

Welcome to Century Middle School, home of the Comets! If you are joining us as a sixth grader, you have an exciting three years ahead of you. I would like to extend a special welcome back to our seventh and eighth grade students, who will be role models for those students just joining us. I hope that all of you will take pride in being a Comet and getting involved in the many educational opportunities and activities that are provided in our safe and caring environment.

Century's teachers are energized and deeply committed to making a positive difference in your lives. Your teachers have high expectations, and will support you in your academic endeavors. Through programs such as our International Baccalaureate Middle School Years Programme (MYP), we strive to provide students with rigorous curriculum, standards, and expectations. As Comets, we value the open mindedness and appreciation of other cultures. We believe that you are very capable of contributing to both our local community and our global community through service, and we encourage you to get involved with the opportunities we provide throughout the school year..

Specific expectations for students are clearly explained in this agenda. You are expected to know and follow these rules and expectations at all times and to always demonstrate your Comet Pride!

Have a great year!

Howard Holbrook, Principal
Century Middle School

*Century Middle School
Mission Statement*

Century Middle School's International Baccalaureate Middle Years Programme (MYP) provides opportunities, expectations and support for each student to become a knowledgeable, open-minded, active, and caring citizen of an ever-changing world. To this end, the programme challenges students to think critically, develop respect for different points of view, and embrace a lifelong journey of learning, hard work and academic excellence.

General Information 2017-2018

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.

Announcements

Announcements will be read over the Public Address System by students at the beginning of first period every day. Announcements will also be posted on our website.

Agendas/Student Planners

Agendas and picture I.D.’s are available in the counseling office.
New agenda- \$5.00 and New I.D/sleeve /lanyard - \$5.00

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.

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.

Bikes, Skateboards, Scooters, and Students who Walk

Bicycles

Bicycles ridden to school must be locked in an appropriate manner to the racks and not to other bicycles. The bicycles should be registered with the Thornton Police Department, but this is a decision of the student and her/his family. The school does not assume liability for bicycles. Bicycles are to be **walked** on school grounds, this includes the track. Bicycle racks are located on both the north and south sides of the building. Students must provide a lock for the bike.

Rollerblading, Skateboarding and Scooters

Students may ride skateboards/scooters to and from school for transportation only. Rollerblades, skateboards and scooters must be kept in lockers or locked in one of the racks at the main entrance or at the LMC entrance during school hours and **must not be ridden on school grounds, including the black top and track at any time.**

Walking

Students who walk to and from school are expected to use sidewalks and/or appropriate walk paths. Jumping fences, crossing railroad tracks, walking through/on private property may result in disciplinary action.

When students are dropped off at school they need to make sure that are following the PBS rule for outside behaviors. Students need to maintain appropriate behaviors while waiting to enter the building. Students should follow the guidelines below:

- Skateboarding, rollerblading, scootering, or riding bikes on school property is prohibited at all times!
- Bikes need to be walked once the rider is on school property.
- Language should be positive and name calling, foul language should not be used.
- Running, pushing, shoving, game playing, chasing is prohibited.
- Students need to stay off the grass and out of the bushes and landscaped areas.
- When waiting to enter the building, students need to stay on the concrete walkway outside of the painted yellow lines.
- Students should remain on sidewalks, walkways or blacktop.

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

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 whom 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.

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.

Clubs, Activities, 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.

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

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.

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.

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/guardian permission slip must be signed and returned to school prior to the day of the field trip. It is expected that students be in attendance the entire day, both before and after the field trip in order to continue with participation. Behavior while on the field trip must meet or exceed the expectations already established at Century. All students must have a school issued student I.D. to ride district transportation. 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.

Grading

How does MYP grading work? Criteria related grading uses task specific rubrics to guide students. The rubrics set forth the requirements that a student must have to reach each level of proficiency. With this type of guide, the teachers and students of CMS have found a clearer understanding of why a project/assessment/work sample is scored at a particular level

