

## **Vision Statement:**

**Silver Hills Middle School is a Professional Learning Community that is committed to building a tradition of excellence one student at a time.**

### **Mission Statements**

**Academics - At SHMS we offer high quality classes that challenge all students to use their minds.**

**Our students will commit to achieving academic excellence by:**

- demonstrating proficiency based on classroom objectives.
- developing essential skills and having the ability to apply what they have learned to real-world problems.
- explaining their work and utilizing a variety of opportunities to demonstrate their learning.

**100% of our staff will commit to academic excellence by:**

- providing engaging and differentiated instruction and assessments for all students.
- implementing Standards Based curriculum, instruction, and grading practices. Teachers will know what students have learned and still need to learn.
- utilizing Best Instructional Practices.
- using data and student work to guide instruction.
- participating in peer observations and professional development activities throughout the year.
- collaborating in vertical, horizontal, and interdisciplinary teams to improve student learning.
- communicating with parents about their students academic achievements.

**Our parents/guardians will commit to their students' academic excellence by:**

- keeping up-to-date on school functions/activities and their student's academic progress via SHMS's website, phone calls, e-mails, student planner, etc.
- being familiar with SHMS's Essential Learning brochure.
- volunteering and participating at SHMS.
- attending parent-teacher conferences.

**Our community will commit to academic excellence by:**

- volunteering to mentor.
- providing resources and opportunities for students to observe and explore potential career possibilities.
- offering opportunities for experiential learning.

**Citizenship - The SHMS community members understand middle school students and respond appropriately to students' needs and concerns.**

**Our students will commit to excellence in citizenship by:**

- participating in the school-wide Positive Behavior Support (PBS) program which promotes students who demonstrate: Self Control, Timeliness, Organization, Respect, Maturity.
- actively participating in group activities with their peers in academic settings.
- actively participating in extra-curricular activities.
- understanding the consequences for not meeting behavior standards.

**100% of our staff will commit to excellence in citizenship by:**

- establishing and implementing the school-wide Positive Behavior Support (PBS) program.
- offering multiple support structures to ensure success.
- creating and maintaining a culture that fosters teamwork.
- not tolerating bullying and harassment.
- building a positive rapport with students.

**Our parents will commit to their students' excellence in citizenship by:**

- promoting school involvement through participating in school activities.
- supporting school-based decisions and guidelines.
- supporting their students' achievements in academics and extra-curricular activities.
- promoting respect for staff, students, and parents.
- communicating with staff members.

**Our community will commit to excellence in citizenship by:**

- supporting the Positive Behavior Support (PBS) program.
- attending School Improvement Team (S.I.T.) and Surviving the Storm (S.T.S.) meetings.
- following building facility rules and guidelines when using the school.

**Educational and Social Equity - At SHMS all students have equal access to a high-quality education.**

**Our students will commit to excellence in educational and social equity by:**

- appreciating and respecting the diversity of the SHMS community.
- enrolling in challenging courses and taking part in high-level learning activities.
- using the available technology for research and analyzing data.
- reading more than textbooks to expand their knowledge.

**100% of our staff will commit to excellence in educational and social equity by:**

- appreciating and respecting the diversity of the SHMS community.
- providing all students the very highest quality and most challenging education at his/her academic level.
- expecting high quality work from all students.
- assisting students in producing high quality work.
- applying knowledge of different learning styles.
- mentoring, advocating, and supporting all students.
- hearing, acknowledging, and respecting each child's voice.
- rewarding students in areas beyond academics and sports.
- actively teaching tolerance, understanding, and conflict resolution.

**Our parents and community will commit to excellence in educational and social equity by:**

- appreciating and respecting the diversity of the SHMS community.
- actively participating in school functions and activities.
- encouraging families to become an integral part of the school.
- recognizing the contributions of the school in promoting educational and social equity.

# Silver Hills Middle School

2009-2010  
Calendar of Events

EVENT	DATE	TIME
STS Luncheon	8-4-09	11:30am
Schedule Pick Up (by last name)	8-12-09	11:00a-1:30p 2:00p-5:45p
Schedule Pick Up (by last name)	8-13-09	9:00a-12:45p 1:15p-4:00p
6 <sup>th</sup> Grade Orientation	8-14-09	8:30a-12:00p
Teacher Duty Day	8-17-09	
Teacher Duty Day	8-18-09	
First Day for 6 <sup>th</sup> Grade Students	8-19-09	8:30a-12:00p
First Day for 7 <sup>th</sup> & 8 <sup>th</sup> Grade Students	8-19-09	12:15p-3:45p
Back to School Night	8-19-09	4:00p-7:00p
Picture Make-Ups	8-20-09	
First Football & Softball Practice	8-20-09	
Play auditions all week after school	8-24-09	
Softball vs WLMS	9-1-09	4:30p
Softball vs TMS	9-3-09	4:30p
Labor Day No School	9-7-09	
Softball vs CMS	9-8-09	4:30p
Football vs RTMS at North Stadium	9-9-09	4:30p
8 <sup>th</sup> Grade Explore Test	9-10-09	
Softball vs NGMS	9-10-09	4:30p
Football vs SRMS at SRMS	9-14-09	4:30p
Softball vs RTMS	9-15-09	4:30p
STS Design Team Parent Meeting	9-15-09	5:30p
SIT Parent Meeting	9-15-09	6:30p
Football vs NCMS at North Stadium	9-16-09	4:30p
Softball vs NCMS	9-17-09	4:30p
District In-service day No school for students	9-18-09	
Softball vs SRMS	9-22-09	4:30p
Picture Retakes	9-23-09	
Football vs NGMS at NGMS	9-23-09	4:30p
Softball Tournament	9-26-09	
First Girls Basketball Practice	9-28-09	
Football vs TMS at TMS	9-28-09	4:30p
Football vs WLMS at WLMS	9-30-09	4:30p
First trimester midterm, end mini 1	10-1-09	
Football vs CMS at SHMS	10-5-09	4:30p
Play Performance	10-8-09	
Play Performance	10-9-09	
STS Sports Night	10-9-09	6:00 p-8:00p
Football fall classic game	10-12-09	4:30p
First Wrestling Practice	10-13-09	
GBB vs RTMS 8 <sup>th</sup> grade home	10-14-09	4:30p
SIT Parent Meeting	10-13-09	6:30p
Parent/Teacher Conferences	10-14-09	4:30p-7:30p
Parent/Teacher Conferences	10-15-09	4:30p-7:30p
Building In-service day No school for students	10-16-09	
GBB vs SRMS 7 <sup>th</sup> grade home	10-20-09	4:30p
GBB vs NCMS 8 <sup>th</sup> grade home	10-22-09	4:30p
8 <sup>th</sup> Grade Concert	10-22-09	7:00p
Wrestling vs TMS at SHMS	10-26-09	4:30p
GBB vs TMS 7 <sup>th</sup> grade home	10-27-09	4:30p

Wrestling vs SRMS at SRMS	10-28-09	4:30p
GBB vs CMS 7 <sup>th</sup> grade home	10-29-09	4:30p
Wrestling vs NCMS at NCMS	11-2-09	4:30p
GBB vs WLMS 8 <sup>th</sup> home	11-3-09	4:30p
Wrestling vs RTMS at SHMS	11-4-09	4:30p
GBB vs NGMS 8 <sup>th</sup> home, "B" teams to Hulstrom	11-5-09	4:30p
Hearing and Vision Screenings	11-6-09	
Academic Priority Week	11-6-09 thru 11-12-09	
Wrestling vs WLMS at SHMS	11-9-09	4:30p
Veterans Day No School	11-11-09	
Wrestling vs CMS at CMS	11-12-09	4:30p
GBB Prelims	11-13-09	4:30p
End First Trimester, end mini 2	11-13-09	
GBB Tournament	11-14-09	
First girls volleyball practice	11-17-09	
STS Design Team meeting	11-17-09	5:30p
SIT Parent meeting	11-17-09	6:30p
Wrestling vs NGMS at NGMS	11-17-09	4:30p
Wrestling Tournament at Thornton High School	11-21-09	
District Comp day, No School for Students	11-25-09	
Thanksgiving Break No School	11-26-09 thru 11-27-09	
Volleyball vs SRMS 7 <sup>th</sup> grade home	12-1-09	4:30p
Vball vs WLMS 8 <sup>th</sup> grade home	12-3-09	4:30p
STS Winter Wonderland	12-4-09	6:00p-8:00p
Vball vs CMS 7 <sup>th</sup> grade home	12-7-09	4:30p
7 <sup>th</sup> Grade Concert	12-8-09	7:00p
Vball vs NCMS 8 <sup>th</sup> grade home	12-9-09	4:30p
8 <sup>th</sup> Grade Concert	12-10-09	7:00p
Vball vs TMS 7 <sup>th</sup> grade home	12-14-09	4:30p
6 <sup>th</sup> Grade Concert	12-15-09	7:00p
Vball vs RTMS 8 <sup>th</sup> grade home	12-16-09	4:30p
End First Semester	12-17-09	
Winter Break	12-21-09 thru 1-1-10	
Building In-service No School for Students	1-4-10	
Drama Play Auditions	1-5-10	4:00p
Vball vs NGMS 8 <sup>th</sup> grade home	1-6-10	4:30p
Vball Prelims	1-8-10	4:30p
Volleyball Tournament	1-9-10	
Boys Basketball Practice Begins	1-11-10	
Second trimester midterms, end mini 3	1-14-10	
ML King Day, No School	1-18-10	
SIT Parent Meeting	1-19-10	6:30p
BBB vs SRMS 8 <sup>th</sup> grade home	1-25-10	4:30p
Club Pictures	1-26-10	
BBB vs CMS 7 <sup>th</sup> grade home	1-27-10	4:30p
BBB vs WLMS 7 <sup>th</sup> grade home	1-29-10	4:30p
BBB vs NCMS 7 <sup>th</sup> grade home	2-1-10	4:30p
Parent/Teacher Conferences	2-3-10	4:30p-7:00p
Parent/Teacher Conferences	2-4-10	5:00p-7:30p
District In-service day No School for Students	2-5-10	
BBB vs NGMS 7 <sup>th</sup> grade home	2-9-10	4:30p
Spring Pictures in Library	2-11-10	
8 <sup>th</sup> Grade Class Picture	2-11-10	8:45a
BBB vs TMS 8 <sup>th</sup> grade home	2-11-10	4:30p
President's Day No School	2-15-10	

