first week of school to take student pictures for ID's (free), yearbook and fall pictures (fee schedule-we have included forms for ordering Van Gogh pictures with this letter). Please remember that all students photographed must follow district dress code protocols since school ID's and yearbook photos are taken at this time.

Parents are able to pay fees for yearbook and Nutrition services on-line this year; otherwise, a separate check will be required for each.

We would also like to remind parents and guardians that our Early Release Days will continue on Wednesdays with school hours from 8:30 am to 2:15 pm. We also know that many of you will be buying those new back to school outfits for your student this summer. We encourage you to look over the dress code guidelines before heading off to your favorite department store to purchase that new apparel.

A copy of the Century Dress Code is provided for your convenience.

The Century Middle School Staff is preparing an exciting educational experience for the 2017-2018 school year. We look forward to forming a wonderful partnership with you.

Respectfully,

Your Century Middle School Administration

# POLICIES, NOTIFICATIONS & INFORMATION FOR PARENTS, GUARDIANS, AND STUDENTS

## **About This Document**

This document is provided as a resource to parents and students within the Adams 12 Five Star School district. It includes multiple notifications required by district policy, or by state or federal law. Answers to other common questions are also included for your convenience. Please note:

- Much of the information is in summary form.
- Current policies in their entirety, including revisions which may have occurred after publication of this handbook, are available on the district website at [www.adams12.org](http://www.adams12.org).
- Policies may also be reviewed in the administrative office of any district school or by calling the district office at 720-972-4000.
- Policies are subject to change as necessary at any time during the school year.
- Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication.

# 2017-2018 CMS STAFF

Anderson, Morgan	Math
Belanger, Derrick	Special Needs
Bohannon, Brian	Individuals and Societies
Boude, Caryn	District RN
Brask, Jason	Individuals and Societies
Brecht, Sue	Office Manager
Brown, Debbie	Science
Burdick, Patricia	Math
Campbell, Scott	Custodian
Carlton, Deb	Paraeducator
Castillo, Denise	Cafeteria
Cochran, Joni	Health Aide
Cohn, Karen	Special Needs
Colston, Cyndi	Science
Cox, Nikole	Math
Craig, Deborah	SSN
Crump-Bertram, Jared	Band
Dahlgren, Duane	Science
Espey, Ann	Choral/Instrumental Music
Fackler, Eliza	Science
Fearns, George	Language and Literature
Figueroa, Elda	Paraeducator
Floyd, Jennifer	Speech
Gilio, Michelle	Counselor
Golden, Anita	Special Needs
Goodman, Nikki	Psychologist
Graeff, Jeanne	Individuals and Societies
Grapner, Mike	Individuals and Societies
Greenberg Susan	Math
Hall, Joseph	Counselor
Hepp, Amy	Secretary
Holbrook, Howard	Principal
Huddleston, Brenda	Language and Literature
Johnson, Jessica	Math
Johnson, Suk	Lead Custodian
Jones, Holly	MYP Coordinator
Jones, Keith	Individuals and Societies
Justis, Jon	Language and Literature
Keller, Sheryl	Cafeteria
King, Mary	HeadCustodian
Kippes, Mike	School Resource Officer
Land, Dorman	Spanish
Latham, Cody	Physical and Health Education
Lee, Wendy	Design
Lenny, Susan	Design
Lockwood, Elizabeth	Science
Martinez, Cindy	Nutrition Services Mgr
Mason, Beth	ESL/Reading
Mayer, Katie	Counselor
McCabe, Kris	ESL/Reading
Myers, Alana	Math
Needle, Jonna	German
Noonan, Jonna	Physical and Health Education
O'Hagan, Liesel	Language and Literature
Patterson, Kathy	Media Clerk
Pearson, Michelle	Individuals and Societies
Pugnetti, Terrilyn	Language and Literature
Rendon, Janet	Spanish
Richardson, Jean	Registrar
Riley, Todd	Assistant Principal
Rodriguez, Michael	Art
Ross, Alicia	Individuals and Societies
Sabin, Sherrill	Cafeteria
Sack, Taylor	Language and Literature
Sandoval, Esther	Paraeducator
Schmidt, Richard	Science
Seyforth, Kathie	Cafeteria
Sharrow, Jason	Individuals and Societies
Smith, Amy	Special Needs
Smith, Debbie	Nutrition Services
Spangler, Lindsay	SLPA
Stelling, Stacy	Science
Stratton, Mary Ann	Language and Literature
Swain, Erin	Math
Troup, Patrick	Math
Valdez, Margarita	Paraeducator
Vernon, Tami	Art
Viers, Jennifer	Assistant Principal
Wallace, Kristin	Individuals and Societies
Weiskerger, Debbie	Cafeteria
Wendrowsky, Nathan	Tech Coach
Wilson, Bonnie	Science
Wilson, Jeremy	Physical and Health Education
Wilson, Lori	Cafeteria
Wollenberg, Alaina	Science
Yawin, Pamela	Math

**ADAMS TWELVE  
Five Star Schools**  
1500 E. 128<sup>th</sup> Avenue  
Thornton, Colorado 80241  
www.adams12.org  
**BOARD OF EDUCATION**  
**2017-2018**

Ms. Kathy D. Plomer	President
Ms. Laura P. Mitchell	Vice President
Mr. Norman L. Jennings	Secretary
Ms. Jamey Lockley	Director
Mr. Brian Batz	Director
Mr. Chris Gdowski	Superintendent of Schools

**Century Middle School**  
13000 Lafayette Street  
Thornton, Colorado 80241  
720-972-5240  
Attendance Line  
720-972-5278  
<http://century.adams12.org>

**Administrative Team**  
**2017-2018**

Mr. Howard Holbrook ..... Principal  
Mr. Todd Riley ..... Assistant Principal  
Ms. Jennifer Viers ..... Assistant Principal

**Counseling and Student Support**

Mrs. Michelle Gilio ..... Counselor  
Ms. Katie Mayer ..... Counselor  
Mr. Joseph Hall ..... Counselor  
Ms. Jean Richardson ..... Registrar

**Office Staff**

Mrs. Sue Brecht ..... Office Manager  
Mrs. Amy Hepp ..... Secretary  
Mrs. Jennifer Ashford ..... Office Clerk

**Special Programming**

Mrs. Holly Jones ..... IBMYP Coordinator  
Mrs. Kris McCabe ..... Student Achievement Coach  
Mr. Nathan Wendlowsky ..... Digital Literacy Coordinator

## 2017-2018 Daily Schedules

6th grade		7th grade		8th grade	
1 <sup>st</sup> Core Plus	8:30-9:26	1 <sup>st</sup>	8:30-9:40	1 <sup>st</sup>	8:30-9:43
2 <sup>nd</sup> Core Plus	9:29-10:23	2 <sup>nd</sup>	9:42-10:51	2 <sup>nd</sup>	9:45-10:54
3 <sup>rd</sup>	10:27-11:37	Lunch	10:52-11:22	3 <sup>rd</sup> Core Plus	10:58-11:54
4 <sup>th</sup>	11:39-12:48	3 <sup>rd</sup>	11:26-12:35	Lunch	11:55-12:25
Lunch	12:50-1:20	4 <sup>th</sup>	12:37-1:47	4 <sup>th</sup> Core Plus	12:28-1:24
5 <sup>th</sup>	1:24-2:33	5 <sup>th</sup> Core Plus	1:51-2:47	5 <sup>th</sup>	1:27-2:35
6 <sup>th</sup>	2:35-3:45	6 <sup>th</sup> Core Plus	2:50-3:45	6 <sup>th</sup>	2:37-3:45
<u>Wednesday Bell Schedule</u>					
6th grade		7th grade		8th grade	
1 <sup>st</sup> Core Plus	8:30-9:14	1 <sup>st</sup>	8:30-9:22	1 <sup>st</sup>	8:30-9:26
2 <sup>nd</sup> CorePlus	9:17-10:00	2 <sup>nd</sup>	9:24-10:17	2 <sup>nd</sup>	9:28-10:20
3 <sup>rd</sup>	10:04-10:57	Lunch	10:19-10:49	3 <sup>rd</sup> Core Plus	10:23-11:07
4 <sup>th</sup>	10:59-11:52	3 <sup>rd</sup>	10:52-11:45	Lunch	11:09-11:39
Lunch	11:53-12:23	4 <sup>th</sup>	11:47-12:43	4 <sup>th</sup> Core Plus	11:41-12:24
5 <sup>th</sup>	12:26-1:19	5 <sup>th</sup> Core Plus	12:46-1:29	5 <sup>th</sup>	12:28-1:20
6 <sup>th</sup>	1:21-2:15	6 <sup>th</sup> Core Plus	1:32-2:15	6 <sup>th</sup>	1:22-2:15

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## General Information 2016-2017

### **Announcements**

Announcements will be read over the public address system or presented via television monitors by students prior to the end of first period every day. Announcements are posted for your convenience at our school website: <http://www.century.adams12.org/>

### **Agendas/Student Planners**

New agenda- \$5.00

New -I.D./lanyard/sleeve-\$5.00

Students who need to purchase a new agenda or ID can do so at the counseling office. Students are expected to have and carry a student agenda/planner at all times. Homework, class assignments, due dates and important events, student hall passes and more are all found in a student agenda. If a student loses his/her agenda, a replacement must be purchased from the counseling office as soon as possible.

### **Books, Materials and Equipment**

All textbooks are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund if s/he can produce a receipt or a cancelled check. School equipment damaged by the student because of carelessness will be paid for by the student at the time it occurs. Student agenda replacements are \$5.00.

### **Core Information**

A student's schedule contains seven or eight classes, four of which are considered as "core" classes. These classes consist of math, language and literature (language arts), science, and individuals and societies (social studies). The teachers of these four classes work together as a team, called a core, to ensure that student needs are being met. The core teachers meet together regularly to discuss issues and plan together. It is important that if a student or parent/guardian begins to have concerns about any of these classes, the core teachers should be contacted immediately to make the proper interventions. Core Plus classes are things like band, physical education, Spanish, etc.

### **Counseling Department**

Your counselors are interested in helping students in any way they can. They will listen to concerns and guide students in making decisions regarding school, classes, home, or relationships involving other students. If a student is having a problem with another student, the student should come to their office to discuss and seek resolution to the problem. Students must have written permission, signed in advance by the counselor, to be out of class or students need to have completed a counselor contact form. Students reporting to a counselor must check in with the registrar.

### **Emergency Information**

Century Middle has a security and camera system throughout the building. We comply with, and exceed, the district's mandates for security and emergency drills scheduled throughout the school year. If you have any questions, please contact an administrator. If you or your student has information that is important to the safety of our students or school, please contact a school or district representative.

### **School Closing**

In rare instances, the Superintendent and/or Principal will need to close Century Middle School on an emergency basis for a variety of reasons, such as inclement weather or power failure. If an emergency occurs while school is in session, students are to remain with a teacher in the classroom until official dismissal has been given by one of the school administrators. No student will be allowed to go home without permission of both the parent/guardian and school administration.

Parents who are seeking information regarding the possibility of emergency school closure should consult the following:

Radio: KOA/KOAQ KHOW KBPI/KNUS KOSI KOOL KYGO

Website: [www.adams12.org](http://www.adams12.org)

T.V.: KMGH—7 KUSA—9 KCNC—4

### **Special Programs**

Century Middle School offers a range of academic programs to enhance the learning styles of a variety of learners. These programs provide challenges and assist students with higher level skills and strategies to be successful in future higher education programs. Students can apply to the following programs.

- **Middle Years Program (MYP)**

Is part of the International Baccalaureate program, and is an international curriculum designed to prepare students for a future involving global careers and interest. Middle Years Program starts in the 6<sup>th</sup> grade and continues through 8<sup>th</sup> grade



at Century then progresses through 10<sup>th</sup> grade at Thornton High School. Students are immersed in an interactive curriculum that includes the study of individuals and societies, math, science, language and literature, arts, design, physical and health education, and language acquisition. Not only do students study within these subject areas, but their coursework ties the various curriculum areas together, demonstrating that all learning involves all disciplines in one way or another.