- **How is criteria related grading different?** Traditional grading uses an average of scores to find a student's overall grade. Within these grades are factors that take away from the meaning of the grade. Some of these factors include: deduction of points for late work, bringing in supplies, turning in permission slips, extra credit, and on and on. Criteria-related grading uses unit/project specific rubrics, which students are provided, to measure only the curricular components. At Century Middle School, we use criteria-related grading as it is prescribed by the International Baccalaureate (IB) which oversees our Middle Years Programme (MYP). The student's grade more accurately represents the progress toward proficiency of the MYP Objectives than traditional grading does.
- **Why aren't grades just averaged?** Because the purpose of criteria-related grading is to report what students know and are able to do, averaging does not represent an accurate picture of where a student is in his/her learning. A student who struggles in a class at the beginning of a grading period and receives poor grades, but who keeps working and by the end of the grading period can clearly demonstrate competence in the subject, should receive a grade that reflects that competence. The average is a fixture in most grading systems, but the average does not always represent the data accurately.
 - Consider two students, Stewart and Maria. Stewart earns the following scores: 5, 5, 5, 5, 5, 5, and 5. The average is not difficult to calculate, and Stewart's mark for that criterion is posted as a 5. Maria struggled at the start and turns in this performance on criterion A: 1, 2, 2, 4, 5, 5, and 5. Her average score would be a 3, but it is obvious that Maria now understands criterion A and her trend score would likely be a 5 as well.
- **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 = Exceeds the standard**
 - **5-6 = Meets the standard**
 - **3-4 = Approaching the standard**
 - **1-3 = Does not meet the standard**

	Arts	Individuals and societies	Language and literature	Language acquisition	Mathematics	Physical and health education	Sciences	Design
Criterion								
A	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	Developing Skills	Investigating	Organizing	Comprehending written and visual text	Investigating patterns	Planning for performance	Inquiring and designing	Developing ideas
	8	8	8	8	8	8	8	8
C	Thinking Creatively	Communicating	Producing Text	Communicating in response to spoken, written and visual text	Communicating	Applying and performing	Processing and evaluating	Creating the solution
	8	8	8	8	8	8	8	8
D	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

- So is an 8 like an A?** No. While it may feel as though performance scale scores are easy to translate to the traditional A, B, C, D, F, it is actually quite difficult, and should be avoided in Grading. Think of the two grading methods as totally different languages. For example, Mandarin Chinese has words and phrases that cannot be translated accurately into English because no English equivalent exists. It is like that with grading. In grading, the lowest bands communicate that the student has made little or no progress toward the standard. The highest bands indicate that not only has the student met the criterion, but has also taken the skills and concepts and transferred them with greater complexity and depth into other areas and disciplines and often in an unfamiliar situation. In traditional grading, letter grades report the number of points earned in a subject, and doesn't report very much about what the student has learned.
- What about students who have an IEP? How will their progress be represented through criterion related grading?** Special education students will have two reports. The most important is their progress report generated quarterly and based on their goals and benchmarks in their IEPs. This report is used to demonstrate academic growth. The second report is how the student is performing, with the appropriate modifications and accommodation per their IEP, as compared to their grade level peers in the regular education environment. The second report is used to indicate grade level understanding of the curriculum.
- What about students who are English Language Learners? How will their progress be represented through criterion related grading?** Grading principles and tenets are equally as applicable and appropriate for students who are learning English as they are for their native English speaking peers. English Language Learners may have **modified** grade-level expectations for any oral language and/or communication standard within various content areas. This includes the MYP Language and Literature criteria. The modification within these criteria should be adjusted based on the student's current placement along the language acquisition continuum. The rubric band that represents the modified oral language or communication standard should be noted on any report card or progress report and parents should be aware that their student is working toward a modified communication criterion, including knowledge about their student's current language development on the continuum.
- How will I know what progress my student is making and if he or she is on track to meeting the MYP criteria?** In order to know what progress students are making, parents/guardians should begin with talking to their student's teachers to understand what assignments, assessments and/or student work products are most important for their student in regard to the criteria in any given subject area. The IC gradebook with the parent portal, will

have certain assignments, assessments and/or student work products listed in the online gradebook with a numerical score from 0 to 8. Parents/guardians should look at these scores over the course of the semester and pay attention to trends in these scores, knowing that they will not be averaged, but that over time, students should be progressing toward the higher bands by the end of the semester. Teachers will be using assignments, assessments and student work products as a body of evidence to make a final mark at semester.