BBB vs RTMS 8 <sup>th</sup> grade home	2-17-10	4:30p
Drama Play Performance	2-18-10 thru 2-19-10	
Academic Priority Week	2-19-10 thru 2-25-10	
STS Design Team Meeting	2-23-10	5:30p
SIT Parent Meeting	2-23-10	6:30p
End second trimester, end mini 4	2-25-10	
District Work Day, No School for Students	2-26-10	
BBB Prelims	3-1-10	4:30p
BBB Prelims	3-2-10	4:30p
7 <sup>th</sup> Grade Concert	3-2-10	7:00p
BBB Finals	3-4-10	4:30p
8 <sup>th</sup> Grade Concert	3-4-10	7:00p
CSAP Testing	3-11-10	
CSAP Testing	3-16-10	
CSAP Testing	3-17-10	
CSAP Testing	3-18-10	
Spring Break No School	3-22-10 thru 3-26-10	
First Track Practice	3-29-10	
Outdoor Ed Group 1	3-31-10 thru 4-2-10	
Outdoor Ed Group 2	4-5-10 thru 4-7-10	
Outdoor Ed Group 3	4-7-10 thru 4-9-10	
Track Meet vs SRMS & NGMS at SHMS	4-7-10	4:30p
Outdoor Ed Group 4	4-13-10 thru 4-15-10	
Track Meet vs NGMS & CMS at CMS	4-13-10	4:30p
Track Meet vs Hulstrom & WLMS at SHMS	4-15-10	4:30p
District In-service day, No School for students	4-16-10	
3 <sup>rd</sup> Trimester Midterm, end mini 5	4-19-10	
Outdoor Ed Group 5	4-19-10 thru 4-21-10	
STS Design Team Meeting	4-20-10	5:30p
SIT Parent Meeting	4-20-10	6:30p
Track District Relays at 5Star Stadium	4-21-10	4:30p
Outdoor Ed Group 6	4-21-10 thru 4-23-10	
Take your child to work day	4-22-10	
Track Meet vs TMS & NCMS at SHMS	4-27-10	4:30p
Choir Concert	4-29-10	7:00p
Track Prelims at North Stadium	5-3-10	4:30p
Orchestra Concert	5-4-10	7:00p
Track Finals at North Stadium	5-5-10	4:30p
Band Concert	5-6-10	7:00p
Building Comp Day, No School	5-7-10	
Elective Celebration of Learning	5-12-10	
STS Taking the Night by Storm	5-14-10	
Horizon High School Graduation	5-17-10	2:00p
Thornton High School Graduation	5-17-10	7:00p
Mountain Range High School Graduation	5-18-10	1:00p
Legacy High School Graduation	5-19-10	1:00p
Northglenn High School Graduation	5-19-10	7:00p
Academic Priority Week	5-21-10 thru 5-26-10	
Last day for 8 <sup>th</sup> Grade Students	5-27-10	8:30a-12:00p
Last day for 6 <sup>th</sup> & 7 <sup>th</sup> Grade Students	5-27-10	12:15p -3:45p
Teacher Duty Day	5-28-10	

**2009-2010****Student and Parent Handbook**

<b>ACADEMIC PROGRAMS AND POLICIES</b>	<b>PAGE NUMBER</b>
Academic Dishonesty	9
Assessments	9
Books, Materials and Equipment	10
Classroom Syllabus	10
Grading Policy	10
Hall Passes	10
Homework Policy	10
Honors Courses	11
Internet Use	11
Library Services	11
Media or Internet Publishing	12
Movies	12
Physical Education Dress Policy	12
<b>ACTIVITIES</b>	
Trimester Awards Ceremonies	12
Clubs and Organizations	12
Student of the Month	12
<b>ATHLETICS</b>	
Academics First Policy	13
Adams Twelve Middle School Athletic Code	13
Athletic Fees	13
Athletic Fee Refund Policy	13
Available Athletics for Students	14
Competition Expenses	14
Extracurricular Activities and Sports	14
School Spirit Standards	14
Wednesday Early Release	14
<b>ATTENDANCE</b>	
Activities and Athletics	14
Attendance Procedures	14
Excused Absences	15
Field Trips	15
Leaving Campus during School Hours	15
Make-Up Work and Tests	16
Tardies	16
<b>BEHAVIOR EXPECTATIONS</b>	
Behavior Overview	16
Assemblies	17
Backpacks	17
Bullying	17
Canine Searches	17
Cell Phones and Other Personal Electronic Devices	17
Display of Affection	18
Dress Code and Safe Schools Policy	18
Gangs, Secret Societies and Disruptive Groups	19
Lockers	20
Remedial Discipline Plan	20

Removal of Disruptive Students by a Classroom Teacher	20
Search and Seizure	20
Student Conduct, Discipline and Due Process	21
Student Identification Card	21
Substitute and Student Teachers	21
Success Academy	21
Theft	21
Vandalism/Use of School Equipment	21
Weapons	22
Writing or Scrubbing	22
<b>COMMUNICATION</b>	
Announcements	22
Appeals or Grievances	22
Parent Concerns	22
Reporting Student Progress	22
School Closings	22
School Improvement Team	23
School Newsletter	23
Telephone Calls to Teachers and Paraeducators	23
Telephone Use by Students	23
Visitors to Schools	23
Web Page	23
Working with Parents	23
<b>DISTRICT POLICIES AND INFORMATION</b>	
About this Section	23
Asbestos Notification	23
Attendance	24
Community Use of District-Owned Facilities	24
Corporal Punishment, Restraint or Physical Force	24
Homeless Students Notification	24
Law Enforcement	24
Middle School Retention Policy	24
No Child Left Behind Notification	25
Non-Discrimination/Harassment	25
Obtaining Sex Offender Information	26
Parking and Driving on District Property	26
Services for Students with Disabilities	26
Students' Right to Expression	26
Translation Services	26
Video and Audio Monitoring	26
<b>HEALTH SERVICES</b>	
Administration of Medication at School	27
Emergency Health Concerns	28
Head Lice	28
Illness or Injury at School	28
Immunizations	28
Medicaid Program	28
Student Illness	28
Vision and Hearing Screening	29
<b>NUTRITION SERVICES</b>	
A Full Lunch-The Real Meal Deal-And Healthful Too	30

Charge Policy	30
Free and Reduced Priced Meals-It's a Matter of Benefits	30
Online Credit Card Lunch Payments	31
Parent Controls	31
Reimbursable Meal Prices for 2009-2010 School Year	31
Student Meal Accounts-The Bank of Nutrition Services	31
<b>SAFETY</b>	
Fire, Lockdown and Tornado Drills	32
<b>STUDENT AND PARENT SERVICES</b>	
Adams Twelve Five Star Schools Department of Student Support Services	32
Commitment to Work with Parents	32
Counseling and Guidance	32
Lost and Found	32
Parent Volunteers	32
Student Support Services Statement	32
Support Groups	33
<b>STUDENT SCHOOL RECORDS</b>	
Attaining Records	33
Challenging Records	33
Disclosure of Records	33
Release of Information to Military Recruiters	34
Release of Directory Information	34
<b>TRANSPORTATION</b>	
Bicycles	34
Bus Transportation	34
Getting on the Bus	34
Riding on the Bus	35
Skateboards and Scooters	35
Waiting at the Bus Stop	35
Walking	35
Bell Schedule	36
Student Discipline Matrix	37

# Academic Programs, Policies and Expectations

## Academic Dishonesty

All students are expected to demonstrate academic honesty in all classes at all times. Academic honesty is performing and producing your own work using your own knowledge, talents, and efforts. Students at Silver Hills Middle School can maintain academic honesty by:

- Keeping their eyes on their own test at all times.
- Keeping answers hidden during a test.
- Putting all notes, texts and extra papers away and beneath the desk before beginning a test.
- Never talking to anyone (except the teacher) about anything during a test.
- Telling the teacher if you think someone is trying to copy your answers or is asking you to do work for him/her.
- Using quotation marks, footnotes or endnotes and a bibliography when using any original work (including work taken from the Internet).
- Not using anyone else's homework, notes, tests, or assignments that may have been previously assigned and/or graded.
- Not sharing assignments, tests, or any other work with other students unless told to do so by a teacher.
- Not making any marks or changes on a graded test or assignment if you think it was not graded correctly.
- Reporting any violations or suspicions of violations to a teacher or administrator.

Academic dishonesty, in any form, will not be tolerated at Silver Hills Middle School.

Some examples of academic dishonesty are the following:

- Copying any material with or without the knowledge of another student during class or homework assignments.
- Taking a test for another student.
- Working in pairs or in a group on assignments designated as individual work.
- Giving or receiving answers using verbal or non-verbal means during a test.
- Plagiarizing any material from any source, including items taken off the Internet or computer software programs (i.e., Encarta).
- Using notes or other materials (text books, dictionaries, etc.) during an exam not approved by the teacher.
- Talking to or collaborating with other students on assignments or tests when it is not allowed.

- Changing answers on graded work or tests and submitting it for a re-grade unless approved by the teacher.
- Stealing class assignments from other students (or out of a no-name box) and turning them in as your own.
- Destroying, damaging, stealing, or using the work of other students.
- Having parents/guardians, friends, siblings, or others complete assignments.
- Sharing answers to a graded exam with another student who has not yet taking the exam.

Consequences for academic dishonesty will include actions based on School District Twelve Board Policy, Student Due Process – Code 5145.4:2.3 Class Three Offenses – Discipline is discretionary with building administrator, as described in Code: 5145.11 (Student Discipline) based upon circumstances.

2.3 Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers and/or parents on any document, or illegally changing a grade.

Students should report any suspicion of academic dishonesty to a teacher or administrator.

## Assessments

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

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

*Assessment of learning* gathers information about how well students have mastered what they should know at their grade level. The CSAP (the Colorado Student Assessment Program) is this kind of test. This state-mandated testing program measures what students have already learned and provides accountability to parents and the community. The CSAP Reading, Writing and Math assessments are administered in the spring of each year in grades 3 through 10. The CSAP Science assessment is administered in grade 5, 8 and 10.

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

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

The school provides all textbooks. The student must pay for lost or damaged books before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund if he/she can produce a receipt or a cancelled check.

Students who intentionally deface school property or lose school owned materials charged to their care will be fined an amount sufficient to restore the damaged article to original condition or replace it. In accordance with state law, schools may hold parents liable for the willful or malicious destruction of school property.

### **Classroom Syllabus**

Students will receive information regarding classroom rules, guidelines, course standards, grading policies and procedures within the first week of school. All classroom syllabi will be posted on Silver Hills Website for parents to view.

### **Grading Policy**

Silver Hills Middle School instructs on a trimester system. The thirty-six weeks of the school year are divided into three 12-week terms. Final grades are issued at the end of each term, with midterms issued during approximately the seventh week of the trimester. At the beginning of each trimester, student grades return to an "A" in each of his/her classes. All assignments and grades will be based on district and state standards for each content area. 80% of a student's grade will be based on assessment and 20% of the grade will be based on homework and class work. Opportunities for reteaching and retesting will be available for students.

#### **Grading Scale:**

A= 100% - 90%

B= 89% - 80%

C= 79% - 70%

D= 69% - 60%

F= 59% and below

### **Hall Passes**

Every student's planner will have a section designated to hall passes. Whenever it is necessary for a student to leave a classroom, he/she must have it signed by a teacher.

### **Homework Policy**

Homework is an expectation at Silver Hills 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.

Homework is an important aspect of the educational experience. Homework assignments can bring the home and school closer together by facilitating parent understanding of topics taught at school. The objective of homework is to assist and reinforce learning, and to strengthen skills and understandings gained in the classroom. Homework allows teachers and students to cover content at an accelerated pace, reinforces and supplements a student's learning experiences and fosters student initiative, independence, study habits and responsibility.

