



4451 E 72<sup>nd</sup> Avenue, Commerce City, CO. 80022

**Mascot:** Eagles

**School Colors:** Blue, White and Orange

**Martin Pearson-Principal**

**Jennifer Lindberg**

**Lloyd Martinez-School Security**

**Giuliana Marquez-Office Manager**

**Laurie Warren and Miranda West-Counselors**

**Office Hours: 8:30 a.m. – 4:30 p.m.**

**Main Office Phone Number: 303-853-5401**

**Attendance Line: 303-853-5448**

**This planner belongs to:**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Adams County School District 14 Superintendent**

Dr. Javier Abrego

**Adams County School District 14 School Board**

Connie Quintana, Harvest Thomas, Dr. Bill Hyde, David Rolla, Sen. Dominick Moreno

**“If I plan to learn, I must learn to plan.”**

Dear Parents and Guardians,

The staff of Adams City Middle School is pleased to give this planner to your child. **Students are expected to have it with them at school every day and during each class period.** Consistent use of it, along with encouragement from you, will help ensure success in school this year.

The purpose of the planner is two-fold:

- It is an organization tool for your child.
- It is a home to school communication tool for you and your child's teachers.

We ask that you do the following three things:

1. Review the features of the agenda with your child. It contains the school handbook and assignment calendar. **Please be sure to discuss the Adams City Middle School Policies with your child.**
2. Each page of the assignment calendar provides space for teacher comments. Homework and study assignments are to be written on the assignment calendar in the appropriate spaces each day. Teachers will periodically communicate with you on these pages and may require your signature. You may also use this planner to communicate with teachers.
3. Please let us know that you have reviewed the handbook and the importance of this planner with your child by signing at the bottom of this page. Please feel free to add your comments in the space provided.

Thank you,

The Adams City Middle School Staff

Yes, I have reviewed and understand the handbook and planner, and I have discussed it with my child.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent/Guardian Signature

We invite your comments:

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# Adams City Middle School

## 2018-2019 Student/Parent Handbook

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## **Purpose**

*This planner is intended to help students stay organized and provide them with simple guidelines regarding grades, behavior, and overall expectations for you while attending Adams City Middle School. This planner should be carried with the student between every class and used to document important information including homework, class work, assessment dates, and other important information. Hall passess are included inside to allow students get access to his/her locker and restrooms during class time. It is required that students have a planner at Adams City Middle School. Students who lose their planner can get it replaced in the main office for \$5. If the student does not have cash, the cost for the replacement of the student planner will be charged to his/her student fee accounts.*

## **General Information for Parents/Guardians Drop-Off, Pickup, and Supervision**

**PLEASE BE ADVISED:** Parents are responsible to pick up their students within 15 minutes of their day's final activity. Students must not be left at school after dismissal. School staff is responsible for your student until dismissal. Parents are responsible for them after dismissal. If your student is staying for after school activities, this applies as well. Please be responsible parents and make arrangements for your students after school! Students also should not be on school grounds before 8:50am.

There is no supervision prior to 8:50am or beyond 4:30 pm, Monday through Friday, unless they are participating in approved after school activities (supervising staff keeps a roster). Your student's safety is our concern; please do not allow them to be on school property before or after those hours.

If your student stays after school to play on the soccer field, football field, or basketball courts north of the school, there is **no supervision** for this area at all.

**PLEASE NOTE: THE SCHOOL GROUNDS AND SURROUNDING AREAS ARE NOT SUPERVISED BY SCHOOL STAFF OR AFTER SCHOOL FOR MORE THAN 10 MINUTES. WE WILL NOT BE HELD RESPONSIBLE FOR INJURIES SUSTAINED ON THE FOOTBALL FIELD, TRACK OR OTHER AREAS OF THE SCHOOL CAMPUS BEFORE OR AFTER THOSE TIMES.**

### **Leaving School Early**

**Removing your student from school before the school day ends is highly discouraged.** Interrupting end-of-the-day procedures is not only disruptive to the teacher but also to the students. It also counts against your

student's attendance record. Habitual early removal will count against your student's attendance in the same way tardy counts against the attendance record. However, we understand that sometimes circumstances arise. It takes about 20 minutes to locate and have a student to the office. **So, we ask that you pick your student up before 3:50 pm; please plan accordingly. Students will not be called out of class after 3:50 pm** except in cases of emergency. Calling into classes disrupts the learning of others and parents/guardians who arrive after 3:50 pm will need to wait until the end of the school day to get their child.

**Students leaving before the end of the school day must be checked out of the office by the listed guardian on Infinite Campus. A legal ID must be presented to the front office staff to verify the check out.**

Please pay close attention when listing names of responsible adults. Please list as many as you need, as the school will not release a student to anyone not in Infinite Campus who does not have custodial rights to the child.