### **Appeals or Grievances**

Students or parents who wish to appeal a decision or respectfully address the matter directly to the staff member who made the decision prior to seeking assistance from the staff member's supervisor, the principal or from District staff. Questions regarding grades, credits, attendance records or student discipline are best addressed at the building level.

Board policy 2.1 provides students, families or community members the right to be heard by the Board when internal hearing procedures have been exhausted and the person alleges that Board policy has been violated to his or her detriment. The policy forbids retaliation against anyone who appeals a decision or files a grievance in a non-disruptive manner.

### **Asbestos Notification**

The Asbestos Hazard Emergency Response Act enacted in 1986 mandates that the US Environmental Protection Agency make rules regarding asbestos hazards in schools available for review. If you would like to review AHERA plans please contact the District's Department of Safe and Secure Environments at 720-972-4236.

### **Attendance**

**Activities:** Students must be in school at least one half-day, i.e. periods 1-3 or 4-6, before they will be allowed to participate in any extracurricular activities (plays, socials, concerts, etc.).

- **Attendance Procedures:** A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Daily attendance is required to attain the maximum benefit from the educational process. Attendance will be in accordance with Superintendent Policy 5020. It is the student's responsibility to be at school and on time to all classes daily. Parents/guardians must call the school on the same day of their student's absence or on the first day of a multiple day absence. If the student must be out of town, the student is responsible for notifying the school before leaving as to whom will have the authority to excuse your student's absences. The parent/guardian of the student must report absences by telephone. Parents/guardians may, because of extraordinary circumstances, request a modification of these reporting procedures by calling an administrator or the attendance office. Many classroom experiences such as videos, special presentations, lab experiments, etc., cannot be repeated, and the teacher is under no obligation to duplicate those experiences for the student who misses school with a pre-arranged absence. Prearranged school-sponsored field trips will not be considered absences.
- **Tardies:** As per Superintendent Policy 5020.7.1, *a tardy is defined as the student entering or departing a class within 10 minutes of the scheduled start or end time. Excessive tardies may result in consequences at the discretion of school officials.* Students are expected to be seated with all appropriate materials and assignments and ready for instruction at the end of the passing period. Consequences for tardies are as follows:
  1. Detention will be served with that teacher according to policies established by each core/teacher.
  2. Excessive tardies will be handled in a progressive manner:
    - a. Core/teacher policy
    - b. Possible citizenship notices with appropriate consequences
    - c. Parent/guardian contact by teacher/core team
  3. Administrative intervention with possible disciplinary referral
- **Excused Absences**

This is an absence that is excused by the parent/guardian within three (3) days of the absence.

- After three (3) days, the absence becomes an unexcused absence.
- The attendance office phone line is open 24 hours a day. Parents/guardians can reach the Century Middle School attendance line at (720)-972-5278. Advanced notice of an excused absence is greatly appreciated.
- A doctor's excuse for readmission may be required for an absence caused by a contagious or infectious disease.
- Pre-arranged absences are those that are anticipated by the student and her/his family, and they should be discussed with the attendance office prior to the absences. A pre-arranged absence form should be used to make provisions in advance with a student's teachers to complete the work to be missed. A pre-arranged absence will only be excused with good prior attendance and grades.
- Work missed during any excused absence may be made up by arrangements between the student and the individual teacher. Time limits on such make-up work shall normally be one more day than the number of days absent. If a student is absent, make-up work will be provided upon parent/guardian request. Requested work will

be available 24 hours after the request has been initiated. Weekends or holidays are not considered a part of the 24-hour window.

- **Consequences:** The administration at Century Middle School will take the following steps in the event that attendance becomes problematic:
  - A student shall be considered having a truancy issue if they are not meeting the state expectations of basic or higher attendance. An attendance letter will be sent to the parent/guardian of all students who meet this criteria.
  - Excessive absences, either excused or unexcused shall be addressed by Century Middle School. Such absences, though excused, may adversely impact grades and/or performance in classes. The school may impose academic penalties or disciplinary consequences for excessive excused absences or tardies.
- **School's response to additional absences.**
  - When a student is identified as having below basic attendance, Century Middle School administration will determine whether the absences have had a significant impact on the student's academic performance. Once determined, another attendance letter will be sent to the parent/guardian highlighting the concern. If warranted, an attendance contract can be mandated.
  - When a student is identified as having far below basic attendance, Century Middle School administration will again determine whether the absences have had a significant impact on the student's academic performance. Once determined, an administrator or designee from Century Middle School will contact the parent/guardian to set up an attendance hearing between the student, parent/guardian and Century Middle School administration. In some cases, a district attendance hearing may be required.
- **Leaving Campus During School Hours**

Every student missing a class and/or leaving campus before her/his regular dismissal time must have clearance from the attendance office prior to the absence. Parent/guardian contact will be necessary before any student is permitted to leave. Students who become ill during the school day should report to the health office. The health aide or main office personnel will evaluate the nature of the illness and assist in contacting the parent/guardian for transportation home. The health aide or one of the main office personnel will notify the attendance office to excuse the student from classes missed. Parents/guardians or the listed emergency contact person(s) are the only adults who can excuse a student from school. We want to remind you as part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your student will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the school office prior to the student being released. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the student will not be released and will remain at school until the end of the day.

Thank you for your understanding and cooperation. **District policy states that all persons checking students out from school must present a valid driver's license before a student may be released from school.** Students who do not follow this procedure and go home on their own without permission from the health aide, attendance office or one of the main office personnel will be considered truant and receive appropriate consequences. Students should not text or call parents/guardians to come get them from school. Students should come to the office first.

## **Academics**

### **Writing Standards**

- All students are expected to write legibly or type their written work.
- A standard heading will be used in grades 6-8. It will be placed in the **top right hand corner**  
***Name (First/Last)***  
***Date (Month/Day/Year)***  
***Subject***  
***Period***
- The writing process will be used across the curriculum and all final draft papers will be error free.
- Assignments will be written in blue or black ink or in pencil.
- Papers removed from spiral notebooks need to have smooth edges.
- Students are expected to create their own written work. Plagiarism is illegal and will be addressed by administration in accordance with the Academic Honesty Policy.

## Assessments

The District administers a variety of assessments to measure student learning and improve curriculum and instruction. We strive to implement a balanced system that provides an understanding of how well the student, the school and the school district are achieving. Common assessments include:

**Assessment for learning** occurs during teaching and learning and focuses on ongoing improvement. Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are on-going, so teachers can modify lessons to make sure students are learning. Students receive feedback on an ongoing basis about how well they are doing, where they are in their learning and where they are going.

**Assessment of learning** gathers information about how well students have mastered what they should know at their grade level. The PARCC and CMAS are these kinds of tests. This state-mandated testing program measures what students have already learned and provides accountability to parents and the community. The PARRC reading, writing and math assessments are administered in the spring. The CMAS Science assessment is administered in grades 5, 8 and 10. Eighth grade takes the Explore Test and possibly NAEP.

A complete District Assessment Calendar including information about other assessments will be available at your school's counseling or administrative office. The Assessment Calendar also includes information about beginning, mid and end-of-year assessments.

## Grading Information

Century Middle School instructs on a year-long system using the MYP Criteria Based Grading system. Students at CMS will strive to be:

### MYP Learner Profile

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to

**How will student progress be measured?** The MYP objectives and criteria provide clear and concise information to parents regarding student progress. Teachers collect evidence of student understanding through observations, class work, projects, and test data then evaluate overall performance using the following:

**7-8 = Excellent**

**5-6 = Substantial**

**3-4 = Adequate**

**1-2 = Limited**

	Arts	Humanities	Language A	Language B	Mathematics	Physical Education	Sciences	Design (Tech)
<b>Criterion A</b>	Knowing and Understanding	Knowing and Understanding	Analyzing	Comprehending spoken and visual text	Knowing and Understanding	Knowing and Understanding	Knowing and Understanding	Inquiring and analyzing
	8	8	8	8	8	8	8	8
<b>Criterion B</b>	Developing Skills	Investigating	Organizing	Comprehending written and visual	Investigating patterns	Planning for performance	Inquiring and designing	Developing ideas

	8	8	8	8	8	8	8	8
<b>C</b>	Thinking Creatively	Communicating	Producing Text	Communicating in response to spoken, written and visual text	Communicating	Applying and performing	Processing and evaluating	Creating the solution
<b>D</b>	Responding	Thinking Critically	Using Language	Using language in spoken and written form	Applying mathematics in real-life contexts	Reflecting and improving performance	Reflecting on the impacts of science	Evaluating
	8	8	8	8	8	8	8	8

### **Teacher Support**

Students needing extra help and support needs to make arrangements to meet with your teacher(s). Teachers are available before and after school both by arrangements set up by the teacher and in Comet Café which runs each morning from 7:45-8:15.

Teachers are eager to give extra assistance to students who want to succeed. To meet with your teachers before school please make sure you obtain a pass to enter into the building in the morning.

### **Homework Expectations**

Homework is an expectation at Century Middle School in all subject areas. Although homework may not be assigned in every subject each day, students should expect to have homework on a regular basis, especially in mathematics and language arts. The following are the guidelines for the CMS class/homework policy:

- **Purpose:** To practice, elaborate, and/or enrich newly introduced material.
- **Amount:** Realistic and achievable.
- **Relevancy:** Meaningful and goal oriented.
- **Feedback:** Timely in nature.

### **Make-up Work and Tests**

**It is the student's responsibility to contact his/her teachers to receive missed work.**

#### **During an excused absence:**

- Students shall be allowed to make-up work missed during excused absences.
- Students will be given the same number of days they were absent PLUS ONE ADDITIONAL DAY to make up assignments which were assigned on the day of the absence. The make-up period begins on the next school day following an absence. Individual teachers may grant extra time for make-up in hardship cases and will plan with students to set up appropriate due dates for work.
- Projects that are assigned prior to a student's absence are to be turned-in on the due date or upon the student's return date to school. Students can work with individual teachers to receive an extension if needed.

#### **During a truancy (unexcused absence):**

- Students with unexcused absences shall **NOT** receive credit for class work missed. However, they will be held responsible for the content and the completion of class work covered during their unexcused absence.

#### **During an out-of school suspension:**

- Students will be allowed to make-up work during an out of-school suspension in order that they may reintegrate into the educational program.
- Board Policy 5145, which relates to out-of-school suspension, gives students certain opportunities for make-up work. See Behavior Expectations on page 14 of this school Agenda.

### **Continuation/Retention Requirements**

The Adams Twelve Five Star Schools' policy states that a student will be promoted from one grade to the next if he/she:

- Passes at least seven (7) classes per academic year, three (3) of which are from the core academic areas of language arts, mathematics, science, and social studies.
- Maintains acceptable attendance according to the school attendance policies.

## **Academic Honesty Policy**

### **Philosophy**

Century Middle School is committed to preparing students to take responsibility for the ethical choices they make. It is an expectation for all students and staff that academic honesty is a critical aspect of creating a scholarly atmosphere. As an IB World School, the IBMYP Learner Profile traits are important in nurturing an academically honest environment. Academic honesty is part of being “principled”; a learner profile trait where students strive to “act with integrity and honesty” *Academic honesty in the IB education context, pg. 3.*

Additionally, IBMYP students strive to be:

Inquirers: develop skills for inquiry and research

Knowledgeable: effectively cite sources

Thinkers: analyze and take responsible action for rigorous work

Risk-takers: work independently and cooperatively to explore new challenges

Reflective: reflecting on if work was created ethically and with integrity

It is our duty as educators to provide students with the tools to identify and avoid plagiarism and cheating, identify responsible and open collaboration, and value the importance of academic honesty. Academic honesty is taught in all subject areas in order for students to take responsibility for the processes and product they create.