- How Do Criteria Marks Become a Final Mark out of 7?** This process of determining criterion levels of achievement is done for all criteria in every subject. In each subject these criterion levels of achievement are then added together to give a Criterion Levels Total. This total is then compared to the grade boundary tables published by the IB to give the student a Mark out of 7. It is important to remember that the “Final” Mark on the report card in December is not truly final. Students will continue to be instructed and assessed for the remainder of the school year. When looking at the Final Mark in December, parents and students should look at this in the context of the trajectory the student will be heading in toward the end of the year. Below are the IB general grade descriptors for each grade. A mark on this 1-7 scale will appear under “Final Mark” in the Infinite Campus portal.
- Assessment Policy:**
 - Deadlines for Summative and Formative assessments may be set by grade level content groups and/or Core
 - Student growth must be shown in order to reassess. Grade level content groups and/or Core will determine the requirements for growth.
 - If project or performance based assessments are not submitted on time, grade level content groups and/or Core discretion may be used to give the students an alternative assessment of equal or greater rigor.
 - Reassessment must be done within one week of the original assessment
 - Teachers may choose to not allow a reassessment if at least two or more opportunities will be offered for the skills to be demonstrated in future assessments, OR two or more opportunities have already occurred.

Final Mark	Boundaries	
1	1–5	Minimal achievement in terms of the objectives
2	6–9	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support
3	10–14	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support .
4	15–18	A good general understanding of the required knowledge and skills and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation
5	19–23	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
6	24–27	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
7	28–32	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality .

- So what about homework? I’ve heard it doesn’t “count” in criterion based grading. How do I make sure my student understands the importance of homework if it isn’t part of the final grade?** Homework is practice. Therefore, let's re-think the question to be, "Does practice count?" To use a sports analogy, or a knitting analogy, or a painting analogy, or an accounting analogy or pretty much any other analogy you can think of... Practice is *extremely* important and valuable as it prepares you to perform. Let’s take Peyton Manning as an example. Manning is known for his dedication to practice and study. He’s one of the first ones at practice and he’s one of the last to leave. He works incredibly hard while practicing, but his work on the practice field or during preseason games doesn't "count" at the end of the season. What "counts" is his performance in actual games - in our case, the assignments, assessments and/or student work products.

Here are some examples:

- Law School is practice. The Bar Exam counts as performance against the standards of practicing law. There are examples of people passing the Bar Exam with very little formal law study, and there are lots of examples of people who attended numerous law school classes and may have even earned a law degree, but they never passed a bar exam.
- Driver's Ed is practice. The driving exam "counts."
- Cosmetology school is practice. The cosmetology state board exam "counts" – serving satisfied clients as a cosmetologist "counts."
- Studying accounting is practice. The CPA exam "counts" - performing your accounting job well once you've landed a job "counts."

Homework assignments need to be aligned to the assignment rubrics in order for students to utilize homework as practice toward proficient performance on the MYP criteria. Students should be able to articulate how a homework assignment helps them practice toward performance. Teachers should NOT use homework completion as an indicator of student proficiency on a rubric or criteria and instead should use student assignments, assessments and/or student work products from class to determine proficiency. However, teachers SHOULD use homework completion as an indicator of a student's progress toward the **Learner Profile** Traits (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective). Learner Profile traits will be reported to parents/guardians through IC, online portfolios, or other methods each semester.

- **Learner Profile** As stated above, homework completion is one indicator of a student's progress in toward the Learner Profile attributes. These attributes are part of the way that, as an MYP school, we try to develop our students into internationally-minded people who will work to create a better, more peaceful world. **These are scored on a four-point scale with four being the highest score awarded (4 = always, 3 = sometimes, 2 = rarely, 1 = never).** There are ten Learner Profile attributes (listed above), but only five are marked each semester.
- **Teacher Support** - Students needing extra help and support need to make arrangements to meet with their teacher(s). Teachers are available, on a limited basis, before and after school. 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. Comet Café is available for students before school.

Homework and Make-Up Work

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 and literature. Sixth grade students should expect 60 minutes of homework per night on the average. Seventh grade should expect 70 minutes, while eighth grade would have 80 minutes. 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 the teacher to receive missed work.

During an excused absence:

- Students shall be allowed to make-up work missed during excused absences for full credit.
- 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.

Health Services

The school district provides registered nurses to train, delegate, and monitor various school staff (health aides, special need paras, office staff, teachers and other designated staff) on health procedures needed for students during the school day. The registered nurses also provides consultation to school staff/parents on medical concerns, and act as medical liaisons between schools and outside agencies. Each registered nurse provides health services to both regular education and special education students in numerous buildings throughout the district.

Health Office

A health aide staffs the School Health Office and is responsible for providing minor first aid to those students who become sick or injured while at school, administering prescribed medications, and maintaining health records. Other designated staff provides coverage in the health office when the health aide is not on duty.