Homework should be an application or adaptation of a classroom experience. All homework assignments should be relevant to the curriculum and require students to practice specific skills as they relate to the content being covered.

The homework recommended for middle school students is one to one and a half hours daily, as needed. Homework should be a well-established part of the educational program. It should consist of routine assignments and review and preparation of specific academic subjects. Coordination and cooperation among cores and teachers is expected in order to ensure that assignments and long term projects are not assigned in an overwhelming manner. Major tests, examinations, research papers and required reading may vary the amount of time suggested.

### **Student Responsibilities for Homework**

It is the student's responsibility to complete homework neatly, completely and on-time. Additionally, special attention should be paid to the overall quality of the completed work. In the event that the student is unclear about the expectations that the teacher may have regarding a particular assignment, it is expected that the student make the maximum effort to complete the assignment prior to the next day's class. Upon returning to the class, the student is expected to seek help from the teacher in an effort to gain a full understanding of the homework assignment.

### **Parent Responsibilities for Homework**

It is the parent's responsibility to support the homework portion of the educational program through encouragement and involvement with the student and teacher. On-going communication

between the parent, student and teacher, along with maximum involvement in the student's education is essential to achieve academic success. Parents are encouraged to provide instructional assistance to their student at home. Some suggestions that may assist in that process are:

- **Provide a study area.** The specific room chosen for study makes little difference. However, the atmosphere in the room is important. The area should afford good lighting, proper seating and sufficient space for materials. Distractions, such as radio, TV or other children should be avoided.
- **Help your student get the homework habit.** When your student does not bring work home, find out if he/she is completing it at school or failing to complete it. Get your student into the habit of doing homework on a regular basis.
- **Provide a specific time period.** Your student should have a specific time period each day for homework. You should establish firm rules against using the phone, watching TV or other activities until homework is completed. In the event that your student does not have homework, he/she should still be working on something academic such as enrichment reading or studying during the specific homework time period. Practicing this consistently will get your student into the habit of doing homework on a regular basis. Breaks may be provided during the homework time period.
- **Think positively.** Homework assists your student's progress in learning. Try to get your student to understand the value of the knowledge being taught.
- **Teach them that more than just grades are at stake.** Don't tell your student that it is not necessary to complete all assigned work, and don't do the work for your student. Praise the things your student does well, and don't dwell on shortcomings.
- **Teach your student to become a self-advocate.** Often, students misinterpret the expectations of a teacher. Instruct your student to approach he/she teacher in a private, respectful manner to discuss concerns that he/she may have. If resolution is not gained using this approach, call the teacher. If your student is having difficulty with homework, a call to the teacher will often clarify or solve the problem. Try not to complain about the homework. That may cause your student to lose confidence in the teacher or lose interest in school. If it appears that your student has too much homework, check with the teacher.
- **Watch for signs.** If your student is having difficulty completing homework, check his/her

study habits. Discuss work that has been completed. Encourage your student to talk about schoolwork and to share ideas. Be watchful for other signs that may indicate learning or other problems, and call his/her teacher if you have questions about anything.

- **Supervise homework.** Make sure your student has enough time, understands directions and works carefully. Your supervision and discipline will gradually help your student develop self-discipline. Provide assistance with memory drills by calling out words or questions. Help provide materials and resources, and help with ideas for projects.
- **Check your student's planner on a daily basis.** All coursework should be indicated within the planner. This is a valuable tool for gathering information regarding the daily requirements in your student's classes.

### Honors Courses

Honors courses will be offered at the sixth, seventh and eighth grade levels in each core.

Sixth, seventh, and eighth grade students who qualify will be offered Math and Language Arts for the 2009-2010 school year. All students will be placed in Honors classes based on a body of evidence including test scores, teacher recommendations, etc.. A formal application is not required.

Scheduling constraints as well as class availability will be considered prior to a student being offered any Honors class. In the event that a student is denied access based on scheduling issues, differentiated instruction in non-Honors classes will be offered to meet the student's individual academic needs.

### 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 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.

### Library Services

The primary objective of the Library Media Center is to implement the information needs of the instructional program and integrate appropriate materials with the curriculum. The Library Media Center's collection at Silver Hills Middle School provides a wide variety of materials which present different points of view that are appropriate for a broad range of ability and maturity levels.

Students are allowed to have three items checked out

at any one time. If a student has overdue books attached to her/his record for one month or more, the electronic circulation system will not permit any more circulation.

Replacement cost is charged for lost items and must be paid. Students with lost or overdue items will be subject to disciplinary action. All students must have written permission from classroom teachers to use the Library Media Center, except during passing periods or when scheduled with a class.

### **Media or Internet Publishing**

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

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

### **Movies**

Consistent with District Policy relative to controversial issues, only those movies with a "G", "P.G." or "P.G.-13" rating may be shown within the school. Only movies with a "G" rating can be shown without parent permission.

### **Physical Education Dress Policy**

- Students are required to wear a District P.E. uniform, students may purchase one from the school at a cost of \$15.00.
- Tennis shoes must have laces or fasteners and non-marking soles (no slip-ons). Tennis shoes must be tied with bows on the outside of the shoes.
- Students are to label each piece of their uniform with first initial and last name.
- Students are required to use a loaner uniform if they forget their uniform.
- Refusal to use a loaner is insubordination, which will result in disciplinary action.

- Loaner uniforms are laundered on a daily basis.
- There are no consequences for the use of a loaner, unless it exceeds three times per trimester.
- No tennis shoes results in a "no dress".
- An individual Physical Education program will be established for students with long-term physical injuries. A doctor's written consultation is required.
- The only excuse from P.E. is a doctor's excuse; otherwise, all students are expected to dress out and participate to their best ability.

## **Activities**

### **Trimester Awards Ceremonies**

Students will be honored for outstanding academic performance and attendance during awards assemblies. These assemblies will take place three times per school year.



### **Clubs and Organizations**

Clubs and organizations, sponsored by staff members after school, will be available to all students. Membership requirements in some clubs and organizations will be based on academic achievement, good citizenship, and personal qualities of leadership, services and character. A variety of extra curricular activities are offered for students at Silver Hills Middle School. Some of the activities involve after school meetings. Such programs may include but are not limited to Art Club, Chess Club, National Junior Honor Society, Silver Hills Singers, Jazz Band, Math Counts, M.E.S.A.-(Math Engineering Science Achievement), Orchestra, WEB (Where Everybody Belongs), etc.

### **Student of the Month**

Staff members will recognize students each month and then honor these students at a breakfast once a trimester.

## **Athletics**



Athletics are part of a sound educational experience. Therefore, the philosophy of athletics in the middle school is to provide opportunity for participation of all students regardless of their skill level. Athletics should develop teamwork and discipline, build physical fitness, and more importantly, be "fun".

### **Academics First Policy**

Student athletes must maintain a 'D' or higher in **all** classes in order to participate in competition at

Silver Hills Middle School. Students with failing grades will be permitted to practice; however they will not be able to participate in games until the failing grade(s) has been raised. Student athletes will be required to submit a progress report to the head coach on a weekly basis. Progress reports are available in the counseling office.

Student athletes are expected to be leaders at Silver Hills Middle School. Therefore their behavior should be exemplary at all times. Students who demonstrate poor behavior during the course of the school day or at practice will be subject to disciplinary action by the school Athletic Director. Student athletes who receive a discipline referral will be prohibited from participating in the next scheduled athletic competition. Inappropriate behavior may result in dismissal from the team.

#### **Adams Twelve Middle School Athletic Code**

Many people closely observe the conduct of an athlete. An athlete is a representative of the team, the middle school and the community. It is important, therefore, that an Adams Twelve Middle School athlete maintain high standards in all aspects of adolescent and young adult life. Since participation in athletics is a privilege, not a right, maintenance of such high standards as reflected in Board and school policy/procedure is a condition of team membership and participation. Failure to maintain such standards may result in an athlete's elimination from athletic participation.

#### **Athletic Fees**

\$40.00 per participant per sport, \$80.00 maximum per participant per academic year (Fees are subject to change.)

Students who qualify for the free school lunch program are exempt from the participation fee for that academic year. Students who qualify for the reduced school lunch program will pay the participation fee at a reduced rate of \$20.00 per sport with a maximum of \$40.00 per academic year.

A current physical must be on file and all participation fees must be paid in full prior to the student being allowed to participate in any sport. This would include the issuing of any equipment and/or the participation in any activity.

School Athletic Directors and Principals shall have the option to vary the amount and method of payment of the athletic fees for students who express and can document special hardship conditions. All requests shall be evaluated and administered on a case-by-case basis.

Transfers into the building or students who participate in a sport prior to the first sanctioned competitive contest will be expected to pay the full athletic fee. Students transferring into the building or students who participate in a sport after the first sanctioned competitive contest will be expected to pay 50% of the athletic fee.

**Student must have a current physical (not more than 1 calendar year old) to participate. If a physical is going to expire before the end of an athletic season, it is required that a new one be completed upon its expiration.**

#### **Athletic Fee Refund Policy**

There may be a partial or full refund made available to athletes who are cut or dropout of an activity under certain conditions. Please refer to the following categories for the refunding of any participation fees:

- A. Cut from team by coach – 100% refund.
- B. Quits the team or declared ineligible for trimester or season:
  - 1. First through fifth day of practice  
100% refund
  - 2. Sixth day of practice to the first sanctioned, competitive contest (scrimmage)  
50% refund.
  - 3. After the first sanctioned competitive contest (scrimmage) NO refund.
- C. Injuries or illness (Serious injury or illness which will eliminate the athlete for the entire season requires a written diagnosis by a doctor.):
  - 1. First day of practice to the day of the first sanctioned, competitive contest (scrimmage) – 100% refund
  - 2. After the first sanctioned, competitive contest to the middle of the competitive season – 50 % refund
  - 3. First through the fifth day of the season – 100% refund
  - 4. Sixth day through the end of the season – NO refund
  - 5. Dropped for disciplinary reasons: NO REFUND!
- D. Transfer out of the school:
  - 1. First day of practice to the day of the first sanctioned, competitive contest (scrimmage) – 50% refund
  - 2. After the first sanctioned, competitive contest (scrimmage) - NO REFUND!

The school Athletic Director will approve all refunds. The school Bookkeeper will receive a copy of the refund form from the Athletic Director to process and mail payment to the student, if applicable. If participation fees were previously

waived or reduced, refunds will be adjusted accordingly.

**Available Athletics for Students**

The following is a list of specific interscholastic sports available to students in the middle school and the grade level at which the sport is available:

Silver Hills Middle School engages in interscholastic competition with the other middle schools of School District No. 12 in both boys’ and girls’ athletics

**Competition Expenses**

A fee is charged at the gate for basketball, wrestling

<b>BOYS</b>	<b>GIRLS</b>
Football (8 <sup>th</sup> )	Softball (7 <sup>th</sup> , 8 <sup>th</sup> )
Wrestling (7 <sup>th</sup> , 8 <sup>th</sup> )	Volleyball (7 <sup>th</sup> , 8 <sup>th</sup> )
Basketball (7 <sup>th</sup> , 8 <sup>th</sup> )	Basketball (7 <sup>th</sup> , 8 <sup>th</sup> )
Track (7 <sup>th</sup> , 8 <sup>th</sup> )	Track (7 <sup>th</sup> , 8 <sup>th</sup> )

and volleyball. Middle school students are charged \$1 and adults are charged \$3, high school students and senior citizens are charged \$2.. Some football games and track meets are held at Five Star Stadium and are charged at the same rate.