### **Important Terminology**

**Academic Honesty (Integrity)** can be defined by honest academic work where (1) the ideas and the writing of others are properly cited; (2) students submit their own work for tests and assignments without unauthorized assistance; (3) students do not provide unauthorized assistance to others; and (4) students report their research or accomplishments accurately. (School for Ethical Education)

**Copyright** is a legal right that grants the creator of an original work exclusive rights to its use and distribution, usually for a limited time, with the intention of enabling creators to receive compensation for their intellectual effort.

**Fair Use** is the use of copyrighted material in a limited or “transformative” way. The four factors of fair use are guidelines and should be considered when using copyrighted material, both by staff and students. The four factors judges consider are:

- the purpose and character of your use
- the nature of the copyrighted work
- the amount and substantiality of the portion taken, and
- the effect of the use upon the potential market.

### **Academic misconduct includes:**

**Plagiarism** means to present, as one’s own, the work, writing, words, ideas or computer information of someone else. (Sources could be published or unpublished.)

**Collusion** is supporting academic misconduct by another student, as in allowing one’s own work to be copied or submitted for assessment by another.

**Cheating** is supplying, receiving or using devices (examples: looking at/using someone else’s work; using crib notes/stolen notes; or using disallowed equipment, etc.). If unclear, always ask the teacher.

**Unauthorized Collaboration** is talking to or sharing work with other students on assignments or tests when it is not allowed by the teacher.

**Duplication of work** is the presentation of the same work for different assessment components.

### **Roles and Responsibilities**

Students will:

- Act with integrity in all work.
- Acknowledge when they feel they are not in a position to produce original work.
- Seek assistance from their teacher(s), parents, and fellow students so they can avoid an infraction.
- When taking an assessment:
  - keep their eyes on their own work

- keep answers hidden from others
- put all notes and extra items away before beginning.
- Report any violations or suspicions of violations to a teacher or administrator.

Teachers will:

- Create assessments which require creative or personal responses to questions, avoiding responses that require only recall of details
- Provide opportunities for students to practice using other people’s work in draft
- Model and teach academic integrity so that all students are able to produce original work.
- Provide exemplars of original vs. unoriginal work.
- Teach how to properly cite the work of others.
- Post research and style guidelines on the course syllabus or unit plans.

Administrators will:

provide the time and space for professional development and discussion on lesson planning and use of technology and uphold consequences to violations.

Parents will:

- Support students and the school in creating a community where students will independently create original work.
- Guide students in taking advantage of academic resources provided by faculty and/or posted on staff webpages, the CMS website, Schoology, etc.
- Communicate with staff when a student is struggling with an assignment.
- Support the faculty in helping students recognize the importance of this policy and the value of academic honesty.

### **Support**

Century Middle School teaches and encourages the use of EasyBib.com as the primary tool for generating citations.

### **Procedures**

According to Adams 12 Five Star Schools Superintendent Policy, “Grounds for sanctions including Suspension or Expulsion from School: the principal or designated administrator may issue sanctions including suspension and may refer for expulsion a student who engages in one or more of the following activities as specifically identified by state statute Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.” (Superintendent Policy 5000.3.29)

MYP students are given opportunities to make mistakes and learn from them so that they are well prepared for further studies after the MYP. At Century Middle School, consequences for academic dishonesty (cheating) will include actions in accordance to the following steps:

- Citizenship notice with a phone call home.
- May include receiving a zero on the assignment or the use of an alternative assignment to measure the student’s knowledge.
- Additional issues involving academic dishonesty may be referred to the administration via a discipline referral.

### **Activities, Clubs, and Intramurals**

Century Middle School strives to offer students not only a high performing academic experience, but we are proud to provide a variety of activities, both physical and intellectual, to insure that your student has a well-rounded education. Research has proven that those students who participate in athletics, band, and co-curricular activities have a better sense of belonging at school and perform at a higher level academically. To continue in maintaining a high performing learning environment, CMS staff encourages students to participate in co-curricular activities. CMS has several different activities and clubs for students to choose from. You may access all sponsors to these clubs through our web site at <http://century.adams12.org>.

#### **Intramural Program (soccer, flag football, volleyball, basketball)**

An intramural sports program conducted after school provides healthy competition in a variety of sports for all students at Century Middle School. All students, regardless of skill level, are encouraged to participate in the intramural program. Information about intramurals will be available through morning announcements and during PE. A permission form is required to participate.

### **Extracurricular Activities-Superintendent Policy**

Students have the opportunity to participate in extracurricular activities at varying times throughout the school year. These

activities may be held before or after school and may require parent to sign permission forms and to provide transportation to and from the activity. For safety and supervision reasons it is important that students arrive and be picked up promptly at prescribed times. Failure to follow this expectation may result in the student losing the privilege of participating in such activities.

### **Behavior Expectations**

In order to insure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, Century Middle School utilizes the PBS (Positive Behavior System) which recognizes students who are caught doing the right thing. Century Middle School will enforce district policies and procedures and school rules related to expected student behavior. Staff and administration in those circumstances will administer consequences where a student exhibits behavior contrary to these policies/rules. Each core and core plus essential area will have a set of specific guidelines of acceptable behavior, in addition to the school rules and district policies/procedures. *More information can be found in District Twelve Board Policy, Student Conduct, Discipline and Due Process – Code 5010*

- I.D.'s must be worn at all times and (visible and above the waist). Failure to wear IDs will result in lunch detention, Wednesday after school detention, and suspension based on the number of infractions.
- Gum is prohibited. (Not allowed!)
- Backpacks, with the exception of *SMALL, STRING BACKPACKS*, are not allowed in the classrooms.
- Students must carry agendas with them at all times. The lunch hour and breaks are excluded, unless the student needs to return to a classroom.
- Students must come to school on time and prepared to learn.
- Display of affection (i.e., holding hands, hugging, kissing, or walking arm in arm) is not appropriate in the school environment. Hugging to say goodbye or hello is not permitted in our crowded hallways. Students who continue to show public affection will be given consequences. Century Middle School is not against showing positive and kind support to each other; however, hugging and public affections in crowded hallways is a safety hazard.

The effect of a suspension is that the student will be denied admission to school for a specified number of days. During that time, the student should not be on school grounds, or Adams 12 property.

- The student will not be allowed to participate in any extracurricular activities. Out-of-school suspension will be considered completed by the closing of the regular school day. Any class work missed as the result of a suspension is the responsibility of the student.
- The student has the opportunity to make-up work during the period of suspension.
- In assisting students with make-up work, every effort will be made to provide a student who seeks out opportunity from the teacher(s), with school work equivalent to that missed with regard to instructional goals and objectives, and the anticipated task, but with due regard to minimizing the burden on the teacher.

### **Removal of Disruptive Students by a Classroom Teacher**

To the extent authorized by Colorado law, a classroom teacher has the authority to remove a student who disrupts the educational environment of the classroom for the remainder of that class. Upon a third such removal from class, teachers are given authority to remove the student from class for the remainder of the term, so long as such removal is consistent with federal and state law, and with due process and intervention procedures. The policy in its entirety is available on the District's website at [www.adams12.org](http://www.adams12.org) or is available in hard copy at the administrative office of each school.

### **Students who need Help!!!**

Students can seek out help from counselors, teachers, administration, and any staff member for help if they are having issue of any kind. For example: being abused in any way, academic problems, bullying or harassment issues, or conflicts. **The staff will keep the student's issues confidential** and will work with other appropriate staff members to provide the student with any additional support and help that the school environment cannot provide.

*When students report an incident their names will be kept confidential and are protected by the Superintendent's Retaliation Policy.*

### **School Resource Officer/Law Enforcement**

Adams 12 Five Star Schools works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. All district secondary schools, with the exception of charter or alternative schools, have a law enforcement officer known as "School Resource Officer" (SRO) stationed on campus. These officers are also available to assist at elementary schools when the need arises. School administrators are directed to notify proper law enforcement representatives in all school related situations where criminal violations are suspected or when school safety concerns arise.

Century Middle school has a Thornton Police Officer on Staff. This officer is here to help students with various needs and

concerns. The police officer will also assist students with family, community and peer conflicts or problems. Thornton Police Department works in support of the Superintendent's Discipline and Behavior policies and provides additional supervision when students are not in the classroom.

*If you have any concerns, please call or stop by to chat with our School resource Officer.*

### **Bullying and Harassment**

***Bullying or any type of harassment will not be tolerated at Century Middle School!*** Students are encouraged to report any type of bullying to their teachers, office personnel, counselor, administrator, or School Resource Officer. We also have a "Safe To Tell" button on our school website. Students will receive consequences for any hazing or bullying done at Century Middle School or any related activity that is in violation of Century's Bullying or Harassment policy.

#### **Examples of Bullying or Harassment:**

- Name calling, taunting, demeaning comments
- Any sexual comments
- Pushing/shoving, kicking, book checking/ hitting, pinching, tripping.
- Holding someone against their will
- Spitting
- Written notes or graffiti in the building

Students who continue to bully or perform any type of harassment will receive CMS and/or district consequences and the issue will be turned over to the Thornton Police Department.

**What is cyber bullying?** Cyber bullying is when someone uses a computer, the internet, a cell phone or other electronic media to tease, torment, harass, intimidate, humiliate, frighten, bully, threaten, or otherwise target another person or group of people. This includes, but is not limited to, sending texts, pictures, writing on blogs, posting on social networks (Facebook, Snapchat), creating websites, chatting in chat rooms, and sending instant messages.

**What is sexting?** Sexting is the act of sending sexually explicit messages or photographs electronically, primarily through cell phones.

Cyber bullying and sexting will not be tolerated at Century Middle School, and appropriate consequences will be administered. If appropriate, the school's resource officer may be involved as well.

#### **If you are a victim of cyberbullying,**

- Identify the sender.
- If you know the sender, tell him/her to stop.
- After telling the sender to stop, do not reply to any additional message(s) and ignore the bully by disconnecting, blocking communication or "unfriending" the person.
- Save and/or print the evidence as soon as possible. Do not forward any inappropriate emails or pictures.
- Notify your parents/guardians, teachers, administrators, or the School Resource Office (SRO).
- If appropriate, file a complaint with the website or cell phone company.
- If appropriate, notify the police immediately.

#### **Being safe with electronic media:**

- Do not share your passwords with anyone else (except your parents/guardians).
- Never give out any personal information about yourself (including, but not limited to, your name, address, phone number, age, name of your school, names of family members, and any other information which could be used to identify you).
- Do not send or post pictures that have anything to do with your name, the name of your school, a sports team you might play on, or the city where you live.
- Adjust your privacy settings (such as on Facebook), so that only your "friends" see your information.
- Do not exchange texts, emails, instant messages, or become "friends" with anyone you do not know.
- Do not share or post times when you are home alone or on vacation.
- Do not allow anyone else to text or call from your phone or to use your computer without you supervising everything they are doing.
- If your phone is lost/stolen, notify your parents/guardians and disconnect the service.
- Remember that once something goes to cyberspace, it cannot be erased or permanently deleted. Someone can always find it and recover it. Texts, pictures, emails, chats, blogs, and instant



messages can all be forwarded and printed out. Be very careful what you type or send to someone else. Be kind, and do not use language that you would not use out loud and in front of your parents/guardians and teachers.

- Tell a trusted adult if you are being cyber bullied.
- **Superintendent's Bullying Policy:** Superintendent's Policy 5110 addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying, as defined by state law, is any written or verbal expression, or physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students. Bullying is prohibited.

Bullying which is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by Superintendent Policy 8400 (Nondiscrimination/Harassment).

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and / or address bullying.

1. Students who believe they have been victims of bullying should immediately report it to an administrator or teacher at their school.
2. Students who witness bullying are expected to seek the help of a school employee, if at all possible under the circumstances.
3. School staff that witness bullying in any circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
4. School administrators shall ensure that all reports involving student bullying are promptly and thoroughly investigated, and that appropriate action is taken.