Illness or Injury at School

You will be seen in the health office if ill or injured at school. Students should not call or text a parent to come to school to pick them up without going to the health office first. The health aide, or office staff, will determine if you need to go home for illness or injury. If you need to go home, you will be contacted as soon as possible. The school has no facility to keep ill children for long periods of time. Therefore, **it is essential that parents/guardians keep the school informed of any change in address and/or telephone numbers.**

Administration of medications at school, Superintendent Policy 5420

- 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, **the following steps must be followed for the safety of your child and the other children in school** (this is Superintendent's policy and based on State Health Department rules/regulations). 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. Cough Drops need to be provided by parents.
- 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. Remember that this policy applies to **prescription medication and all over-the-counter medications** such as Tylenol, cough syrups, eye drops, ointments, etc.
- Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.
- All medication is kept in a locked area in the school health office. Students are **not allowed to keep medication with them** (in their lunch box, backpacks, etc.). EXCEPTION: 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.
- The health aide or other designated staff will give your child the 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 who gave the medication.
- At the end of the school year, all unused medication not picked up or requested to be sent home will be

discarded by a registered nurse.

- To save time and repeat doctor visits, please have your physician complete and/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.

Honors Classes

Honors **math** classes will be offered on a limited basis to students for the 2017-2018 school year. Honors students must exhibit strong academic potential through state mandated PARCC/MAPS assessment and district level tests. Students enrolled in honors classes will experience coursework that provides a more challenging curriculum with emphasis on critical and analytical thinking. Students selected for participation in honors classes will experience higher-level content, rigorous and expanded curriculum with an increase in pacing of instruction.

* **All** classes at Century Middle School utilize differentiation strategies to help each student reach their potential.

ID's

Each student is required to wear his/her present year Century I.D. badge at all times. The staff at Century finds this to be most helpful because the student identification is printed on the I.D. badge. The I.D. badge is also important to have for the following reasons:

1. Safety: in case we have an emergency at Century students can be identified and helped promptly.
2. Students need to have their I.D. in order to purchase their lunches and enter the cafeteria.
3. Students I.D.'s are used to check out playground equipment.
4. Student I.D.'s are required to check out books and materials from the library.
5. Several teachers use student I.D.'s if students want to borrow materials in the classroom to make sure the additional supplies are returned at the end of class.
6. Student I.D.'s are used to permit students into co-curricular activities and sporting events both at CMS and other Adams 12 schools.
7. The first lanyard and I.D. is free. Replacement I.D.'s are available for purchase in the Counseling Office.
8. Students need to have their I.D. to ride the bus. This is a transportation department policy.

International Baccalaureate Middle Years Program (IBMYP)

The MYP part of the International Baccalaureate Programme is an international curriculum designed to prepare students for a future involving global careers and interest. The Middle Years Program starts in the 6th grade and continues through 8th grade at Century then progresses through 10th grade at Thornton High School. Students are immersed in an interactive curriculum that includes the study of individuals and societies, mathematics, sciences, language and literature, language acquisition (Spanish, German, or English), arts (visual or performing), physical and health education, and design. 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.

IB learners strive to be:

- *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 support their learning and personal development.

Internet Use

Each student will have access to the Internet to supplement curriculum materials. Students will be asked to sign an **Internet User Agreement** jointly with her/his parent/guardian. Parents/guardians should discuss with their students the responsibilities, obligations, accountability, and commitment involved in signing the conditions of the Internet User Agreement and school's responsibility to enforce the agreement.

Students will be held responsible for damage done to computers as a result of horseplay or through malicious intent.

- *Students who have failed to use the Internet appropriately by following the Internet User Agreement can forfeit the usage of the Internet for up to the end of the school year.*

Legal Notifications

Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act (Supt. Policies 4140, 8400)

Adams 12 Five Star Schools does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, marital status, sexual orientation and disability in its programs, activities, operations and employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel
Adams 12 Five Star Schools
1500 East 128th Avenue
Thornton, CO 80241
720-972-4004

Homeless Students Notification (Supt. Policy 5270)

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 refer to Superintendent Policy 5270 or contact the Homeless/Migrant Education Liaison at 720 972-4144.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) & Colorado Open Records Act (CORA) (Supt. Policy 5300)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that

identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Additionally, the Colorado Open Records Act generally requires education records to be furnished within 3 days of the day the School receives a request for access.