During tournament games the price for admission is \$2 for middle school students and \$4 for adults. The wrestling tournament fee is \$4 for middle school students and \$6 for adults.

**Extracurricular Activities and Sports**

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

Participation in extracurricular activities including sports may require students to meet attendance, academic and behavior eligibility standards. Please visit with the administration, sponsor or coach for answers to specific eligibility questions

**School Spirit Standards**

At Silver Hills Middle School, the following standards will help promote good sportsmanship:

- Remain seated in the bleachers. Students who leave the gym will not be allowed back inside, unless they received permission from a supervisor before leaving.

- Being under the bleachers is off limits.
- Stomping of feet on bleachers and participating in negatively organized cheers is prohibited.
- Objects are not to be thrown on the gym floor.
- Keep all language appropriate.
- Refrain from any action, which would distract or interfere with players, coaches or referees.
- Candy wrappers, soda bottles, etc., are to be properly discarded.
- Remember to support your team.

These standards apply to all students, parents/guardians, visitors, staff, athletes, and coaches. Disregarding these standards may result in an administrator or other staff escorting you from the building.

**Wednesday Early Release**

In order to maintain the safety of our student athletes and to provide extra time for them to complete homework and study for classes, they will be required to attend athletic study hall on Wednesdays from 2:15pm to 4:00pm. Supervision will be provided.

The athletic study hall is mandatory and can only be excused with a parent note. Student athletes who are absent from athletic study hall without a parent note will be considered unexcused from practice. Student athletes who have an unexcused absence from athletic study hall **will not** be permitted to participate in the next scheduled athletic competition.

**Attendance**



**Activities and Athletics**

Students must be in school at least one half-day, i.e. periods 1-3 or 3-6, before they will be allowed to participate in any extra-curricular activities (practices, plays, games, socials, concerts, etc.).

**Attendance Procedures**

Attendance will be in accordance with Superintendent Policy 5113. 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 prearranged absence.

Prearranged school-sponsored field trips will not be considered absences.

### **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. You can reach the Silver Hills Middle School Attendance Line at (720)-972-5038. 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.
- Prearranged absences are those that are anticipated by the student and her/his family, and they should be discussed with the Attendance Clerk prior to the absences. The student should make provisions in advance with her/his teachers to complete the work to be missed.
- 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.

The administration at Silver Hills Middle School will take the following steps in the event that attendance becomes problematic:

- An attendance letter will be sent to the parent/guardian of all students who have had eight (8) excused/unexcused absences highlighting the importance of regular attendance as well as Silver Hills Middle School's response to additional absences.

- At ten (10) excused/unexcused absences, Silver Hills 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.
- At twelve (12) excused/unexcused absences, Silver Hills 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 Silver Hills Middle School will contact the parent/guardian to set up an attendance hearing between the student, parent/guardian and Silver Hills Middle School Administration. In some cases, a district attendance hearing may be required.

### **Field Trips**

Occasionally students will be invited on school-sponsored field trips. Any student absent from regular classes will be responsible for any assignment due for the next regularly scheduled class. This would include tests, homework or other daily work assignments.

### **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 Clerk 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. Students who do not follow this procedure and go home on their own without permission from the health aide, attendance clerk or one of the main office personnel will be considered truant.

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

It is the student's responsibility to contact the teacher to receive missed work.

#### **1. During an 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 those assignments that were assigned on the day of the absence. The make-up period begins on the next school day following any absence.
- Individual teachers may grant extra time for make-up in hardship cases.
- 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.

### Tardies

As per Board Policy, students must be in the classroom before class begins. Consequences for tardies are as follows:

1. Detention from the teacher will be served according to policies established by each Core/Teacher.
2. Excessive tardies will be handled in a progressive manner:
  - a) Core/Teacher Policy
  - b) Parent/Guardian Contact
  - c) Administration



## **Behavior Expectations**

### Behavior Overview

In order to insure a positive and safe learning environment that helps facilitate self-discipline, encourages academic success and promotes school wellness, Silver Hills Middle School will enforce District policies and procedures and school rules related to expected student behavior. Consequences will be administered in those circumstances where a student exhibits behavior contrary to these policies/rules. Each Core and elective area will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies/procedures. Specifically, the Board of Education has determined that certain acts of conduct are disruptive. These are listed below:

- : being clearly dangerous to the welfare, safety, or morals of other students or being contrary to the authority of school personnel or both. These may constitute grounds for suspension or expulsion.
- Continued willful disobedience or disruption of school;
- Persistent defiance of proper authority;
- Theft or willful damage or destruction of school property;
- Theft or willful damage or destruction of private property on school grounds or at a school

- activity or event;
- Assault on a school employee while on school grounds or at a school event;
- Physical abuse of a student or of persons not employed by the school when on the school grounds or at a school activity or event;
- Repeated unexcused tardiness or absences or truancy;
- Obscene language or actions or possessing or distributing slanderous or libelous material on school property;
- Possession of weapons or dangerous instrument or other dangerous objects of no reasonable use to the student at school;
- Possession, transfer or use of narcotics, alcoholic beverages or stimulant drugs, except medication prescribed by a physician.
- Smoking on school premises is prohibited. It is also illegal for students under the age of 18 to buy or possess cigarettes. Such items shall be taken away from students.
- Fighting, rioting, or illegal or disruptive demonstrations on school grounds or at a school event.

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 is not allowed on school grounds, nor will the student be allowed to participate in any extracurricular activities.** Out-of-school suspension will be considered completed by the end of the day on the final day of the suspension. **Any class work missed as the result of a suspension is the responsibility of the student.**

Consistent with Board Policy 5145, the student has the opportunity to make-up work during the period of suspension within the following parameters:

- The integrity of a test or other assessment shall not be jeopardized.
- 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 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.

**Please see the Adams 12 Five Star School District Discipline Matrix on page 37.**

### Assemblies

Students are expected to behave respectfully and responsibly at assemblies. Performers will want to be extended exceptional courtesy while at our

school. Each student should do her/his best to ensure that all performers and visitors make positive comments about our students. Normally, all students will attend and be accompanied by a teacher to all assemblies.

### **Backpacks**

Student backpacks must be placed in student lockers at the beginning of first period. **Backpacks are not allowed in the classroom or cafeteria.** Students are permitted to go to their lockers between each class period. This is to include large purses and sports packs.

### **Bullying**

Superintendent's Policy 5115 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 and is grounds for disciplinary consequences.

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), a summary of which may be found elsewhere in this book.

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 should seek the help of a school employee, when possible under the circumstances.
3. School staff who witness bullying shall immediately act to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying or harassment to the principal or principal's designee for appropriate action.
4. School administrators shall ensure that reports of student bullying are promptly and thoroughly investigated and addressed.

Students who bully others will be subject to disciplinary action as described in Superintendent's Policy 5000, Student Code of Conduct and Due Process. In addition to discipline sanctions, schools may implement intervention strategies including:

1. Education or training.

2. Peer mediation, conflict resolution or peer counseling programs.
3. Parent conferences.
4. Separating or excluding students.
5. Loss of privileges (e.g. recess, field trips, participation in extra-curricular activities, district-provided transportation).

### **Canine Searches**

Part of the process to keep drugs out of our schools involves the use of canine searches by the local police department. It is our intent to notify our students, staff, parents, and community of the possibility of these searches being conducted periodically throughout each school year. It is the goal of the School District and the local Police Department that our schools be 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.

### **Cell Phones and Other Personal Electronic Devices**

Superintendent's Policy 5030 establishes that electronic devices, whether for personal, recreational, communication or instructional purposes, are permitted as follows:

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

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

Such devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District's Code of Conduct for students. Prohibited uses include but are not limited to creating video or audio recordings, or taking or sending photographs of students or staff without permission of the student(s) or staff member(s). Such devices may not be used for academic

dishonesty or cheating. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions. Students may not depart a class to activate or operate such devices.

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

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

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

Violations:

**1st Offense** The device shall be confiscated and transferred to the appropriate school administrator. Parent or guardian shall be notified and the device may be released to the student upon the student's signature indicating understanding of the policy.

**2nd Offense** The device shall be confiscated and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon the parent's/guardian's signature indicating understanding of the policy.

**3rd or More Offenses** Third offense shall be considered disruptive behavior and defiance of authority, and shall result in a referral to the success academy and shall be at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days.

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

### **Display of Affection**

Display of affection (i.e., holding hands, hugging, kissing, or walking arm in arm) is not appropriate or permitted at Silver Hills Middle School.

### **Dress Code and Safe School Policy**

In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines as identified in Superintendent's Policy 5060:

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
2. shirts must cover the shoulders;
3. all attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
4. shorts and skirts must be fingertip length when arms are resting at sides;
5. shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

1. Spaghetti straps, tank tops and halter tops;
2. transparent/mesh clothing;
3. make-up that makes a student unidentifiable;
4. exposed undergarments;
5. pajamas and house slippers;
6. shirts with revealing necklines or armholes;
7. shirts hanging longer than the fingertips when arms are fully extended;
8. sunglasses (prohibited indoors);
9. gloves (prohibited indoors);
10. hairnets, bandanas, and du-rags;
11. caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
12. clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
13. clothing or accessories with sexually suggestive language or messages;
14. clothing or accessories that promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
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;
16. attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent's Policy 5140.2. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, make-up, hats, emblems, trademarks, badges, insignia,

logos, belt buckles, colored shoe strings, and jewelry;

17. trench coats and other like jackets capable of concealing weapons;

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;

19. **all professional athletic team attire.**

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.

Except when other contributing policy violations or safety concerns exist, the typical progression of intervention for dress code violations is:

**1<sup>st</sup> Offense** Warning and education about the policy and the student being provided an opportunity to correct the violation.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> Offense** Sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry.

**4<sup>th</sup> or Subsequent Offenses** Sanctions up to a 10-day out-of-school suspension for each repeat violation.

**Dress that may be embarrassing, provocative, suggestive or perceived as threatening or intimidating to other students and staff, dangerous to a student's health or cause disruption in class will not be tolerated.**

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

School districts are required by Colorado law to adopt policies regarding gang-related activities in school. Superintendent's Policy 5080 defines a gang, secret society or disruptive group as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, whose members individually or collectively engage in or have engaged in a pattern of such activity.

Wearing, displaying or possessing items that signify identification with disruptive groups is prohibited on school campuses, at all school-sponsored activities, on all school transportation, and at all school bus stops. Any evidence reasonably demonstrating the existence of or membership in any disruptive group shall be admissible in any disciplinary action or proceeding brought by the District.

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

1. **Colors / Numbers** – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a "color" or number on a person or possession.

2. **Signs – Verbal or Physical** – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.