Students who bully others will be subject to disciplinary action. In addition to discipline sanctions, schools may implement additional strategies to prevent bullying including:

1. Educating students about bullying and possible consequences.
2. Peer mediation, conflict resolution or peer counseling programs.
3. Parent conferences.
4. Separating or excluding students who bully.
5. Loss of privileges (e.g. recess, field trips, participation in extra-curricular activities, district-provided transportation).
6. Staff and / or parent training.

All reports of discrimination or harassment will be investigated. Consequences here warranted may include but are not limited to a range of disciplinary action, which may include expulsion from school if warranted. Depending on age and circumstances, educational interventions, rather than, or in addition to, discipline shall be appropriate. Support resources will also be provided to victims of school-related discrimination or harassment as appropriate.

Anyone who retaliates against a person who reports harassment, regardless of the outcome of the harassment investigation, will be subject to disciplinary action. Any person who knowingly makes a false report of harassment shall be subject to disciplinary action as well.

Additional information regarding the district administrative procedures for compliance with Title VI, Title VII, Title IX, Section 504 and / or The Americans with Disabilities Act is available online or by reviewing the policy and procedures in their entirety as explained on the first page of this publication. In addition, questions may be directed to:

*District Compliance Officer  
Educational Support Center  
720-972-4000*

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the U.S. Department of Education's Office for Civil Rights or the Colorado Civil Rights Commission.

*District Compliance Officer  
Educational Support Center  
720-972-4000*

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the U.S. Department of Education’s Office for Civil Rights or the Colorado Civil Rights Commission.

Colorado Civil Rights Commission  
 1560 Broadway, Suite 1050 – Denver  
 303-894-7830

U.S. Department of Education’s Office for Civil Rights  
 1244 Speer Boulevard, Suite 310 – Denver  
 303-844-5695  
 Email: [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov)

## **Discipline Matrix**

We hold the learning space sacred and make every attempt to maximize the time that students are engaged in the learning process. At every turn we will seek interventions that support students and maintain an orderly dynamic learning environment. The information below is intended to be a guide for staff to teach and correct behavior. Adams 12 Five Star Schools developed a level system to help identify and provide appropriate interventions to address student misconduct. While every attempt will be made to maximize the time that students are engaged in the learning process, schools should select interventions that support students and maintain an orderly and safe learning environment.

**Note:** The information below is intended to be a guide for staff members to teach and correct behavior. Lesser consequences are always permitted. Repeated acts of misconduct, more serious misconduct and/or extenuating circumstances may warrant a higher level response.

Violation	1	2	3	4	5	Superintendent Policy /Infinite Campus
<b>Profanity</b> Using or otherwise directing profanity, vulgar language, or obscene gestures toward others	•	•	•			<i>Supt. Policy: <a href="#">5000; 3.1</a> IC Code Reference: <b>09-C</b></i>
<b>Defiance</b> Continued willful disobedience or open and persistent defiance of proper authority	•	•	•	•		<i>Supt. Policy: <a href="#">5000; 3.2</a> IC Code Reference: <b>08-A</b></i>
<b>Repeated Interference</b> Repeated interference with a school’s ability to provide educational opportunities to other students	•	•	•			<i>Supt. Policy: <a href="#">5000; 3.3</a> IC Code Reference: <b>08-B</b></i>
<b>Repeated Defiance of Authority</b> Repeated or substantial disrespect to or defiance of school staff	•	•				<i>Supt. Policy: <a href="#">5000; 3.4</a> IC Code Reference: <b>08-B</b></i>
<b>Slander and Libel</b> Intentionally possessing, distributing, and/or communicating slanderous or libelous material.	•	•				<i>Supt. Policy: <a href="#">5000; 3.5</a> IC Code Reference: <b>16-A</b></i>
<b>Disruption</b> Behavior which disrupts or is intended to disrupt the educational process	•	•				<i>Supt. Policy: <a href="#">5000; 3.6</a> IC Code Reference: <b>09-A</b></i>
<b>Habitually Disruptive</b> Declaration as a habitually disruptive student according to Superintendent Policy 5090.	•	•	•	•		<i>Supt. Policy: <a href="#">5000; 3.7</a> &amp; <a href="#">5090</a> IC Code Reference: <b>09-A</b></i>
<b>Gang Activity</b> Violation of Superintendent Policy 5080 regarding gangs, secret societies or disruptive groups.	•	•	•	•		<i>Supt. Policy: <a href="#">5000; 3.8</a> &amp; <a href="#">5080</a> IC Code Reference: <b>11-B</b></i>
<b>Indecent Exposure</b> Indecent exposure, lewd behavior, or possession of pornography (print or electronic).		•	•			<i>Supt Policy: <a href="#">5000; 3.9</a> IC Code Reference: <b>10-B</b></i>
<b>Rioting</b> Rioting, unlawful protests, illegal disruptive demonstrations or other expression that violates the rights of others on any District property.	•	•	•	•		<i>Supt. Policy: <a href="#">5000; 3.10</a> IC Code Reference: <b>11-A</b></i>
<b>Bomb Threat , False Alarm</b> Intentionally causing or participating in a bomb threat, false alarm, or other false notice that disrupts the school environment.			•	•		<i>Supt. Policy <a href="#">5000; 3.11</a> IC Code Reference: <b>11-A</b></i>
<b>Detrimental Behavior</b>	•	•	•	•		<i>Supt. Policy <a href="#">5000; 3.12</a></i>

Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students. This may include behavior which recklessly endangers students, staff or others.						<i>IC Code Reference: 11-A</i>
<b>Violation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Superintendent Policy /Infinite Campus</b>
<b>Throwing Objects</b> Throwing objects, unless otherwise part of a supervised activity, which might cause bodily injury or damage property.	•	•				<i>Supt. Policy <a href="#">5000: 3.13</a> IC Code Reference: <b>10-C, 11-A</b></i>
<b>Unsafe Operation of a Motor Vehicle</b> Unsafe operation of a motor vehicle on school property.		•	•			<i>Supt. Policy: <a href="#">5000: 3.14</a> IC Code Reference: <b>13-B</b></i>
<b>Harassment</b> Violation of Superintendent Policy 5110 regarding bullying, harassment, hazing or threats.	•	•	•	•		<i>Supt. Policy: <a href="#">5000: 3.15</a> &amp; <a href="#">5110</a> IC Code Reference: <b>10-A</b></i>
<b>Discrimination and Harassment</b> Violation of Superintendent Policies 5110 or 8400 regarding discrimination or harassment, including sexual harassment.	•	•	•	•		<i>Supt Policy: <a href="#">5000: 3.16</a> , <a href="#">5110</a> &amp; <a href="#">8400</a> IC Code Reference: <b>10-A or 10-B</b></i>
<b>Fighting</b> Violations of Superintendent Policy 5070 regarding violence, fighting, and other aggressive behavior.		•	•	•		<i>Supt. Policy: <a href="#">5000: 3.17</a> &amp; <a href="#">5070</a> IC Code Reference: <b>4-C</b></i>
<b>Violation of Criminal Law</b> Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.			•	•		<i>Supt. Policy: <a href="#">5000: 3.18</a> IC Code Reference: <b>4-A, 7-A, 11-A, or 15-A</b></i>
<b>Robbery</b> The commission of an act that if committed by an adult would be robbery according to Colorado statute.			•	•		<i>Supt. Policy: <a href="#">5000: 3.19</a> IC Code Reference: <b>7-A</b></i>
<b>Assault</b> The commission of an act that if committed by an adult would be assault according to Colorado statute.			•	•		<i>Supt. Policy: <a href="#">5000: 3.20</a> IC Code Reference: <b>4-A, 4-B, or 10-A,</b></i>
<b>Criminal Act Directed Toward an Employee</b> Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.			•	•		<i>Supt. Policy: <a href="#">5000: 3.21</a> IC Code Reference: <b>4-A, 4-B, 10-A, 10-B, or 10-C,</b></i>
<b>Dangerous Items</b> Violation of Superintendent Policy 5100 regarding dangerous items.		•	•	•		<i>Supt. Policy: <a href="#">5000: 3.22</a> &amp; <a href="#">5100</a> IC Code Reference: <b>5-B or 6-B</b></i>
<b>Dangerous Weapon</b> Violation of Superintendent Policy 5100 regarding firearms or dangerous weapons. Expulsion referral is mandatory for bringing or possessing a firearm at school.					•	<i>Supt. Policy: <a href="#">5000: 3.23</a> &amp; <a href="#">5100</a> IC Code Reference: <b>6-A</b></i>
<b>Tobacco Violation</b> Violation of Superintendent Policy 5050 regarding tobacco.	•	•	•			<i>Supt. Policy: <a href="#">5000: 3.24</a> &amp; <a href="#">5050</a> IC Code Reference: <b>3-A or 3-B</b></i>
<b>Controlled Substance</b> Violation of Superintendent Policy 5040 regarding controlled substances.			•	•		<i>Supt. Policy: <a href="#">5000: 3.25</a> &amp; <a href="#">5040</a> IC Code Reference: <b>1-A,B,C,D,E,F,G,H, 2-A,B,C,D,E or 3-B</b></i>
<b>Posting unauthorized material</b> Violation of Superintendent Policy 5650 regarding posting or distributing unauthorized materials on campus.	•	•	•	•		<i>Supt. Policy: <a href="#">5000: 3.26</a> &amp; <a href="#">5650</a> IC Code Reference: <b>8-A, 8-B, 9-A, or 16-A</b></i>
<b>Gambling</b> Gambling or wagering items of value.		•	•			<i>Supt. Policy: <a href="#">5000: 3.27</a> IC Code Reference: <b>16-A</b></i>
<b>Violation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Superintendent Policy /Infinite Campus</b>