FERPA Notice for Directory Information (Supt. Policy 5300)

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses

and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you must notify the District Records Custodian, 1500 East 128th Avenue, Thornton, CO 80241 in writing by October 1 of the current school year. The District has designated the following information as directory information:

- Student’s name
- Student’s Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- Date and place of birth
- The most recent previous educational agency or institution attended

Student Sex Offenders (Supt. Policy 5900)

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

OR

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

Superintendent Policy 5900 provides more information about this topic. For additional information parents may also contact the District’s Manager of Security Services at 720-972-4256.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (Supt. Policy 6510)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and the Educational Support Center, 1500 E. 128th Avenue in Thornton, CO, 80241. Contact the Environmental Health and Safety Specialist, with any questions. Telephone: 720-972-4236.

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 CMS 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 three items checked out at any one time. If a student has overdue books attached to her/his record for one thirty (30) days or more, the electronic circulation system will bill the student for the item(s).
- 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 LMC, except 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. However, students 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 library clerk.
- 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 librarian can assist students in helping find information that will be needed to create a successful end product.

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 an administrator. Students must not share lockers.

A student will lose his or her locker privilege if he or she:

- fixes (jams) a locker so that a combination is not needed to open it.
- uses a locker not officially assigned to him or her.
- damages a locker by applying stickers that will not come off, writing on or scratching the locker, etc.
- damages or interferes with someone else's locker.
- **allows others to use his or her locker.**

Students do not share your locker combination or locker with anyone!!!!!!!!!!

Safe Schools - Superintendent Policy 3500

1.0 The District is committed to providing a safe and secure environment in school, on school transportation and at all school activities. Safe schools are a priority of the District and contribute to improved attendance, increased student achievement and community support.

2.0 The District has adopted policies, procedures, and agreements on the following additional topics to enhance the safety of its schools:

- 2.1 A student conduct and discipline code which is consistently enforced;
- 2.2 Procedures to ensure compliance with safe school reporting requirements as established by statute, including an annual report to the board of education for each school identifying discipline code violations and other data required by state law;
- 2.3 Written internet and technology use guidelines;
- 2.4 Agreements with law enforcement and other state and community agencies to cooperatively strive to keep school environments safe;
- 2.5 Information sharing agreements with local and state agencies consistent with state and federal law;
- 2.6 Procedures for crisis management;
- 2.7 Procedures to provide for necessary inspections of District buildings and facilities to address the removal of hazards, vandalism, and other barriers to safety and supervision;
- 2.8 Procedures to allow for parents to safely visit the school and for visitors to safely attend school-sponsored activities; and
- 2.9 Procedures that provide for the appropriate screening of employees, including post-employment inquiries to the Colorado Department of Education when good cause exists.

Safety and Security

Century Middle School has a security and camera system throughout the building as well as an Aiphone, a doorbell and camera system that you must ring to enter the building. We comply with and exceed the district's mandates for security and emergency drills. If you have any questions, please contact an administrator. If you have information that is important to the safety of our students or school, please contact a school or district representative.

- **Canine Searches** (Superintendent Policy 5130). Part of the process to keep drugs out of our schools involves the use of canine searches by the local police department and with an independent contractor working with our district. 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 local police department 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 fire and tornado drills. 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. Appropriate consequences will be given for failure to follow protocols and behavior expectations during drills. 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.

Please, No talking during drills, students must maintain zero (0) voice level and walk safely and quickly. Students should not text or call parents during drills.

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.

- **Safe2Tell**

Safe2Tell.org, 1-877-542-7233 (SAFE), Reports also may be made using the anonymous Safe2Tell Colorado mobile app available on the Apple Store and Google Play.

Safe2Tell is a anonymous reporting system designed to allow students to report bullying, self-harm, or threats to others that a student has been made aware of. The system sends a report to both the school and the appropriate law enforcement agency and should be used for serious situations.

Safe2Tell CO is for serious reports only. False reports and blatant misuse of the Safe2Tell CO resource will be investigated.

- **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 and power failure. If an emergency occurs while school is in session, students are to remain with the 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. Emergency school closure information will be sent to the following media outlets:

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

Website: www.adams12.org

T.V.: KMGH—7 KUSA—9 KCNC—4

Text: text “yes” to 68453 to receive district alerts to your cell phone

- **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.

- **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.

- **Video and Audio Monitoring**

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.

Socials

School socials are open to all Century Middle School students and their parents/guardians. Unless otherwise specified, they are not open to the public. Normal school dress is appropriate for socials. Formal attire, such as a tuxedo, is not allowed. Students are expected to follow the Century Middle School Dress Code. Adult chaperones are present at all socials. Students must wear their ID's to attend school socials.