3. **Graffiti** – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group or gang, about other groups or gangs, or direct challenges to others.

4. **Apparel / Jewelry** – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.

5. **Manner of Grooming** – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.

6. **Recruitment** – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

Action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the

severity of the situation, and the student's discipline history. Unless the student has a prior discipline history, or unless other policy violations or safety concerns exist, the typical progression of consequences for violations of this policy are:

**1<sup>st</sup> Offense** Warning and education about the policy, school based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of this policy.

**2<sup>nd</sup> Offense** A minimum of three (3) days out-of-school suspension and a required parent meeting as a condition of re-entry for the purpose of reviewing this policy and the consequences of future violations.

**3<sup>rd</sup> or Subsequent Offenses** Up to a 10-day out-of-school suspension and potential expulsion from school.

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

### **Lockers**

Lockers are the property of Silver Hills Middle School and may be inspected by school officials. Silver Hills Middle School is not responsible for lost or stolen items. **Students are responsible for items in their lockers and must not give their combination to or share their locker with other students.** All locks, other than those belonging to the school, will be removed from lockers. **Students may not change lockers without permission from the Main Office.**

**Silver Hills Middle School Adams Twelve Five Star School District is not responsible for items stolen from lockers.**

### **Remedial Discipline Plan**

Colorado State law requires that students who are habitually disruptive at school are eligible for expulsion. Students may be expelled up to 365 calendar days. During which time, the student is not permitted to be on district property or enroll in any public schools within the state of Colorado. If a student is defined as habitually disruptive, they will be placed on step one of a Remedial Discipline Plan. A Remedial Discipline Plan encompasses three steps, all of which require interventions on behalf of the school, student, and parent. As a part of each step, the student will be suspended out of school. If a student is unsuccessful in correcting the habitually disruptive behavior, they may eventually be moved to step three of the Remedial Discipline Plan. At this point the student will be suspended out of school pending a district discipline hearing. The hearing

will be held to determine the next course of action up to and including expulsion.

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

To the extent authorized by Colorado law, a classroom teacher has the authority to remove a student who disrupts the educational environment of the classroom for the remainder of that class. Upon a third such removal from class, teachers are given authority to remove the student from class for the remainder of the term, so long as such removal is consistent with federal and state law, and with due process and intervention procedures established in Superintendent's Policy 5015. The policy in its entirety is available on the District's website at [www.adams12.org](http://www.adams12.org) or is available in hard copy at the administrative office of each school.

### **Search and Seizure**

Superintendent's Policy 5130 authorizes district officials to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of "contraband," which includes all substances or materials prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, incendiary devices, and dangerous items.

Under conditions specified in policy, automobiles parked on or being operated on school property or at a school activity may also be subject to search by school officials.

When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances.

Inappropriate items found during the course of a search may be seized and at the discretion of school administration such items may be returned to the parent or guardian of the student from whom the items were seized; offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed.

Many district secondary schools utilize random canine searches from time to time to deter students from bringing contraband on district property. Such searches involve trained dogs and their handlers scanning property or general areas, but never individuals. Should a dog alert its handler to the possible presence of contraband, the handler would

notify school officials. A canine alert constitutes reasonable suspicion for school officials to conduct a search following the procedures established in Superintendent's Policy 5130.

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

The District's discipline matrix provided in this booklet summarizes district behavior expectations and the range of conduct violations for all students. The matrix is intended as a reference guide. However, students are expected to be familiar and comply with all expectations identified in Superintendent's Policy 5000, Student Code of Conduct and Due Process, as well as with additional expectations unique to this campus described in this handbook. The same policy also provides information regarding district procedures for suspension (short and long term), expulsion and denial of admission. The complete policy is available to all parents and students on the District's website or by request through the administrative office at each school.

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

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

In support of the District's school safety efforts, all high school students are required to wear a photo identification badge on lanyards approved by the school. Many middle schools also require students to wear identification badges. Beginning in the 2010-11 school year all Adams 12 middle and high schools will require students to wear badges. Schools requiring students to wear badges maintain campus-based policies to address replacement of lost ID's and lanyards, as well as any issues of non-compliance. Repeat violators of a schools' ID policy may be subject to discipline sanctions including suspension out of school.

**Students at Silver Hills Middle School are not required to wear their student identification card. However, the Adams Twelve Five Star School District will be implementing a mandatory ID policy for middle school students for the 2010-2011 school year.**

### **Substitute and 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 to the Principal. 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.

### **Success Academy**

For certain infractions, a student may be assigned to the after school Silver Hills Middle School (SHMS) Success Academy Program instead of out-of-school suspension. Students will be responsible for collection of all class/homework assignments for the Success Academy. It is the student's responsibility to complete all work during the after school academic portion of the Success Academy. The student(s) will also be required to complete all portions of their Affective Needs Education component in the Success Academy; to include skills training in social behavior, anger management, conflict resolution, etc. Parents will be required to participate in certain portions of the after school Success Academy program. Students receiving a referral to the SHMS Success Academy may not attend or participate in any extracurricular or after school activities until they have met all requirements of their Success Academy referral. Success Academy attendance will be considered complete when all requirements have been met including parent conference(s), if required. Failure to comply with the SHMS Success Academy procedures may result in out-of-school suspension, LINK, Alternative to Expulsion, or other necessary consequences.

### **Theft**

Theft of student, teacher or school items will not be tolerated. In the event of items being stolen, SHMS administration or School Resource officer will conduct an investigation in an effort to retrieve the item. **Neither Silver Hills Middle School nor District Twelve is responsible for lost or stolen items.**

### **Vandalism/Use of School Equipment**

Laptops, books, material and equipment supplied by Silver Hills Middle School for the students must receive reasonable care. Students who intentionally deface school furniture or damage school property or lose school owned books charged to their care will be fined an amount sufficient to restore the damaged article to original condition or replace it.

In accordance with state law, parents may also be held liable for the willful or malicious destruction of school property by their minor children.

### **Weapons**

Consistent with the district’s obligation to provide a safe and secure environment, Superintendent’s Policy 5000 prohibits students being in possession of any dangerous weapon or dangerous item.

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities.

In addition, Superintendent’s Policy specifically makes it a violation for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade longer than three (3) inches, or other dangerous weapon when in a district facility; on district grounds; at any or district activity, regardless of location; or on any district vehicle. This restriction does not apply to School Resource Officers or other law enforcement officers who are legally required to carry a weapon to perform their job. Any other request for an exception from this restriction shall be reviewed and acted upon by the Superintendent.

**Writing or Scrubbing**

Students are not allowed to write on themselves or one another. In the event that this occurs, they will immediately be sent to the main office to wash the writing off. Repeated violation of this rule will result in a discipline referral.

**Communication**

School Telephone Number  
(720) 972-5000  
School Fax Number  
(720) 972-5039  
Website Address  
<http://www.silverhills.adams12.org>

**Announcements**

Silver Hills student announcements will be displayed as a powerpoint presentation during lunch hours in the Cafetorium. Daily announcements will also be posted on the Silver Hills Middle School Website.

**Appeals or Grievances**

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

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

**Parent Concerns**

When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child’s teacher or school administrator when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the student. The staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solutions.

**Reporting Student Progress**

Timely notices shall be communicated orally to parents/guardians when a student’s academic progress becomes unsatisfactory between midterm and the end of the quarter/trimester. Parents of students at Silver Hills Middle School will receive an email progress report from each of their teachers every week on Friday. If a parent does not have email access they will receive a progress report print out on the first Friday of each month.

**School Closings**

In rare instances, the Superintendent and/or Principal will need to close Silver Hills 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. Parents who are seeking information regarding the possibility of emergency school closure are urged to listen to or watch one of the following:

Radio	Television
KOA/KOAQ	KMGH-7
KHOW	KUSA-9
KBPI/KNUS	KCNC-4
KOSI	
KOOL	
KYGO	

### **School Improvement Team (SIT)**

Silver Hills Middle School (S.I.T.) provides a two-way communication between school and community. Membership is open to parents of Silver Hills students and members of the school community. This committee works cooperatively with the school in matters related to educational needs, school activities and other concerns of the community. The Silver Hills S.I.T. meets every month of the school year. Dates and times for these meetings will be on the school calendar as well as posted on the marquee.

### **School Newsletter**

A summer newsletter will be mailed home to each family indicating pertinent information as it relates to the beginning of the school year.

### **Telephone Calls to Teachers and Para-educators**

Teachers and classroom para-educators **WILL NOT** be called from their classrooms to receive telephone calls to discuss individual students, unless it is an emergency or prior arrangements have been made. Voice mail and e-mail are available for every staff member.

### **Telephone Use by Students**

Should there be an emergency; students may use the telephone in the main office. 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.

### **Visitors to Schools**

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, Policy 1200 provides guidelines regarding visitors to school. Visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. In some schools scanning software exists to verify that there are no individual criminal concerns that might jeopardize school safety.

Classroom visits by parents or guardians should be requested and approved by the principal prior to the visit to avoid disruption of the learning environment. Visitors who fail to abide by district and school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits. Law enforcement or district security staff may also be contacted

### **Web Page**

School Web: [www.silverhills.adams12.org](http://www.silverhills.adams12.org)

### **Working with Parents**

The staff at Silver Hills Middle School is committed to developing a collaborative working relationship between parents and staff, and we want to involve parents to the fullest extent possible. We expect our teachers and other staff members to make sure parents understand the reasons for meetings and fully understand the content of any discussions about their student. We expect our staff to encourage active participation from parents.

## **District Policies, Notifications and Information for Parents and Students**



### **About This Section**

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

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

### **Asbestos Notification**

The Asbestos Hazard Emergency Response Act enacted in 1986 mandates that the US Environmental Protection Agency make rules regarding asbestos hazards in schools available for review. If you would like to review AHERA plans please contact the District's Department of Safe and Secure Environments at 720-972-4288.

### **Attendance**

Superintendent's Policy 5020 provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, makeup work procedures and potential sanctions for poor attendance. Colorado law (22-33-104 C.R.S.) regarding compulsory attendance requires students to attend school from the age of 6 until their 17<sup>th</sup> birthday. Please be aware that the district partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes "habitual truancy", defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period.

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

The District's top priority is the safety and security of students, their families, and staff members. School facilities are operated within specific standards of safety and security and in accordance with Board of Education policies, and are made available on an equal basis for use by community organizations when the buildings are not otherwise being used for school purposes. Superintendent's Policy 1300, Community Use of District-Owned Facilities, provides guidelines related to use, scheduling and rental fees for school facilities. The policy is available on the District website. For additional information contact the Manager of Community Use at 720-972-4230.

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

Superintendent's Policy 5140 directs that no administrator, teacher, or other employee shall subject a student to corporal punishment nor condone the use of corporal punishment by any person under his or her supervision or control. Corporal punishment is defined as action taken to punish a student by spanking or otherwise physically handling a student in any way to purposefully inflict punishment. Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

District personnel may, within the scope of employment, use and apply restraint or force as is reasonable and necessary to restrain or prevent a student from an act of wrongdoing; to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or property; and for the preservation of order or student safety. Law enforcement shall act consistent with their agency's guidelines where safety is at issue

### **Homeless Students Notification**

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students refer to Superintendent's Policy 5270 or you may contact the District's Homeless Student Liaison at 720-972-4079.