<p align="center"><b>Giving False Information</b></p> <p>Lying or knowingly giving false information verbally or in writing to a staff member.</p>	•	•	•			<p>Supt. Policy: <a href="#">5000: 3.28</a> IC Code Reference: <b>8-A</b></p>
<p align="center"><b>Academic Dishonesty</b></p> <p>Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.</p>	•	•	•			<p>Supt. Policy: <a href="#">5000: 3.29</a> IC Code Reference: <b>12-A</b></p>
<p align="center"><b>Stealing</b></p> <p>Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.</p>	•	•	•	•		<p>Supt. Policy: <a href="#">5000: 3.30</a> IC Code Reference: <b>7-B</b></p>
<p align="center"><b>Counterfeiting and Forgery</b></p> <p>Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency</p>			•	•	•	<p>Supt. Policy: <a href="#">5000: 3.31</a> IC Code Reference: <b>15-A</b></p>
<p align="center"><b>Failure to Report</b></p> <p>Failure to report a Condition that puts students or staff at risk of imminent harm.</p>	•	•	•			<p>Supt. Policy: <a href="#">5000: 3.32</a> IC Code Reference: <b>8-A or 8-B</b></p>
<p align="center"><b>Dress Code Violation</b></p> <p>Violation of Superintendent Policy 5060 regarding dress code.</p>	•	•	•			<p>Supt. Policy: <a href="#">5000: 3.33</a> &amp; <a href="#">5060</a> IC Code Reference: <b>12-D</b></p>
<p align="center"><b>Cell Phone Violation</b></p> <p>Violation of Superintendent Policy 5030 regarding cell phones or electronic devices.</p>	•	•	•			<p>Supt. Policy: <a href="#">5000: 3.34</a> &amp; <a href="#">5030</a> IC Code Reference: <b>12-C</b></p>
<p align="center"><b>Technology Violation</b></p> <p>Violation of Superintendent Policies 5035 and 8200 regarding use of District technology or the internet.</p>	•	•	•			<p>Supt. Policy: <a href="#">5000: 3.35</a> &amp; <a href="#">5035</a> &amp; <a href="#">8200</a> IC Code Reference: <b>12-B</b></p>
<p align="center"><b>Damaging Private Property</b></p> <p>Damaging private property of others.</p>			•	•	•	<p>Supt. Policy: <a href="#">5000: 3.36</a> IC Code Reference: <b>7-C</b></p>
<p align="center"><b>Destruction of School Property</b></p> <p>Willful destruction or defacing of school property</p>			•	•	•	<p>Supt. Policy: <a href="#">5000: 3.37</a> IC Code Reference: <b>7-C</b></p>
<p align="center"><b>Immunization Violation</b></p> <p>Failure to comply with Colorado law regarding immunization requirements in violation of Superintendent Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.</p>				•	•	<p>Supt. Policy: <a href="#">5000: 3.38</a> &amp; <a href="#">5410</a> IC Code Reference: <b>16-A</b></p>
<p align="center"><b>Off Campus Behavior</b></p> <p>Violation of Superintendent Policy 5120 regarding off-campus behavior.</p>	•	•	•	•		<p>Supt. Policy: <a href="#">5000: 3.39</a> &amp; <a href="#">5120</a> IC Code Reference: <b>11-A or 17-A</b></p>
<p align="center"><b>Unlisted Code of Conduct Violation</b></p> <p>Violation of Superintendent Policies or building regulations not otherwise referenced in this policy.</p>	•	•	•	•		<p>Supt. Policy: <a href="#">5000: 3.40</a> IC Code Reference: <b>16-A</b></p>
<b>Level 1 Teaching Strategies</b>						
<ul style="list-style-type: none"> <li>· reminders and redirection</li> <li>· verbal correction</li> <li>· role play</li> <li>· written reflection/apology</li> <li>· daily progress sheet on behavior</li> <li>· in class time-out</li> <li>· restitution</li> <li>· Restorative Justice Practices</li> <li>· Mentoring Program participation</li> <li>· contract between teacher student and parents</li> <li>· mediation</li> <li>· referral to Student Family Outreach.</li> <li>· Please refer to the <a href="#">Adams 12 Resource Guide</a> for additional resources.</li> </ul>						
<b>Level 1 Management Strategies</b>						
<ul style="list-style-type: none"> <li>· seat change</li> <li>· teacher/student conference</li> <li>· removal from class to another supervised classroom (short-term),</li> <li>· change in schedule (elementary)</li> <li>· loss of privileges</li> <li>· detention</li> <li>· parent/guardian notification</li> <li>· parent/guardian conference</li> <li>· parent/guardian accompanying student to school</li> <li>· In-school community service</li> <li>· classroom work detail</li> </ul>						
<b>Level 2 Teaching Strategies</b>						
<b>Level 2 Management Strategies</b>						

<ul style="list-style-type: none"> <li>· behavioral point sheet</li> <li>· exploration of a Functional Behavioral Analysis Boys/Girls group</li> <li>· MTSS/RTI Referral</li> <li>· referral to Counselor/SW/Social Emotional Supports</li> <li>· consult with Intervention Services</li> <li>· school level learning modules</li> <li>· meeting with school counselor</li> <li>· education with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>· referral to administration,</li> <li>· admin conference with student</li> <li>· In School Suspension (not to exceed two days)</li> <li>· removal from class to another supervised area (short-term), change in schedule</li> <li>· school level ATS</li> <li>· school level work detail</li> <li>· daily check-in with an administrator</li> <li>· administrator initiated parent escort</li> <li>· district/school level safety assessments (threat assessments, ISMP, Care and Concern, and behavior)</li> <li>· other management strategies identified by school administrator</li> </ul>
<b>Level 3 Teaching Strategies</b>	<b>Level 3 Management Strategies</b>
<ul style="list-style-type: none"> <li>· Remedial Discipline Plan (RDP) implemented</li> <li>· district level Alternative to Suspension (ATS) classes</li> <li>· district level learning module as an Alternative to Suspension</li> </ul>	<ul style="list-style-type: none"> <li>· Out of School Suspension (OSS) - one to five days</li> <li>· Outside community service</li> <li>· potential referral to law enforcement</li> </ul>
<b>Level 4 Teaching Strategies</b>	<b>Level 4 Management Strategies</b>
<ul style="list-style-type: none"> <li>· consultation with Intervention Services</li> <li>· district level Options Meeting</li> <li>· Alternative to Expulsion</li> <li>· referral to other outside agencies</li> </ul>	<ul style="list-style-type: none"> <li>· potential referral for expulsion</li> <li>· potential Administrative Transfer to another school</li> </ul>
<b>Level 5 Teaching Strategies</b>	<b>Level 5 Management Strategies</b>
<ul style="list-style-type: none"> <li>· consultation with the Office of Intervention Services</li> <li>· alternative educational options and or placement in a facility</li> </ul>	<ul style="list-style-type: none"> <li>· mandatory referral for expulsion (<b>Note:</b> Schools must seek approval from Intervention Services to suspend more than five days, per superintendent policy)</li> <li>· consultation with law enforcement and county agencies</li> </ul>

### Cellular Phones/Electronic Devices

- Century Middle School does allow students to use electronic devices in classrooms at the discretion of the individual teacher. Students will be responsible for the use of their electronic devices in approved environments only.
- There are times when cell phones are NOT allowed in classrooms; for example during state testing.
- Century is not responsible for any lost, stolen or destroyed cell phones on district property and incidents will not be investigated by school administration.
- Students should NOT be using cell phones in the hallways or in the restroom.
- Students will not be excused from class to use the telephone, unless it is an emergency. Should there be an emergency; students may use the telephone in one of the administrators' offices. On Wednesday early release days and half days, students must make prior arrangements for transportation and personal activities. The telephones in the various offices will not be made available to students for personal use, unless it is an emergency.
- **Violations:** Century Middle School students who are using their electronics in a direct violation of classroom rules, using their electronics in an inappropriate manner, or are using their electronic devices in a manner that violates the acceptable use policy will be subject to the following consequences which serve as a base level. Consequences may vary based on the student's violation.
  - **Typical violations shall be addressed as follows:**
    - **1st offense:** The device shall be confiscated and returned at the end of the day. Parent or guardian shall be notified in writing and the device may be released to the student upon the student's signature of an acceptable use agreement. The student's name will go in the violations log and a Citizenship Notice processed as given a warning.

- **2nd offense:** The device shall be confiscated and transferred to the appropriate school administrator. The parent/guardian shall be notified and the device may be released only to the parent/guardian, upon the parent's/guardian's signature of the acceptable use agreement. Student will have 1 day after school detention.
- **3rd offense:** Third offense shall be considered disruptive behavior and defiance of authority, and shall result in a minimum of one day of suspension to be served out of school at the discretion of school administration.
- **4th or more offense:** Subsequent violations may result in increasing suspensions of up to three (3) days.

In academic settings (classroom, library, labs, etc.) such devices must be in the “off” or “silent” position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student’s individual education program as determined by school administration or the teacher.

In non-academic settings, including at school activities or on school transportation, such devices may be used in “silent mode” provided the use of such device, as determined by the supervising staff member or bus driver, in no way disrupts, poses a safety concern or otherwise violates the District’s Code of Conduct for students.

Such devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District’s Code of Conduct for students. Prohibited uses include but are not limited to creating video or audio recordings, or taking photographs, of students or staff without permission of the student(s) or staff member(s). Such devices may not be used for academic dishonesty or cheating. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions. Students may not depart a class to activate or operate such devices.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines noted in this policy, such requests shall be submitted to the Principal in writing. The Principal’s decision shall be final in responding to such requests.

Depending upon the nature and the severity of the incident, as determined by school administration, violations of the “Student Use of Personal Electronic Devices” policy may result in disciplinary sanctions up to and including expulsion from school.

Building administrators may impose further restrictions on the use of cell phones or other personal electronic devices in classrooms, hallways or on school property. Teachers may impose even further restrictions at their discretion in their class.

### **Community Use of District-Owned Facilities**

The District’s top priority is the safety and security of students, their families, and staff members. School facilities are operated within specific standards of safety and security and in accordance with Board of Education policies, and are made available on an equal basis for use by community organizations when the buildings are not otherwise being used for school purposes. Superintendent’s Policy 1330, Community Use of District-Owned Facilities, provides guidelines related to use, scheduling and rental fees for school facilities. The policy is available on the District website. For additional information contact the Manager of Community Use at 720-972-4230.

### **Corporal Punishment, Restraint or Physical Force**

Superintendent’s Policy 5140 directs No administrator, teacher, or other District employee shall subject a student to corporal punishment nor condone the use of corporal punishment by any person under his or her supervision or control. Corporal punishment is defined as action taken to punish a student by spanking or otherwise physically handling a student in any way to purposefully inflict punishment (as distinguished from physical restraint/force as described in Policy 5150). Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

### **Dress Code and Personal Appearance**

*Superintendent’s Policy 5060 establishes student dress expectations.*

1.0 Appropriate school attire should encourage school pride and unity, should promote uniformity of dress, and should support a safe and orderly school environment. Clothes should fit appropriately and the body should be sufficiently covered so as to avoid distracting others, or otherwise disrupting the learning environment.

2.0 Students are expected to abide by the following general guidelines:

- 2.1 Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
- 2.2 Tank top straps must be at least one inch (1”) wide at the narrowest point;
- 2.3 All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;

- 2.4 Shorts and skirts must be fingertip length when arms are resting at sides;
- 2.5 Shoes/sandals must be worn at all times.
- 3.0 Restrictions upon freedom of student dress will be imposed, at the discretion of school administration, whenever the mode of dress in question is potentially unsafe for the student or others, or is likely to be disruptive, distracting or cause interference with the educational environment of the school. The following items or clothing are specifically prohibited.
  - 3.1 Spaghetti straps and halter tops;
  - 3.2 Transparent/mesh clothing;
  - 3.3 Garments, make-up or hair worn in a manner that makes a student's face unidentifiable;
  - 3.4 Exposed undergarments;
  - 3.5 Pajamas and house slippers;
  - 3.6 Shirts with revealing necklines or armholes;
  - 3.7 Shirts hanging longer than the fingertips when arms are fully extended;
  - 3.8 Hats, caps, or sunglasses worn indoors;
  - 3.9 Gloves worn indoors;
  - 3.10 Hairnets, bandanas, and DOO-rags;
  - 3.11 Caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
  - 3.12 Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
  - 3.13 Clothing or accessories with sexually suggestive language or messages;
  - 3.14 Clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
  - 3.15 Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
  - 3.16 Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
  - 3.17 Trench coats and other like jackets capable of easily concealing weapons;
  - 3.18 Clothing or accessories affiliated with Insane Clown Posse, including all items related to the band's record label "Psychopathic Records" and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus; AND
  - 3.19 Hair restraints, gloves, goggles, or other protective attire, unless determined by staff to be necessary for safe participation in vocational programs.
- 4.0 Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.
- 5.0 All middle and high school students are required to wear an unaltered visible school issued photo identification card (ID) on a school issued lanyard on their outermost garment above the waist during school hours, or at such times, locations, and activities specifically identified by the building principal.
- 6.0 Uniforms may be required with Superintendent approval.
- 7.0 Students who violate or are suspected to be in violation of this policy shall be referred to school administration for investigation. Sanctions up to a five (5) day suspension may be imposed for any single violation of this policy.
- 8.0 Except when other contributing policy violations or safety concerns exist in combination with violations of this policy, the typical progression of sanctions and intervention for violations of this policy shall be as follows:
  - 8.1 **1st Offense** – warning and education about the policy and the student being provided an opportunity to correct the violation.
  - 8.2 **2nd Offense** – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the "Student Dress Code" policy.
  - 8.3 **3rd Offense** – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry for the purpose of reviewing the "Student Dress Code" policy and discussing the consequences of future violations.
  - 8.4 **4th or Subsequent Offenses** – sanctions up to a five (5) day out-of-school suspension for each repeat violation.
  - 8.5 Additional factors as identified in Policy 5010 may also be considered in determining appropriate sanctions and interventions.
- 9.0 The Superintendent authorizes the Executive Directors of Schools to grant WRITTEN waivers to this policy as appropriate.