Substitutes/Student Teachers

Substitute teachers and/or student teachers are to be given the same respect as regular teachers. Substitute reports are turned-in at the end of the school day. The behavior/cooperation and class work performed by each class period and/or specific names of students are provided in these reports. The teacher and/or administration will applaud/reward or administer consequences accordingly.

Substitute teachers are guests in the building. Students need to make sure they continue to follow classroom and core rules. Students who mistreat or have inappropriate behaviors will be suspended out of school determining on the severity of the behaviors.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. Superintendent Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow Superintendent Policy and respond accordingly. The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:
 - **The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org**
 - **The Trevor Lifeline – 1.866.488.7386 www.thetrevorproject.org**
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.
6. For a more detailed review of District processes, please see the District's full suicide prevention guidelines document.

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

Visitors to CMS

- Visitors to Century Middle School will need to use the Aiphone outside the main entrance to be given access to enter the main office. This is done by ringing a doorbell and being visually identified by camera before entering the building.
- All visitors must check in at the main office and provide a photo I.D, such as a valid driver’s license.
- 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. Please contact the teachers directly to schedule a visit at least 24-48 hours in advance.
- Non-district students are not permitted to attend classes or eat lunch with Century students.
- **Please report anyone without a visitor’s badge or district I.D. to the nearest Century staff member.**
- Gentlemen, please remove your hats when entering the building. We have a no hat policy at CMS.

Additional information regarding district policies can be located on the district website.

www.adams12.org

Century Middle School’s Numbers

School Telephone Number: 720-972-5240

School Fax Number: 720-972-5279

Attendance: 720-972-5278 School Web Page: www.century.adams12.or

2017-2018 Daily Schedules

<u>6th grade</u>		<u>7th grade</u>		<u>8th grade</u>	
<u>1stCore Plus</u>	<u>8:30-9:26</u>	<u>1st</u>	<u>8:30-9:40</u>	<u>1st</u>	<u>8:30-9:43</u>
<u>2ndCorePlus</u>	<u>9:29-10:23</u>	<u>2nd</u>	<u>9:42-10:51</u>	<u>2nd</u>	<u>9:45-10:54</u>
<u>3rd</u>	<u>10:27-11:37</u>	<u>Lunch</u>	<u>10:52-11:22</u>	<u>3rdCore Plus</u>	<u>10:58-11:54</u>
<u>4th</u>	<u>11:39-12:48</u>	<u>3rd</u>	<u>11:26-12:35</u>	<u>Lunch</u>	<u>11:55-12:25</u>
<u>Lunch</u>	<u>12:50-1:20</u>	<u>4th</u>	<u>12:37-1:47</u>	<u>4thCore Plus</u>	<u>12:28-1:24</u>
<u>5th</u>	<u>1:24-2:33</u>	<u>5thCore Plus</u>	<u>1:51-2:47</u>	<u>5th</u>	<u>1:27-2:35</u>
<u>6th</u>	<u>2:35-3:45</u>	<u>6thCore Plus</u>	<u>2:50-3:45</u>	<u>6th</u>	<u>2:37-3:45</u>

Wednesday Bell Schedule

<u>6th grade</u>		<u>7th grade</u>		<u>8th grade</u>	
<u>1stCore Plus</u>	<u>8:30-9:14</u>	<u>1st</u>	<u>8:30-9:22</u>	<u>1st</u>	<u>8:30-9:26</u>
<u>2ndCorePlus</u>	<u>9:17-10:00</u>	<u>2nd</u>	<u>9:24-10:17</u>	<u>2nd</u>	<u>9:28-10:20</u>
<u>3rd</u>	<u>10:04-10:57</u>	<u>Lunch</u>	<u>10:19-10:49</u>	<u>3rdCore Plus</u>	<u>10:23-11:07</u>
<u>4th</u>	<u>10:59-11:52</u>	<u>3rd</u>	<u>10:52-11:45</u>	<u>Lunch</u>	<u>11:09-11:39</u>
<u>Lunch</u>	<u>11:53-12:23</u>	<u>4th</u>	<u>11:47-12:43</u>	<u>4thCore Plus</u>	<u>11:41-12:24</u>
<u>5th</u>	<u>12:26-1:19</u>	<u>5thCore Plus</u>	<u>12:46-1:29</u>	<u>5th</u>	<u>12:28-1:20</u>
<u>6th</u>	<u>1:21-2:15</u>	<u>6thCore Plus</u>	<u>1:32-2:15</u>	<u>6th</u>	<u>1:22-2:15</u>