### **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. Law enforcement shall act consistent with their agency's guidelines where safety is at issue.

### **Middle School Retention Policy** **(Superintendent Policy 5127.1)**

1.0 The following criteria and methods shall be used to determine if middle school students should be retained. Compliance with these standards shall be monitored through the Department of Learning Services.

2.0 A middle school student shall be considered for retention in the following circumstances:

2.1 The student has not been enrolled on a full-time basis for each trimester, unless the student's disability, medical condition, or other circumstance beyond the student's reasonable control is present and prevented the student's full-time attendance. Students with such conditions may be retained notwithstanding such condition if the student meets the standard in Section 2.2 and the review committee described in Section 4.2 determines that retention is appropriate after reviewing the body of evidence described in Section 3.0.

2.2 The student has failed two or more academic core courses (math, science, social studies, or language arts) for the school year. If the child has failed a course in two of the three trimesters then the student has failed the course for the year.

3.0 At the end of the second trimester, the principal shall notify the parent/guardian in writing if the student's enrollment or academic performance to that date indicates a reasonable possibility that the review committee will consider retention of the student. Notice of possible retention shall be

provided to the parent/guardian if the student has failed one or more trimesters in two or more academic core classes.

4.0 To determine whether retention is appropriate, a body of evidence shall be compiled concerning any student who has failed one or more trimesters in two or more academic core courses. The body of evidence should include, but is not limited to:

- A) District and State assessments
- B) Attendance
- C) Grade Point Average (GPA)
- D) Age
- E) Social and emotional functioning
- F) Progress in achieving IEP goals and objectives (if applicable)
- G) The types of interventions, accommodations, modifications, and differentiated instruction provided to the student
- H) The student's response to the interventions, accommodations, modifications, and differentiated instruction provided
- I) Teacher recommendations
- J) Parent recommendations

4.1 The body of evidence shall be reviewed by a committee consisting of an administrator, counselor(s), and teacher(s), including any staff members making the retention recommendation. For special education students, the student's special education case manager shall be a member of the review committee.

5.0 Retaining a student will be the decision of the principal based upon the recommendation of the review committee described in Section 4.1. All retention decisions shall be reported to the Executive Director for Secondary Schools prior to or at the same time the parent is notified of the decision. The parent shall receive a written explanation from the principal describing the procedures followed and the grounds supporting the student's retention.

6.0 Each school shall develop and follow a written process for identifying students at risk of retention, providing notice of such students to the principal, convening the review committee, and communicating with parents/guardians.

7.0 In the event that the parent/guardian wishes to appeal a decision to retain, the parent/guardian shall schedule an appointment with the principal.

7.1 Further appeals shall be directed to the Executive Director for Secondary Schools who will review the decision for procedural compliance.

#### **No Child Left Behind Notification**

Under Public Law 107-110 (The "No Child Left Behind Act" of 2001) parents may request information regarding the professional qualifications

of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college, and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any paraprofessional staff member providing service to their child. Parents who would like to request this information should contact the administration of their child's school.

#### **Non-Discrimination / Harassment**

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

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

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

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

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

publication. In addition, questions may be directed to:

*District Compliance Officer  
Chris Gdowski, General Counsel,  
Educational Support Center,  
720-972-4000*

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

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

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

*1244 Speer Boulevard, Suite 310 – Denver  
303-844-5695*

*Email: OCR\_Denver@ed.gov*

### **Obtaining Sex Offender Information**

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

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

OR

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

Superintendent's 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.

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

Parents and students who drive or park on campus are expected operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, referrals to law enforcement or loss of the privilege of driving on campus. Students may also face discipline sanctions for driving violations on campus that jeopardize the safety of others.

### **Services for Students with Disabilities**

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

information about assessment and eligibility for such services.

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

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

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

Superintendent's Policy 5145.8 acknowledges students' right to dissent peacefully, including the right of legal protest through proper channels, provided such dissent does not interfere with the educational process or result in harm to persons or property. Policy 6145.3 describes guidelines by which students may exercise expression in school-sponsored publications. Students should be aware of their rights and responsibilities according to the guidelines established in each policy.

### **Translation Services**

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

### **Video and Audio Monitoring**

Superintendent's Policy 3501 establishes that video surveillance may be utilized in schools, on school property, and on transportation provided by the district. Many cameras are equipped with audio recording capabilities as well. Such monitoring may

assist in deterring misbehavior and may provide evidence to be presented in student discipline hearings, court proceedings, and similar venues. Recordings may be used in student discipline investigations and as evidence in school discipline matters including suspension or expulsion cases. Recordings may also be used to prosecute crimes against property, students or staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise may be required for disclosure by subpoena.

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

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



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

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

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

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

Generally children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, Superintendent's Policy 5420 identifies the steps which must be followed:

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

containers (one for school and one for home) can be requested at your pharmacy.

### **Emergency Health Concerns**

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

### **Head Lice**

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

If a child is found to have head lice/untreated nits at school the child will be allowed to remain in school until the end of the school day. The child can be re-admitted to school once treatment is done at home. The child must report to the health office upon returning to have hair check for the presence of live lice/lice nits.

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

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

### **Immunizations**

Superintendent's Policy 5410 describes student immunization requirements consistent with Colorado law. Children who do not meet the requirements listed in policy will be denied admission to school. All students must submit a completed Certificate of Immunization or Exemption upon enrollment.

You must provide one of the following to your child's school in order to comply with the law:

- 1. An Up-to-Date Certificate of Immunization** from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received immunization against communicable diseases as specified by the State Health Department; or
- 2. Statement of Exemption to Immunization Law** printed on the reverse side of the Colorado Department of Health Certificate of Immunization:

- a. medical exemption signed by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health; or
- b. religious exemption signed by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
- c. personal exemption signed by parent or guardian or emancipated child that he/she adheres to a personal belief opposed to immunizations.

### **Medicaid Program**

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

### **Student Illness**

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

1. Rashes –Child should stay home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. Vomiting and Diarrhea –Child should stay home until symptom-free for one day.
3. Fever of 100 or more – Child should stay home until fever free for 24 hours.
4. Strep Throat – Child may return after 24 hours of antibiotic treatment and when symptom-free.
5. Common Cold – Keep you child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.

6. “Pink Eye” (Conjunctivitis) – Child should stay home until physician determines the infection is not contagious.
7. Impetigo – Child should stay home until your physician advises their return.
8. Chicken Pox – Child should stay home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.
9. Persistent Cough – Child should stay home if the cough is persistent or disrupts class.
10. Untreated drainage from a wound, eye or ear infection – Child should stay home until physician advises his or her return.

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

### **Vision and Hearing Screening**

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



## **Nutrition Services, Student Wellness, and Lunchtime Procedures**

Superintendent’s Policy 3700 and its subsections describe the District’s commitment to promoting good nutrition and physical activities. Information about free or reduced price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available at each school’s kitchen or administrative office. Information may also be found on the District’s website under the parent resource link.

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

schools are expected to provide access to healthful items for fundraisers, classroom parties, and other school activities.

Superintendent’s Policy 3710 discourages the use of food as a reward, and prohibits the denial of food as a form of punishment. The policy further explains that physical activity should typically not be used as a form of punishment.

Silver Hills Middle School serves hot lunches in the cafeteria daily. Four choices of main entrees are served, as well as fruit, vegetables, bread or milk. Students may take 3 of the 5 available lunch items to have a complete meal. Assorted a la carte items are also available.

Checks to purchase lunch may be dropped off at the Silver Hills Middle School kitchen. Cash payments may be made as students come through the lunch line. All free/reduced lunches must be approved by the Food Services Manager.

There are certain basic rules that students will be expected to follow when they are in the cafeteria.

- All students report to the cafeteria unless excused with a pass.
- Students must get their jackets before coming to lunch. Students will not be permitted in the halls or at their lockers until the lunch period is over.
- All food and beverages must be consumed in the cafeteria. Students will not be allowed to take food and beverages outside or buy food and beverages for after school.
- When students have finished lunch, they are expected to leave the table and surrounding area clean for the next person, which includes the floor. When students leave, they must take their lunch tray to the return counter and exit the cafeteria through the assigned doors.
- If a student causes a disturbance in the cafeteria or is found in the halls without permission, he/she may be put on a clean-up work crew or some similar consequence. Constant misconduct may result in loss of the privilege of using the cafeteria.
- After students have finished eating, they should go to the assigned area for the remainder of the lunch period.
- Students must stay away from the classroom areas, as other grade levels are in class during the lunch periods.
- Glass containers are not allowed in the cafeteria.

### **A Full Lunch– The Real Meal Deal – And Healthful Too**

Do you know we get 10 or more students through our lines a minute making school meals the original fast food? In addition, meals are economical, and priced well-below those same fast food restaurants. We promote nutrition, we encourage secondary students to purchase healthful, economical, reimbursable meals (The Real Deal) or at a minimum a main entrée along with other snack type items. If you do not want your student to purchase super meals or ala carte items, contact your kitchen manager. He/she can make a note in your student's account.

### **Charge Policy**

The school district has a different charge policy for each level (elementary – 2 charges, middle – 1 charge, and high – no charges) which has been adopted at all schools. Unpaid charges place a financial strain on Nutrition Services. Did you know Nutrition Services is an enterprise fund that does not receive general fund support for routine operations, and thus must generate funds through student and adult sales, snack sales and federal and state reimbursement in order to pay operating expenses and fees to the district? Unpaid charges reduce revenue that affects the ability to pay outstanding bills and employee salaries. Uncollected charges may result in higher meal prices for all other students.

District meal charge policy goals are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive situations with district staff, district business policies, students and parents to the maximum extent possible;
- To establish policies that are age appropriate;
- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges.

We thought you should know all the notification steps we take so you and your student know when money is needed:

- When your student has two prepaid lunches remaining in his/her account, the cashier will remind your child. Your child may voluntarily stamp his/her hand with a "Need Lunch Money" stamp to remind him/her to ask for lunch money.
- The cashier will repeat step one when your student has just one prepaid lunch remaining.
- At the first meal charge, the cashier will again suggest your student stamp his/her hand with the "Need Lunch Money" stamp and we will feed your student a full meal. We also have reminder

coupons "Need Lunch Money" that your child may pick up to bring home.