### **Field Trips**

Though limited in number, field trips serve as an extension of the learning going on within the classroom. In order for a student to be eligible to attend a field trip, he/she must be in good standing behaviorally at school. In addition, a parent permission slip must be signed and returned to school prior to the day of the field trip. Behavior while on the field trip must meet or exceed the

expectations already established at Century. All students must have a Student I.D. to ride district transportation. Occasionally students will be invited on school-sponsored field trips. Any student absent from regular classes will be responsible for any assignment due for the next regularly scheduled class. This would include tests, homework or other daily work assignments. Students should make arrangements with their teachers if they will be missing more than one class during the field trip

### **Gangs, Secret Societies, and Disruptive Groups**

**1.0** General. School districts are required by Colorado law to adopt policies regarding prohibited gang-related activities in school.

**2.0** Definition. A gang, secret society or disruptive group (hereafter referred to collectively as “disruptive groups”), for the purposes of this policy shall be defined as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, or conduct that violates District policies, whose members individually or collectively engage in or have engaged in a pattern of such activity.

**3.0** Prohibited Items, Behaviors, or Actions. Wearing, displaying or possessing items that signify identification with disruptive groups as defined herein is prohibited.

**3.1** Examples of prohibited items, behaviors or actions which may be indicative of disruptive group affiliation include but are not limited to:

- **3.1.1** Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, cosmetics, or other items that display a “color” or number on a person or possession.
- **3.1.2** Signs – Verbal or Physical – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.
- **3.1.3** Graffiti – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group about other groups or direct challenges to others.
- **3.1.4** Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group. **3.1.5** Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.
- **3.1.6** Recruitment – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

**4.0** Prevention, Intervention, and Suppression Strategies. The District shall implement prevention, intervention and suppression strategies to address disruptive group activity.

**4.1** Prevention – The District shall implement strategies to educate students, staff and parents about warning signs of disruptive group behavior, the dangers of disruptive group membership, and suggestions to assist parents whose children are involved in or at risk of disruptive group involvement.

**4.2** Intervention.

- **4.2.1** Students who violate or are suspected to be in violation of this policy shall be referred to school administration for investigation. For purposes of this policy, violations shall be measured throughout a student’s enrollment at a particular level (e.g. elementary, middle and high school).
- **4.2.2** The typical progression of intervention for violations of this policy shall be as follows:

**1st Offense** – warning and education about the policy, school-based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of the “Gang, Secret Society and Disruptive Groups” policy. 4.2.2.2

**2nd Offense** – up to five (5) days out-of-school suspension and a required parent meeting as a condition of reentry for the purpose of reviewing the “Gang, Secret Society and Disruptive Group” policy and the consequences of future violations. 4.2.2.3

**3rd or Subsequent Offenses** – up to a five (5)- day out-of-school suspension and potential expulsion from school. 4.2.3

Additional factors as identified in Policy 5010 may also be considered in determining appropriate sanctions and interventions. 5.0

**Suppression.**

**5.1** All violations of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.

**5.2** Furthermore, action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the severity of the situation, and the student’s discipline history

### **Health Services, Immunizations and Medications at School**



The school district provides registered nurses to train, delegate, and monitor various school staff on health procedures needed for students during the school day. The registered nurses also provide consultation to school staff and/or parents on medical concerns and often serve as medical liaisons between schools and outside agencies.

A trained health aide staffs the School Health Office. The health aide is responsible for providing minor first aid to students who become sick or are injured while at school, for administering prescribed medications, and for maintaining student health records. Other designated staff members may provide coverage in the health office when the school health aide is not available.

### **Illness or Injury at School**

When a child becomes ill or is injured at school the health aide or other school staff will determine if your child can remain at school safely. Schools do not have adequate facilities or staffing to keep ill children at school for long periods of time. **Therefore, it is essential that parents immediately inform schools of address and phone number changes.**

### **Emergency Health Concerns**

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

### **Student Illness**

Children should typically be kept home if the following symptoms are present. If you have questions, or are unsure of whether to keep your child home from school please consult with your physician, or call your school health aide or district registered nurse.

1. Rashes –Child should stay home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. Vomiting and Diarrhea –Child should stay home until symptom-free for one day.
3. Fever of 100 or more – Child should stay home until fever free for 24 hours.
4. Strep Throat – Child may return after 24 hours of antibiotic treatment and when symptom-free.
5. Common Cold – Keep you child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.
6. “Pink Eye” (Conjunctivitis) – Child should stay home until physician determines the infection is not contagious.
7. Impetigo – Child should stay home until your physician advises their return.
8. Chicken Pox – Child should stay home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.
9. Persistent Cough – Child should stay home if the cough is persistent or disrupts class.
10. Untreated drainage from a wound, eye or ear infection – Child should stay home until physician advises his or her return.

In general, if you are unsure whether or not to send your child to school, you should keep your child home for a day. Please let the school know any time your child has a communicable disease or serious illness.

### **Head Lice**

Head lice are described as an infestation of head hair by adult lice, larvae or nits (eggs). Itching is the main sign. Eggs hatch in one week and are capable of multiplying in two weeks. A special lice shampoo treatment sold at pharmacies helps to kill the nits. After the shampoo treatment it’s important to thoroughly comb out the nits from the hair.

If a child is found to have head lice/untreated nits at school the child will be excluded from school until the hair has been treated with a recommended lice treatment. Other students may be screened and / or parents notified depending on the circumstances.

### **Student Immunizations**

**1.0** No student shall be permitted to register or continue to attend any District school without meeting the legal requirements for immunization against disease unless the student has a valid exemption for health, religion, personal belief, or other reasons as provided by law.

**2.0** If a student’s certificate of immunization is not current, as determined by standards set by the State Board of Health, the student must submit to the school, within fourteen (14) days after receiving direct personal notification from the building administrator of noncompliance, documentation that the next required immunization has been administered and a written plan for completion of all required immunizations. If the student begins but does not continue or complete a written plan for completion of all required immunizations as scheduled, he or she shall be excluded from school.

**2.1** Direct personal notification may be provided by a written communication hand delivered to the parent/guardian, by confirmed delivery through U.S. mail, or by confirmed email delivery.

**3.0** Students who do not submit a certificate of immunization or present a valid exemption shall be excluded from school, or not allowed to enroll, until such certification or exemption is received. The District shall notify the County Department of Health if a student is excluded from school under this policy. Record of any such exclusion shall be contained in the student's health file, with an appropriate explanation, and not in the student's disciplinary file

### **Medicaid Program**

As a Medicaid provider, Adams 12 Five Star Schools will access Medicaid eligibility information for students enrolled in the Adams 12 Five Star Schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of names, date of birth, and gender will be released to the HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the district billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the Adams 12 Five Star Schools Medicaid office. Parents may revoke their consent at any time, by calling the Medicaid office at 720-972-4790. *School Medicaid reimbursement does not affect the family's other Medicaid benefits in any way.*

### **Administration of Medications at School**

Generally children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, Policy 5141 identifies the steps which must be followed:

1. All medication given at school must have a medication request form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. These medication request forms are available at school. **This policy applies to prescription medication and all over-the-counter medications** such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.
3. All medication is kept in a locked area in the school health office. **Students are typically not allowed to keep medication with them** (in their lunch box, backpacks, etc.).
  - a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention.
4. The health aide or other designated staff will administer prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student's medication record and initialed by the staff person administering the medication.
5. All unused medication not picked up or requested to be sent home will be discarded by a registered nurse at the end of the school year.
6. To save time and repeat doctor visits, please have your physician complete or fax a written permission for the school at the time he/she prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

### **Vision and Hearing Screening**

Vision and hearing screening is mandated for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels; for children new to the district and for any child with a suspected deficiency. This screening does not include extensive testing. If a deficiency is found parents are contacted and advised to arrange for a more complete evaluation.

### **Homeless Students Notification**

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students contact the District's Homeless Student Liaison at 720-972-4079.

### **Identification (I.D.) Badges**

In support of the District's school safety efforts Century students will be required to wear a photo identification card, on lanyards approved by the school, above the waist and visible at all times; this policy began during the 2009 school year. Repeat violators of the ID policy may be subject to discipline sanctions including suspension out of school. Replacement I.D.'s are available in the registrar's office for \$5.00

## **Library Media Center Services**

- The primary objective of the Library Media Center (LMC) is to provide information, literacy instruction and integrate appropriate materials with the curriculum. The LMC collection at Century Middle School provides a wide variety of materials which present different points of view that are appropriate for a broad range of ability and maturity levels.
- Students are allowed to have five items checked out at any one time. If a student has overdue books attached to her/his record for one month or more, the electronic circulation system will not permit any more circulation.
- Replacement cost is charged for lost items and must be paid before report cards are issued at the end of each trimester.
- All students must have written permission from classroom teachers to use the Library Media Center, except during passing periods and before/after school, or when scheduled with a class. Students are welcome to use the LMC before/after school for research purposes, computer work or quiet reading.
- Student can use the LMC during lunch. Student need to obtain a pass **before** they come to the cafeteria for their scheduled lunch. Students **will not** be able to leave the cafeteria to go to the LMC if they do not have a pass.
- Students are encouraged to share any reading materials they would like to have in the LMC with the Librarians.
- The LMC is a great place for students to find and use a variety of materials when they are working on a research project. The Librarians can assist students in helping find information that will be needed to create a successful written piece of work.

## **Lockers**

Lockers are the property of Century Middle School and may be inspected by school officials. Century Middle School is not responsible for lost or stolen items. Students will be assigned an individual hall locker. **Students are responsible for items in their lockers and must not give their combination to other students.** All locks, other than those belonging to the school, will be removed from lockers. Students may not change lockers without permission from Administrator. Students must not share lockers. A \$5.00 fee will be charged for a combination change.

### **Students will lose locker privileges if:**

- They fix (jam) their locker so that they do not need to use the combination to open it.
- They use a locker not officially assigned to them.
- They damage their locker by applying stickers that will not come off, writing on or scratching the locker, etc.
- They damage or interfere with someone else's locker.
- *They allow others to use their locker.*

**Students should not share their locker combination or locker with anyone!!!!!!!!!!**

## **No Child Left Behind Notification**

Under Public Law 107-110 (The "No Child Left Behind Act" of 2001) parents may request information regarding the professional qualifications of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college, and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any paraprofessional staff member providing service to their child. Parents who would like to request this information should contact the administration of their child's school.

## **Non-Discrimination / Harassment**

Adams 12 Five Star Schools is committed to a policy of nondiscrimination/harassment in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability. District policies, programs and activities should foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard, and to be acknowledged for their dignity and worth and for their unique role in the pluralistic nature of our society. Students and staff who feel safe and welcome are more likely to perform more effectively. Superintendent's Policy 8400 establishes guidelines related to discrimination and / or harassment of or by students or staff.

Any student who believes that s/he has been harassed, or who witnesses conduct that might constitute harassment, shall promptly report the conduct to a principal or staff member. Reports may also be submitted directly to the District's Nondiscrimination / Harassment Compliance Officer. A complaint or report may be made either orally or in writing.

All reports of discrimination or harassment will be investigated. Consequences where warranted may include but are not limited to a range of disciplinary action, which may include expulsion from school if warranted. Depending on age and circumstances, educational interventions, rather than, or in addition to, discipline shall be appropriate. Support resources will also be provided to victims of school-related discrimination or harassment as appropriate.

Anyone who retaliates against a person who reports harassment, regardless of the outcome of the harassment investigation, will be subject to disciplinary action. Any person who knowingly makes a false report of harassment shall be subject to disciplinary action as well.