- At the second meal charge (available only at elementary), we will again remind your student and suggest (s)he stamp hand with "Need Lunch Money" stamp. The reminder coupons "Need Lunch Money" will also be available for your student to pick up to bring home.
- At the third and fourth meal charges for elementary, or second and third meal charges for middle, we will feed your student a Complimentary Meal consisting of a full carton of milk, a vegetable and fruit, and a large dinner roll. The cashier will again ask your student to stamp his/her hand or pick up a "Need Lunch Money" coupon as a reminder to bring money. We will provide up to **two** complimentary meals free of charge.
- Charge autodialer calls go home once a week.
- Remember that your child may select an Extra Entree or ala carte, which may reduce the amount of money left in your student's account. If you wish to prohibit these services, you may notify the manager or assistant manager at your child's school, and we will put a note to that effect in the computer. You may also designate that your child can never charge, and we will also record that request in your student's file.
- If your student's account has a charge of two or more meals, and payment hasn't been received after the first week, a Nutrition Services staff member will call to remind you of outstanding charges, and request payment. Nutrition Services Staff will make a second request the following week. If by the third week, payment has not been made, the principal will either call or send a letter home, requesting payment. With continued non-payment, one or more of the following may occur:
  - Parent Conference
  - Interagency Review
  - Referral to a Collection Agency for Payment

Please help us keep meal costs down. Pay your student's charges promptly. Uncollected charges and the service costs associated with collecting those charges, increases meal prices for all students.

### **Free and Reduced Priced Meals – It's a Matter of Benefits**

If you believe your children qualify for free or reduced priced meals, we encourage you to complete your application promptly. This not only helps extend your budget, but may also assist your school in receiving additional "at risk" funding. Although we are allowed 10-days to process applications, we will process your application as quickly as possible.

**YOU MUST PAY FULL PRICE FOR MEALS, UNTIL THE APPLICATION IS APPROVED.**

AN IMPORTANT NOTE: If your student was approved for free and reduced meals in our school district last year, we automatically extend the free and reduced status for the first thirty business days of the next school year. Approval of your application cannot be retroactive to meals already served. Approved meal applications earn the school district extra “at risk” money. Even if you do not wish your child to participate in free or reduced price meals, we encourage you to complete and submit an application if you would qualify so the district can earn additional money for the General Fund. We treat your student’s free and reduced status as highly confidential. If your income changes and you believe you qualify for free or reduced meals, you may complete an application at any time during the school year. If your student is approved for free or reduced meals, we encourage you and your student to take advantage of this valuable benefit, which helps stretch your family budget.

**Online Credit Card Lunch Payments**

You may add money to your child’s meal and snack account via the Internet using a certified, secure, third party provider: Schoolpassport.com. The site allows parents to make payments into their child’s account via the web. Our goal is to offer an efficient and convenient method to make meal payments. If you use this service, you no longer need to send a check with your child to pay for meals. Once an online payment is made, a deposit will be made to your child’s account. The payment amount and an additional small transaction fee (6%) will be charged to your credit card or checking account. Getting started is easy. Go to <http://www.schoolpassport.com> and the click on Login for instructions on how to set up your account. You will need the following information to set up your student’s account:

- School District: Adams 12, Co
- The numeric part of your address
- Name of School
- Your zip code
- Student ID#

If you need assistance with your child’s student ID number please call your kitchen manager for help. In most cases, your child’s student ID number is his/her social security number.

**Parental Controls**

If you want to limit your student’s daily expenditures, or do not want your student to purchase an Extra Entree or ala carte items, contact

your kitchen manager. She can make a note in your student’s account.

**NOTICE:** A \$20.00 processing and collection fee will be charged for every check returned by the bank. Students with unpaid NSF checks or return check fees will be placed on a CASH basis until the check and fees are repaid. Two NSF checks per family in any school year will cause the family to be placed on a “cash only” basis for the rest of the school year. If a family carries uncollected charges or unpaid NSF checks or return check fees into the next year, the family will be placed on a “cash only” basis for the whole next school year.

**Reimbursable Meal Prices for 2009-2010 School Year**

MIDDLE SCHOOL BREAKFAST	DAILY COST	MIDDLE SCHOOL LUNCH	DAILY COST
Breakfast	\$1.65	Lunch	\$ 2.60
Reduced Breakfast	No charge	Reduced Lunch	\$ .40
Free Breakfast	No charge	Free	No charge

**Student Meal Accounts – The Bank of Nutrition Services**

All schools use a computerized meal system. Payments into the meal account can be via check, cash, or *on-line payments using your desired major credit card*. For on-line credit card payments, please go to website <http://www.schoolpassport.com>. Your student’s lunch balance can be seen online and is updated every 24 hours. Similar to a bank account, money in any of these three forms is “deposited” into individual student accounts. “Withdrawals” are made when students purchase meals. The computer signals each account when there are two prepaid meals remaining in the student’s account and we remind students in a variety of ways to remember to bring money. Students may not share account numbers, because the federal government will only allow one reimbursable meal per day. Students who share their lunch numbers for meals show up on the “Double Card Usage” report, and will be charged the meal price PLUS an additional \$ .35 to pay Nutrition Services for the federal reimbursement that can not be claimed. Free or reduced approved students who share their numbers may lose their free and reduced meal privilege.

# Safety

## Fire, Lockdown and Tornado Drills

Each room is equipped with instructions for evacuation during a fire drill. The students should acquaint themselves with these directions as soon as possible. The teacher is responsible for giving complete directions to be followed during the drill. Students will participate in eight fire drills over the course of the academic year.

Tornado drills will be held once in the fall and once in the spring of each academic year. These drills must be taken seriously and all instruction carefully followed. If dangerous weather ever causes us to have to take cover, we would request the cooperation of the parent/guardian in such a situation. Any parent/guardian stopping at the school during that time must come to the Main Office, and we will make every effort to locate her/his student. We may be forced; however, to keep students for a period of time in order to maintain order and verify the whereabouts of all students.

Lockdown drills will be held at least twice per year. 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.

## Student and Parent Services



### Adams Twelve Five Star Schools Department of Student Support Services

School districts are required to locate, identify and evaluate all children birth through 21 years of age who are disabled and may need specialized instruction.

This includes:

- children birth to five
- students attending district schools
- students attending private schools located within the district
- students who move often (migrant and homeless)
- students who drop out of school

All district employees have the responsibility for locating disabled children/students living or attending schools within the boundaries of Adams 12 Five Star Schools.

## Commitment to Work with Parents

Adams 12 Five Star Schools is committed to developing a collaborative working relationship between parents and staff, and we want to involve parents to the fullest extent possible in the educational process.

The Department of Student Support Services works with a Special Education Advisory Committee, a group of parents who meet with the Director of Special Education on a monthly basis. These parents are knowledgeable about programs and services in Adams 12 Five Star Schools that are designed to meet the needs of exceptional students, ensure and encourage parental involvement and serve as liaisons in the community. If you are interested in additional information about the Special Education Advisory Committee please contact the Department of Student Support Services at 720-972-4770.

## Counseling and Guidance

Your counselors are interested in helping you any way they can. They will listen to your concerns and guide you in making decisions regarding school, classes, home, or relationships involving other students. If you are having a problem with another student, your counselor encourages you to 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 signed-up for an appointment. Students reporting to a counselor must check in with the registrar.

## Lost and Found

Lost clothing items should be turned in immediately to the Lost and Found Box located in the cafetorium. Students are encouraged to look for their lost items before and after school. Items of value (i.e. jewelry, glasses, keys, wallets etc.) should be turned into the main office. All lost and Found items not claimed at the conclusion of each trimester will be donated to charity.

## Parent Volunteers

Opportunities for involvement include the Silver Hills School Improvement Team, chaperones for socials, field trips, CSAP help, fundraisers and other special activities/events; tutors in classes; hallway and cafeteria (lunch) monitors; and classroom and office support. Please contact the main office at 720-972-5000 if you are interested in volunteering.

## Student Support Services Statement

**Vision** – Success for all students.

**Mission** – Build collaborative partnerships with Adams 12 departments, staff, parents and

community to advocate for prevention and intervention programming that removes barriers to student learning.

### **Support Groups**

During the school year, some students are invited to participate in support group activities coordinated through the Counseling Department and Student Assistance Program. These groups are offered during the school day at lunchtime or on a rotating schedule, so that participating students do not miss the same class every week. Students must have the permission of a parent/guardian to participate in any group, and they are responsible for making-up any missed assignments. Parents/Guardians have the right to refuse to allow their student to participate in any support group. The primary goal of all groups is to improve self-esteem, which increases the student's ability to cope with the school environment and to succeed academically. Support groups are reviewed and approved by the school administration prior to beginning. All groups are led by a staff facilitator, which could include a counselor, social worker, or psychologist. The objective is to empower students to deal with issues in such a way as not to interfere with their ability to be successful in school. Parents/Guardians are encouraged to contact the school counselors for additional information or to refer a student for possible participation in a group.



## **Student School Records**

In compliance with state and federal laws, Superintendent's Policy 5300 (Student School Records) and the related procedures which follow in 5310 (Maintaining Student Records), 5320 (Granting Access to Records) and 5330 (Challenging Student Records) collectively provide guidelines regarding student records issues. Records will be maintained, made accessible, or may be challenged per the guidelines of each of those policies. Because there are unique laws and guidelines related to different types of student records, parents are encouraged to refer specifically to the policies and procedures noted above for specific information about student records.

Generally, student school records, or education records, are documents, files, records, and other materials maintained by a school which contain information relating to a student, including special education records. Student school records do not include the personal notes or records of district personnel that are in the sole possession of the author and are not revealed to anyone other than a

substitute; employment records about a student who is employed by the school district; or information obtained about a student after he/she is no longer a student.

### **Attaining Records**

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

### **Challenging Records**

Parents and eligible students (over age 18) have the right to inspect and review their records, and / or to request that the school correct inaccurate or misleading records; and to control the release of the record without consent except as provided by law and district policy. If a parent or eligible student believes that the student's school records, including disciplinary records, contain inaccurate information, are misleading, or are otherwise in violation of the privacy rights the party may submit a written request for the record to be changed to the principal. A hearing may be conducted, if necessary, provided the request is in accordance with guidelines outlined in Superintendent's Policy 5300 and 5330.

### **Disclosure of Records**

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

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

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

### **Release of Information to Military Recruiters**

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

### **Release of Directory Information**

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



## **Transportation**

### **Bicycles**

All bicycles ridden to school should be locked to the bike racks.

The bicycles should be registered with the Police Department; however 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.

### **Bus Riding**

Although the district is not required by law to provide bus service to students, the Board of Education has authorized student transportation at District expense. Bus service will be available for elementary students that live more than one and one-quarter miles from school, middle school students who live more than one and one-half miles from school, and high school students that live more than two miles from school. Students who ride buses

may be expected to walk up to one mile to the nearest bus stop. Students are encouraged to arrive at the bus stop approximately five minutes before the scheduled pickup time.

District bus drivers are well trained in working with students toward providing a positive riding atmosphere. Passengers are expected to show respect for others including fellow passengers, drivers, sponsors, motorists, residents and property owners. A point infraction system is utilized to document and intervene in response to behavior issues. Students may temporarily or permanently lose the privilege of riding the bus for extreme or reoccurring behavior infractions. Discipline consequences including suspension or expulsion from school may also be warranted depending on the severity and nature of the situation. The transportation point infraction system can be found on the district website. For more information on school transportation call 720-972-4300.

Some of our most important rules, which have been established to prevent behavior that could be dangerous to life, safety and comfort, follow. Please talk with your student(s) about these rules. It is important they understand that to continue riding the bus, these rules need to be followed.

### **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 main office.

### **Riding on the Bus**

- Obey the directions of the driver.
- 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.
- Animals/pets, living or otherwise are not allowed to be transported on the bus.