Additional information regarding the district administrative procedures for compliance with Title VI, Title VII, Title IX, Section 504 and / or The Americans with Disabilities Act is available online or by reviewing the policy and procedures in their entirety as explained on the first page of this publication. In addition, questions may be directed to:

*District Compliance Officer – Phil Spare, General Counsel, Educational Support Center, 720-972-4000*

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the U.S. Department of Education’s Office for Civil Rights or the Colorado Civil Rights Commission.

*Colorado Civil Rights Commission*

*1560 Broadway, Suite 1050 – Denver*

*303-894-7830*

*U.S. Department of Education’s Office for Civil Rights*

*1244 Speer Boulevard, Suite 310 – Denver*

*303-844-5695*

*Email: [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov)*

**Nutrition Services and Student Wellness**

District Policy 3542 and its subsections describe the District’s commitment to promoting good nutrition and physical activities. Information about free or reduced price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available at each school’s kitchen or administrative office. Information may also be found on the District’s website under the parent resource link.

Schools along with parents can play a major role in reducing the number of overweight and obese children and youth. Schools are a place where students can gain the knowledge, motivation, and skills needed for lifelong physical activity and lifelong healthy eating habits and are also a place for students to practice these habits. Nutritional content of foods and beverages sold by Nutrition Services are available on the District’s website and in the school kitchens. In support of student wellness schools are expected to provide access to healthful items for fundraisers, classroom parties, and other school activities.

District Policy 3542.3 discourages the use of food as a reward, and prohibits the denial of food as a form of punishment. The policy further explains that physical activity should typically not be used as a form of punishment.

Nutritional Services \*Prices subject to change.

<b>ADULT LUNCH</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MIDDLE AND HIGH SCHOOL LUNCH</b>	<b>DAILY</b>	<b>WEEKLY</b>
Adult with Milk	\$ 3.25	\$16.25	Middle with Milk	\$ 2.60	\$13.00
			Middle Reduced with Milk	\$ .40	\$ 2.00
Milk	\$ .50	\$ 2.50	Middle Free with Milk	no charge	no charge
			Milk	\$ .50	\$ 2.50
<b>EXTRA ENTRÉE</b>					
<b>\$1.00 DAILY OR</b>					
<b>\$5.00 WEEKLY</b>					

**Obtaining Sex Offender Information**

Colorado Revised Statute 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf)

OR

[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf)

For assistance in obtaining printed information parents may contact the District Office of Intervention Services at (720) 972-4146. Century Middle School also participates in the V-Soft (Raptor) visitor screening program to help assure our students of a safe environment.

### **Parking and Driving on District Property**

Parents and students who drive or park on campus are expected operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, a referral to law enforcement or loss of the privilege of driving on campus. Parents are encouraged to park in the gymnasium lot or lots on the north and east side of the building.

The traffic flow has been designed to best accommodate the increased number of cars dropping off and picking up students. The drop off lane is **ONE WAY ONLY**. Signs are posted on the exit of the main parking lot indicating that this is a **RIGHT TURN ONLY**. The second lane, north entrance, is a **BUS ONLY** lane.

### **Post-Secondary Enrollment Options**

Students in their junior or senior year of high school may be eligible to enroll for coursework in a state institution of higher education, with costs reimbursed by the District, provided specific eligibility and academic criteria are satisfied. Parents and students interested in more information about post-secondary enrollment options are encouraged to review participation guidelines described in Superintendent's Policy 6179 or to request information in the counseling offices.

### **Safety**

#### **Canine Searches**

Part of the process to keep drugs out of our schools involves the use of canine searches by an outside contractor. It is our intent to notify our students, staff, parents, and community of random searches being conducted throughout each school year. It is the goal of the School District and the local Police Department that our schools are drug free. The primary purpose of canine searches is to show that drug use and possession of drugs will not be tolerated at any district school. There is no room for illegal drugs in any of our educational facilities. When a canine search is conducted, it will be done with the utmost respect for maintaining the least amount of interruption to the educational environment and to enhance the safety of our students. The school staff and district safety personnel will continue to review and evaluate the specifics of these searches to ensure their efficiency.

#### **Fire, Lockdown and Tornado Drills**

Each room is equipped with instructions for evacuation during a fire drill. The students should acquaint themselves with these directions as soon as possible. The teacher is responsible for giving complete directions to be followed during the drill. Tornado drills will be held in the fall and spring of each year. These drills must be taken seriously and all instruction carefully followed. If dangerous weather ever causes us to have to take cover, we would request the cooperation of the parent/guardian in such a situation. Any parent/guardian stopping at the school during that time must come to the Main Office, and we will make every effort to locate her/his student. We may be forced, however, to keep students until the drill or situation concludes. *Please, No talking during drills and walk safely and quickly.*

Lockdown drills will be held at least once each semester. These drills must be taken seriously and all instruction of their teachers followed carefully. The safety of students and staff is foremost and can only be accomplished with everyone's full cooperation.

\*Students should not use their cell phone or text during drills.

#### **Search and Seizure**

**1.0 Authority to Search.** School and District officials are authorized to conduct a search of a person or property when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity. A search may be initiated when there are grounds for reasonable suspicion that the search will result in the discovery of contraband or other evidence of a violation of school rules or law, or of recovering anything which, because of its presence, presents an immediate danger of physical harm or illness to any person. In the event of a medical emergency staff members may search a student's person or belongings for the purpose of discovering the student's identity or other information that might enhance the prospect of administering appropriate medical assistance.

**2.0 Definitions.** For purposes of this policy, the following definitions shall apply:

**2.1 Contraband.** All substances or materials prohibited by District and/or school policy, state law, or the municipal code of the location of the material. Examples of contraband may include but are not limited to drugs, drug paraphernalia,

alcoholic beverages, guns, knives, weapons, tobacco, graffiti instrumentation, items suspected of being stolen, and/or material or items which present an imminent danger of physical harm or illness.

**2.2 Reasonable Suspicion.** Standard required for searches conducted by school authorities. Reasonable suspicion exists when there are articulable facts and reasonable inferences from those facts which raise a moderate chance of finding evidence of wrongdoing.

**2.3 Probable Cause.** Standard required for searches conducted by law enforcement officers.

**2.4 Scope of Search.** Searches are permissible in scope when reasonably related to the objectives of the search and not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction.

Superintendent Policy Code: 5130 Page 2 of 7 SEARCH and SEIZURE, cont.

**2.5 Pat down.** A pat down search consists of trained school officials using the back of the hand or a solid object such as a ruler or flashlight to slide across the outside of the student's clothing while checking for contraband.

**2.6 Seizure.** In conducting a search, school officials may restrict a student's freedom of movement as necessary to safely conduct the search. Anything found in the course of a search conducted by school officials which is evidence of a violation of school rules or law, or which by its presence presents an immediate danger of physical harm may be confiscated, tagged, secured and/or released to law enforcement.

### **3.0 Searches Conducted by School Personnel.**

**3.1** Whenever possible, the student shall be informed verbally of the reason(s) for conducting the search.

**3.2** When practical under the circumstances, a student's permission to perform the search will be requested but is not required for school officials to continue with the search.

**3.3** Once reasonable suspicion is established, a student's failure to cooperate with school officials conducting a search will be considered grounds for disciplinary action, independent of any violations of policy resulting from contraband that may be found during the search.

### **4.0 Searches Conducted by Law Enforcement Personnel.**

**4.1** When safety concerns exist and/or violations of criminal law are suspected, the building principal or designee may request that law enforcement be present for or otherwise conduct a search of a student's person and/or property on school premises. If the law enforcement officer(s) determines that probable cause exists to initiate a search, no school employee shall assist or otherwise participate in the law enforcement search. Searches by law enforcement will be conducted in accordance with the requirements of applicable law. Superintendent Policy Code: 5130 Page 3 of 7 SEARCH and SEIZURE, cont.

**5.0 Searches of Student's Person or Property.** Pat downs and searches conducted by school staff shall respect the privacy of the student and shall not be any more intrusive than necessary considering the age and gender of the student and the nature of the suspected infraction.

**5.1** When possible, searches of the person shall be conducted out of the presence of other students and as privately as possible under the circumstances.

**5.2** When possible, two adults, including one person of the same gender as the student being searched shall be present during the search.

**5.3** Searches of the person by school officials may include but are not limited to a "pat down" of the exterior of the student's clothing by a staff member who is the same gender as the student being searched.

**5.4** Searches by school officials may necessitate the removal of coats, jackets, or any other layer of clothing not immediately covering the student's undergarments. Searches may also necessitate the removal of shoes, socks, gloves, caps or other items covering a student's head or limbs.

**5.5** Searches by school officials may include backpacks, purses or other personal property in the student's possession as warranted by suspicion as described in this policy.

## **Services for Students with Disabilities**

Students with disabilities are afforded certain rights including those described in the following notifications regarding "Section 504" and Special Education. Parents or guardians who believe their child may have a disability requiring special accommodations or support services may contact the administrative office of their child's school for more information about assessment and eligibility for such services.

*Section 504 of the 1973 Rehabilitation Act* is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of Adams 12 Five Star Schools not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The Act requires Adams 12 Five Star Schools to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.

*The Individuals with Disabilities Education Improvement Act of 2004* guarantees basic rights and provides the framework for special education services. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment.

### **Student Conduct, Discipline and Due Process**

The District's discipline matrix provided in this booklet summarizes district behavior expectations and the range of conduct violations for all students. The matrix is intended as a reference guide. However, students are expected to be familiar and comply with all expectations identified in Superintendent's Policy and Procedure 5000, Student Conduct, Discipline and Due Process, as well as with additional expectations unique to this campus described in this handbook.

Detailed information regarding district procedures for suspension (short and long term), expulsion and denial of admission are described in Superintendent's Policy and Procedure 5000. That information is available to all parents and students on the District's website or by request at each school administrative office.

Board Policy directs that student discipline methods be clear, timely and consistently applied. Students should receive information about school discipline expectations within the first four weeks of each school year. Students who arrive after the first month of school should receive information individually or in small groups as soon as possible following enrollment.

### **Students' Right to Expression**

Superintendent's Policy 8900 acknowledges students' right to dissent peacefully, including the right of legal protest through proper channels, provided such dissent does not interfere with the educational process or result in harm to persons or property.

### **Student School Records**

In compliance with state and federal laws, Superintendent's Policy 1800 (Student School Records) and the related procedures which follow in 1800 (Maintaining Student Records), 5300 (Granting Access to Records) and 5300 (Challenging Student Records) collectively provide guidelines regarding student records issues. Records will be maintained, made accessible, or may be challenged per the guidelines of each of those policies. Because there are unique laws and guidelines related to different types of student records, parents are encouraged to refer specifically to the policies and procedures noted above for specific information about student records.

Generally, student school records, or education records, are documents, files, records, and other materials maintained by a school which contain information relating to a student, including special education records. Student school records do not include the personal notes or records of district personnel that are in the sole possession of the author and are not revealed to anyone other than a substitute; employment records about a student who is employed by the school district; or information obtained about a student after he/she is no longer a student.

**Challenging Records** - Parents and eligible students (over age 18) have the right to inspect and review their records, and / or to request that the school correct inaccurate or misleading records; and to control the release of the record without consent except as provided by law and district policy. If a parent or eligible student believes that the student's school records, including disciplinary records, contain inaccurate information, are misleading, or are otherwise in violation of the privacy rights the party may submit a written request for the record to be changed to the principal. A hearing may be conducted, if necessary, provided the request is in accordance with guidelines outlined in Superintendent's Policy 5300 and Administrative Procedure 5300.

**Disclosure of Records** - Disclosure of education records will be made to a "school official" who has a specific and legitimate educational interest in inspecting the records for use in furthering the student's academic achievement or maintaining a safe and orderly learning environment. A "school official" is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to, paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel; a member of the school board; a person, agency or company with whom the district has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a "specific and legitimate educational interest" if the official needs to review an education record in order to fulfill his/her professional and/or official responsibility. The necessary interest will also be found where a staff member or authorized volunteer works directly with students, and has a specific and actual need to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members. This provision applies whether or not the school official receives compensation.

Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll, or another agency in accordance with state law or district policy.

**Release of Information to Military Recruiters** - The District will provide certain information to recruiting officers for any branch of the U. S. Armed Forces, upon requests from the officer, including names, addresses and home telephone numbers of secondary school students. If a student does not want such information released, he/she must submit a written request to the school's principal asking that the information not be disclosed to recruiters.

**Release of Directory Information** - The District may disclose "directory information" which includes: student's name, parents' names, student's date and place of birth, major field of study, yearbook/athletic/co-curricular and extra-curricular activity photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance in a district school, degrees and awards received, and most recent previous educational agency or institution attended. Parents and eligible students may refuse to have any or all of these types of information released without written consent. Such refusal may be indicated by written statement sent by October 1 of the school year to: District Records Custodian, 1500 East 128th Avenue, Thornton, CO 80241. Such statement should include student's name, student's I.D. number, birth date, addresses, school he/she attends, and grade level

**Media or Internet Publishing** - There may be times during the school year when different media groups (newspapers, television, university, school production class, district public relations, etc.) will cover activities at the various Adams 12 Five Star Schools with articles, video or still photography that may be published. In addition, schools or the district may want to include school-oriented articles, video or photography on their own Web sites. If parents **DO NOT** want their child(ren) to be photographed or videotaped for news media or school publicity purposes, they should request and submit an "opt-out media form" from the school.

District photographers will make every reasonable effort to identify the primary subjects in photographs and to not publish photos containing students on the opt-out list. The requests remain in effect for the current school year. This policy only relates to classroom activities or school events that are not open to the public. Events and activities which are open to the public are not covered by this "opt-out" option.

**Attaining Records** - Individual school offices may be closed much of the summer. Parents or eligible students needing copies of records should request that information prior to the end of the school year when possible.

## **Translation Services**

Schools are responsible for arranging translation services for discipline actions, teacher conferences, back to school or open house events, non-emergency medical information, student attendance, or academic performance concerns. Please contact the school administration office if you have any questions regarding translation services.

## **Transportation**

### **Waiting at the Bus Stop:**

- Arrive on time, but not too early (five minutes before scheduled time).
- Students arriving too early are unsupervised, with little to do. It is always wise to wait at home, and allow five minutes before the scheduled pick up time before getting to the bus stop.
- Stay off private property. Nearby homes and yards are not part of the bus stop. Please do not throw trash or papers on the nearby lawns. Impress the neighbors with good behavior!
- Do not roughhouse near or stand in the street.
- Remember, no matter how late the bus is, all stops will be made. Sometimes, buses are late because of mechanical failure or weather, but the bus will complete its route.

### **Getting on the Bus**

- When crossing the street to or from a stopped bus, cross at least ten feet in front of the bus. (NEVER rush behind the bus.)
- Wait in line for an approaching bus at least six feet from where the school bus is to come to a complete stop. NEVER *rush toward a moving vehicle or crowd and push to board the vehicle*. If you are not going to cross the street after leaving the bus, move back from the curb to allow the bus to continue on its route without danger to you. Bus stops are scheduled and students assigned to that particular stop based on the number of students expected to ride the bus from that neighborhood, therefore STUDENTS MAY LOAD AND UNLOAD THE BUS ONLY AT THE LOCATION TO WHICH THEY HAVE BEEN ASSIGNED. Otherwise, our buses could become overcrowded.
- A student I.D. is required of every middle school student for every ride in order to identify students who are eligible to ride on that bus route, both for protection of the student and for capacity control on the bus. Each I.D. is coded to indicate which route the student is eligible to ride. Failure to show a student I.D. consistently can



result in the loss of riding privileges. Temporary bus passes may be obtained in the school office or from your bus driver.

### **Riding on the Bus**

- Obey the directions of the driver.
- Did you know it's a state regulation, when crossing railroad tracks, and upon signal from the driver, all passengers are to be quiet and remain quiet until all railroad tracks are crossed?
- Students need to remember not to damage district vehicles. Students and their parents are financially responsible for the damages they cause on the district vehicles, so writing on and damaging seats or walls of the bus is unacceptable and it could be expensive!
- No exiting through windows, emergency hatches or emergency door without permission.
- Flame or spark-producing devices are not allowed on the school bus.
- Due to limited bus capacity, a student may not ride another bus to and/or from school without prior permission. A written notice from a parent/guardian of both parties is required 24 hours prior to the change and approved by an Administrator.
- ***The following items may NOT be transported on the bus:***
- Animal/pets, living or otherwise.
- LARGE ITEMS (i.e., band instruments, science projects. "Rule of Thumb"—items that protrude into aisle, extend above the seat back, or occupy the space of another student cannot be transported.
- NO SKATEBOARDS, SCOOTERS, OR ROLLER BLADES may be transported at any time.

Additional information is available in the *Resource Guide for Parents & Students* booklet available at your school.

Transportation Office Hours 4:45am-6:00pm 720-972-4299

### **Video and Audio Monitoring**

Video surveillance may be utilized in schools, on school property, and on transportation provided by the district. Many cameras are equipped with audio recording capabilities as well. Such monitoring may assist in deterring misbehavior and may provide evidence to be presented in student discipline hearings, court proceedings, and similar venues. Recordings may be used in student discipline investigations and as evidence in school discipline matters including suspension or expulsion cases. Recordings may also be used to prosecute crimes against property, students or staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise may be required for disclosure by subpoena.

Students will not be notified when a recording device has been installed or is being utilized in a specific vehicle or building. Students should proceed with the assumption that their conduct and comments in public places (e.g., school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.

Parents or guardians who wish to view a videotape or listen to a recording may submit a written request to the Director of Security Services for tapes concerning district facilities and property. Written requests may be made to the Director of Transportation concerning district buses and vehicles. Inspection requests may be denied if disclosure of the recording is likely to compromise the district's ability to maintain safe and secure buildings and vehicles, if the recording constitutes a student educational record protected by state or federal confidentiality laws, or if applicable law permits or requires that the recording be withheld from disclosure.

### **Superintendent Policy Code: 3520**

**1.0** Video surveillance may be utilized in schools, on school property, and on transportation vehicles provided by the District. Cameras may be equipped with audio recording capabilities as well. Such records shall be created and maintained by the Safe and Secure Environments department for the purpose of maintaining the physical security and safety of the District.

**2.0** Notification will not be provided when a recording device has been installed or is being utilized in a specific vehicle or building. Conduct and comments in publically accessible places on District property (e.g., school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.

**3.0** Recordings may be used in the investigation of incidents or conduct that leads to a disciplinary action against a student or staff member and as evidence to support disciplinary consequences as warranted, up to expulsion of students from school and dismissal from employment for staff. Recordings may be available to appropriate law enforcement authorities and used to prosecute crimes against property, students, and staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise required for disclosure by subpoena.

**4.0** Parents/guardians or students who wish to view a video or listen to an audio recording shall submit a written request to the Security Services Manager. The District utilizes a variety of video surveillance equipment with differing storage capabilities. For this reason, the District's retention period for video recordings will vary and a recording may not be available when a request is made.

- 5.0** Inspection requests may be denied if disclosure of the recording may compromise the District's ability to maintain safe and secure environment, including on its vehicles, if the recording arguably constitutes a student educational record protected by state or federal confidentiality laws, or if applicable law permits or requires that the recording be withheld from disclosure.
- 6.0** The District Security Services department owns all video and audio surveillance records and is the only unit authorized to copy and distribute those recordings.
- 7.0** Notification of this policy will be provided through building handbooks, and signs shall be posted on District property and in District vehicles to notify third parties that video and audio recording devices may be in use.
- 8.0** Recording of teacher instruction for the purpose of completing a performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law or the terms of the master agreement for licensed personnel. Recording of students for the purpose of their educational programming is not intended to be covered by this policy.

### **Visitors to Schools**

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, Policy 1200 provides guidelines regarding visitors to school

- 1.0** Parents or guardians are encouraged to visit the schools in which their child(ren) are enrolled. All visitors, including parents or guardians, must report to the school office upon arrival to be checked into the school's visitor management system when requested. Visitors must comply with all Superintendent policies.
- 2.0** Anyone who is not a student of the school or staff member of the District, acting in the capacity as an employee, must observe the following guidelines:
- 2.1** Whenever possible the visit should be scheduled in advance. The teacher and principal reserve the right to reschedule a planned or unplanned visit as they deem appropriate to serve the educational needs of students and to avoid disruption of instruction.
- 2.2** Principals and teachers may impose reasonable restrictions upon the time, duration, frequency, and location of visits.
- 2.3** In visiting a classroom, visitors shall refrain from making statements or engaging in conduct which interrupts instruction or causes distractions for students, or otherwise disrupts the learning environment.
- 2.4** Visitors shall not share with others information about students received during the visit, including but not limited to a student's academic performance, behavior, and status as a free/reduced lunch pupil.
- 2.5** Only principal-approved activities may be conducted by visitors while on school grounds.
- 3.0** Failure to comply with the terms of this policy and the lawful directions of District officials, District security officers, or any other law enforcement officers acting in performance of duties, or failure to identify oneself to such officials or officers when lawfully requested to do so, may subject the individual to criminal charges. Every courtesy will be extended to all visitors in the building.

**According to State/Federal Law, all visitors and parents/guardians must report to the Main Office before entering any hallway or classroom.** It is courteous and provides a sense of safety to teachers, support staff and students when prior notification is extended for classroom observations and visitations.

- Non-district students are not permitted to attend classes with Century students.
- **Please report any visitor without a visitor's badge or District I.D. to the nearest staff member.**
- Gentlemen, please remove your hats when entering the building. We have a no hat policy at CMS.

### **Weapons**

Consistent with the district's obligation to provide a safe and secure environment, Student Discipline Policy 8700

- 1.0** Consistent with the District's obligation to provide a safe and secure environment, it shall be a violation of this policy for any staff member, volunteer, or visitor to possess a firearms/firearm facsimile, explosive device, illegal knife, or other dangerous or deadly weapon as defined by state law, or the municipal code of the location of the material, when in a District facility; on District grounds; at any school- or District-related activity, regardless of location; on any vehicle owned by, leased to, or used by the District or District personnel.
- 2.0** This restriction shall not apply to individuals who are legally required and approved to carry or use weapons in order to perform their necessary duties and functions.
- 3.0** With the exception of School Resource Officers, and absent the express permission of the Superintendent, the District will not create nor adopt job descriptions which would authorize the carrying of weapons.
- 4.0** Weapons that violate state or municipal laws will be photographed or photo copied and turned over to law enforcement. Weapons, including but not limited to knives, that violate Superintendent Policy but not law will be photographed or photo copied, tagged and stored at the school for 10 days. The owner of the item (or the parent if the violator is a student) will be notified of the violation and may pick up the weapon within 10-days after a first offense. Subsequent offenses involving weapons prohibited by Superintendent Policy shall be photographed or photo copied then destroyed. If the weapon cannot be safely destroyed by the administrator, police shall be advised and assistance requested in destroying the property. Perishable items will not be stored and will be destroyed on the date of the offense.

**5.0** Any violation of this policy will subject the individual to immediate exclusion from District property and from all District activities, wherever held, and/or disciplinary action up to and including expulsion or termination.

### **Century Positive Behavior System**

The purpose of the Century Positive Behavior System (PBS) is to establish and maintain an effective school environment that maximizes the academic achievement and behavioral competence of all learners in this school.

Guiding Principles:

1. Social and behavioral competence and character are learned at home, school and community.
2. Prevention is more effective than reaction.
3. Teaching positive behavior is more effective than assuming students already have these skills.
4. Teaching positive behavior is more effective than punishing negative behavior.

All students are expected be guided by the MYP Learner Profile.

During the first few weeks of school, students will be explicitly taught certain behaviors such as: voice levels, walking on the right side of the hallways, lunch room procedures, and behaviors, etc