### **Skateboards and Scooters**

Students may ride skateboards/scooters to and from school for transportation only. Skateboards/scooters must be kept in lockers during school hours and **must not be ridden on school grounds at any time.** These items cannot be transported on the bus.

### **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 parts 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.
- Large Items (i.e., band instruments, science projects. “Rule of Thumb” items that protrude into aisle, extend above seat back, or occupy the space of another student cannot be transported) No skateboards or scooters may be transported 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.

# SILVER HILLS MIDDLE SCHOOL

2009-2010

## Bell Schedule

### Monday, Tuesday, Thursday & Friday Bell Schedule

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
Time	Class	Time	Class	Time	Class
8:30-9:40	1 <sup>st</sup> Period Core	8:30-9:40	1 <sup>st</sup> Period Core	8:30-9:40	1 <sup>st</sup> Period Core
9:44-10:34	2 <sup>nd</sup> Period Elective	9:44-10:53	2 <sup>nd</sup> Period Core	9:44-10:53	2 <sup>nd</sup> Period Core
10:38-11:28	3 <sup>rd</sup> Period Elective	10:57-11:29	Lunch	10:57-12:06	3 <sup>rd</sup> Period Core
11:32-12:03	Lunch	11:33-12:23	3 <sup>rd</sup> Period Elective	12:10-12:40	Lunch
12:07-1:17	4 <sup>th</sup> Period Core	12:27-1:17	4 <sup>th</sup> Period Elective	12:44-1:54	4 <sup>th</sup> Period Core
1:21-2:31	5 <sup>th</sup> Period Core	1:21-2:31	5 <sup>th</sup> Period Core	1:58-2:49	5 <sup>th</sup> Period Elective
2:35-3:45	6 <sup>th</sup> Period Core	2:35-3:45	6 <sup>th</sup> Period Core	2:53-3:45	6 <sup>th</sup> Period Elective

### Wednesday Bell Schedule

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
Time	Class	Time	Class	Time	Class
8:30-9:19	2 <sup>nd</sup> Period Elective	8:30-9:19	1 <sup>st</sup> Period Core	8:30-9:19	1 <sup>st</sup> Period Core
9:23-10:11	3 <sup>rd</sup> Period Elective	9:23-10:11	2 <sup>nd</sup> Period Core	9:23-10:11	2 <sup>nd</sup> Period Core
10:15-11:04	1 <sup>st</sup> Period Core	10:15-10:45	Lunch	10:15-11:04	3 <sup>rd</sup> Period Core
11:08-11:38	Lunch	10:49-11:38	3 <sup>rd</sup> Period Elective	11:08-11:57	4 <sup>th</sup> Period Core
11:42-12:31	4 <sup>th</sup> Period Core	11:42-12:31	4 <sup>th</sup> Period Elective	12:01-12:31	Lunch
12:35-1:23	5 <sup>th</sup> Period Core	12:35-1:23	5 <sup>th</sup> Period Core	12:35-1:23	5 <sup>th</sup> Period Elective
1:27-2:15	6 <sup>th</sup> Period Core	1:27-2:15	6 <sup>th</sup> Period Core	1:27-2:15	6 <sup>th</sup> Period Elective

### Assembly Bell Schedule

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
Time	Class	Time	Class	Time	Class
8:30-9:24	2 <sup>nd</sup> Period Elective	8:30-9:24	1 <sup>st</sup> Period Core	8:30-9:24	1 <sup>st</sup> Period Core
9:28-10:22	3 <sup>rd</sup> Period Elective	9:28-10:22	2 <sup>nd</sup> Period Core	9:28-10:22	2 <sup>nd</sup> Period Core
10:26-11:20	1 <sup>st</sup> Period Core	10:26-10:56	Lunch	10:26-11:20	3 <sup>rd</sup> Period Core
11:24-11:54	Lunch	11:00-11:54	3 <sup>rd</sup> Period Elective	11:24-12:18	4 <sup>th</sup> Period Core
11:58-12:52	4 <sup>th</sup> Period Core	11:58-12:52	4 <sup>th</sup> Period Elective	12:22-12:52	Lunch
12:56-1:50	5 <sup>th</sup> Period Core	12:56-1:50	5 <sup>th</sup> Period Core	12:56-1:50	5 <sup>th</sup> Period Elective
1:54-2:45	6 <sup>th</sup> Period Core	1:54-2:45	6 <sup>th</sup> Period Core	1:54-2:45	6 <sup>th</sup> Period Elective

# Adams 12 Five Star Schools Student Discipline Matrix 2009-10

*Policy references may include only summaries. Please refer to Superintendent Policy 5145.4 - Student Conduct, Discipline and Due Process, for complete language.*

*Violations include offenses that occur on school grounds, in a school vehicle, or in connection with or at a school activity.*

*Off campus violations may also result in school disciplinary action as described in Class IV below.*

*Appropriate consequences for violations other than Class I violations shall be discretionary based upon the severity of the incident and the circumstances.*

CLASSES OF VIOLATIONS	POLICY 5000 REFERENCE	INTERVENTIONS OR CONSEQUENCES
<p>Class One Violations Policy 5000 – 3.1 (some also described in 2.0)</p> <p>Violations at school, on school/district grounds, at a school activity, or in a school vehicle, which, if supported by a preponderance of evidence, shall result in a mandatory expulsion referral for the first offense.</p>	<p>As defined by law: (3.1.1-3.1.2) Carrying, bringing, using or possessing a dangerous weapon (3.1.5) Sale of a drug or controlled substance, including alcohol (3.1.6) Robbery (3.1.7) 1<sup>st</sup> or 2<sup>nd</sup> Degree Assault (3.1.8 &amp; 4.0) Habitually Disruptive – 3<sup>rd</sup> step</p>	<p>Required Actions for Class I Violations:</p> <ul style="list-style-type: none"> <li>• Referral to Law Enforcement</li> <li>• Suspension Pending Expulsion Proceedings</li> <li>• Expulsion Proceedings</li> </ul>
<p>Class Two Violations Policy 5000 – 3.2 (some also described in 2.0)</p> <p>Violations and/or disruptive actions which, if supported by a preponderance of evidence, may result in corrective action up to suspension or expulsion for the first offense and are likely to be designated as a “disruptive act” toward declaration as a “habitually disruptive student”.</p>	<p>(3.2.1) Fighting (3.2.2) Encouraging fighting or assault including verbal insults, taunts or challenges (3.2.3) Vandalism or willful destruction of school or personal (employee or student) property (3.2.4) Bringing, possessing, consuming, use, being under the influence, transfer or distribution (noted in section 2.14) of a drug or controlled substance or possessing drug or alcohol paraphernalia (3.2.5) Intentional harassment, bullying, intimidation or physical or verbal abuse. Also includes repeated touching or following of a person, threatening, hazing or initiations (3.2.6) Sexual harassment (See also Policy 8400) (3.2.7) Physical or verbal abuse, including use of lewd or obscene language or involvement in lewd or obscene conduct. Also includes ethnic or racial slurs, or derogatory statements. Also includes any intimidation based on race, disability, religion, national origin or gender (3.2.8 &amp; 2.2) Repeated or substantial disrespect to or defiance of authority (3.2.9) Possession or use of any dangerous item (3.2.10) Possession of a knife or bladed instrument not approved by school (2.1) Repeated interference with a school’s ability to provide educational opportunities to other students (2.13) Gang-related activity (further defined in Policy 5140 – Safe Schools) (2.16) Rioting or illegal demonstrations</p>	<p>Discretionary Actions for Class II, III, IV Violations (Including Intervention and Disciplinary Measures) - As appropriate based on factors including but not limited to: Nature/Severity of Offense, History of Offenses, Campus/District Policies and Available Resources.</p> <ul style="list-style-type: none"> <li>• Warn, counsel, teach appropriate behaviors</li> <li>• Verbal or written apology</li> <li>• “Time out” or “refocus” process</li> <li>• Student calling parent</li> <li>• School call to parent</li> <li>• Conference – parent, student and/or teacher</li> <li>• Counselor referral</li> <li>• Conference – administrator</li> <li>• Conference – School Resource Officer</li> <li>• Contract: behavior, academic and/or attendance</li> <li>• Behavior intervention/support plan</li> <li>• Detention: lunch, before or after School</li> <li>• After hours of Saturday School</li> <li>• Loss of privileges or extra-curricular activities</li> <li>• Referral to intervention team</li> <li>• Referral to mentoring program</li> <li>• Referral to peer mediation</li> <li>• Referral to education/counseling program</li> <li>• Restitution (replacement, monetary, time, service)</li> <li>• Referral to law enforcement</li> <li>• Referral to truancy court</li> <li>• Referral for alternative to suspension</li> <li>• Parent “shadow” child at school</li> <li>• Development of a Remedial Discipline Plan</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Referral to district expulsion hearing</li> <li>• Referral to alternative to expulsion program</li> <li>• Expulsion from school</li> </ul>
<p>Class Three Violations and Discretionary Violations Policy 5000 – 3.3 (some also described in 2.0)</p> <p>Violations for which disciplinary action is discretionary, up to or including suspension or expulsion for the first offense, and may be designated as a “disruptive act” toward designation as a “habitually disruptive student”.</p>	<p>(3.3.1) Stealing or borrowing without authorization. (See also theft in section 2.3) (3.3.2) Profanity (3.3.3) Academic dishonesty (3.3.4) Failure to attend detention (3.3.5) Indecent or improper dress (3.3.6) Violation of Policy 5139 - Electronic Communication Devices or 5140 - Safe Schools. (3.3.7) Violation of Internet / Technology Policy 6300 (including threats not otherwise defined in 3.2.5) (3.3.8) Forgery or counterfeiting of documents or currency (3.3.9) Unsafe operation of a motor vehicle on school property (3.3.10) Violations of other district or campus policies not noted (3.3.11) Any other behavior which interferes with or disrupts the educational process (2.9) False accusations (2.10) Slanderous or libelous materials (2.15) Tobacco violations</p>	<ul style="list-style-type: none"> <li>• Referral to law enforcement</li> <li>• Referral to truancy court</li> <li>• Referral for alternative to suspension</li> <li>• Parent “shadow” child at school</li> <li>• Development of a Remedial Discipline Plan</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Referral to district expulsion hearing</li> <li>• Referral to alternative to expulsion program</li> <li>• Expulsion from school</li> </ul>
<p>Class Four Offenses Policy 5000 – 3.4 (some also described in 2.0)</p> <p>Violations that occur off campus, but are likely to be detrimental to the welfare or safety of pupils or school personnel. Based upon circumstances, discipline is discretionary, up to and including suspension or expulsion, or denial of admission for the first offense.</p>	<p>(2.6) Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or others (2.17) Having been expelled in any school district during the preceding 12 months (2.18) Behavior in another school district in the preceding 12 months that is detrimental to welfare or safety of other pupils or school personnel</p>	<ul style="list-style-type: none"> <li>• Development of a Remedial Discipline Plan</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Referral to district expulsion hearing</li> <li>• Referral to alternative to expulsion program</li> <li>• Expulsion from school</li> </ul>