### **Telephone Use and Contact with School Staff**

Student use of the school telephone is limited to emergencies. In addition, calls to teachers will not be forwarded to classrooms during the school day as the ringing of the telephone is disruptive to the learning process. Instead, calls to the office will result in a message being taken and placed in the teacher's mailbox. Please allow 48 hours for returned calls or emails from the school. **Parents are encouraged to contact teachers via email instead of by telephone.**

Mr. Pearson generally can return calls within 48 hours provided he is in the building on the day the call is made. Phone messages should include general information about the parent/guardian need. Messages without sufficient information may be prioritized behind other school needs and messages.

\*\*\*If you would like to leave a message to speak with a particular teacher, to schedule a special event, or to schedule a conference, please call the main office to leave a message. Teachers will usually check messages before and after school.

Students will not be allowed to make frequent calls from school to ask for school items left at home. Students are expected to make calls home from the office only. Students and their families are expected to be responsible and frequent calling means disruption of the operation of the office as well as missed class time. After-school plans should be made ahead of time.

## **Student Cell Phone and Electronic Device Use**

**Student cell phone usage shall be limited to the times before and after school. Students using their cell phones during the school hours will have their phones confiscated, and parents must retrieve them from the office after the second offense. For the first offense, students will need to retrieve their phone from the main office at the end of the school day. Cell phone usage at Adams City Middle School is a serious offense and phones taken at school will be taken and held at the office for extended periods of time when this rule is broken. PARENTS SHOULD NOT CALL OR TEXT STUDENTS DURING SCHOOL HOURS. (Adams County School District 14 Policy, File JS)**

## **Grade, Attendance, and Behavior Checks**

Parents are encouraged to check their child's grades a minimum of 1 time per week. A periodic phone messenger will be sent out as a reminder. For parents who do not have internet access at home we recommend accessing school computers, the public library, or internet hot spots to check. In addition, all families will have access to the Infinite Campus Parent Portal. Please contact the ACMS Registrar to obtain sign-in information for all of your students who attend Adams 14 schools.

### **Using the Infinite Campus Parent Portal as a Resource for Parents:**

All parents can get Parent Portal access for their students. This tool will provide you with immediate, up-to-date information about your child's activities at school. Through the Parent Portal, you will be able to do the following:

- See your child's attendance (immediately after it has been entered by the teacher)
- See your child's homework assignments
- See your child's grades on completed homework assignments
- Verify your contact information
- Verify your child's immunization record
- View and print your child's schedule
- Print a "missing assignments" report

## **Health and Medication**

Minor injuries (those treatable with washing, TLC, and Band-Aids) are taken care of in the office. There is a Health Para and a sick room is provided for students who need to lie down. Office personnel will take temperatures, provide ice packs, and call parents as needed. We do not make major health decisions, so please keep your child's enrollment information current. The school will call 911 for all major emergencies. Students should not call parents from cell phones. If they are ill they need the assistance of office personnel to help them and should go to the health office.

### **Medications**

The responsibility for dispensing medication lies with the

parent(s), legal guardian(s), or legal custodian(s) of the student.

If under exceptional circumstances, a student is required to take medication during school hours and the parent(s), or legal custodian(s) cannot be at school to administer the medication, only the school nurse or other designee, on behalf of the district, may agree to administer the medication.

Written instructions and a form to be signed by the licensed health care practitioner and the parent may be obtained from the school office. **Non-prescription medication is included in this policy.** Students are not to bring medication of any kind to school. Parent(s)/legal custodian(s) are required to deliver medication to the office in the original pharmacy bottle. **This policy does include inhalers.**

**The following requirements are to be met before any medication, either prescription or non-prescription, can be given at school.**

- All medications (prescription or not) for student use must be stored in the school office and administered by the office staff.
- Each medication must be accompanied by detailed instructions from the parent and doctor giving the student's name, date, name of medication, its purpose, dosage, timing of doses, possible side effects, termination date of dispensing, and waiver. If a medication is continuous, this form must be updated and signed every year. Forms are available in the office AND MAY BE FAXED FROM US TO THE DOCTOR AND BACK.
- Only parents or guardians may deliver medication to school. Students and teachers are not to store or administer any medications. It is very dangerous to mix medications in student's lunches or drinks due to the possibility of switched lunch boxes or trading of food.
- Only those school personnel who have received specialized training conducted by an Adams 14 District nurse may dispense medication.

## **Immunizations**

**"No shots? No school."** In accordance with Colorado law, all students must have updated proof of immunizations or have a signed waiver on file. Failure to provide proof will result in exclusion from any Colorado school. Please contact Charlene Perea, Health Clerk, if you have any questions. Immunization records may be faxed to the main office.

## **Academic Programs and Policies**

### **Book and Material Checkout**

All students will receive books and materials needed to be successful in the classroom. Each student will be expected to return the text in good condition. Many of

the textbooks cost as much as \$80.00. Parents/guardians are responsible for the replacement fees for any lost or damaged books from the classroom or the Media Center. **Students with unpaid fines will not be eligible to participate in activities including, but not limited to, athletics and field trips.**

### **Course Changes**

A student or parent-led course change can be made during the first week of the semester. Course change forms are available with the counselors. Teacher approval is required on the form. Any questions about course placement after the first week will require a meeting with Mr. Pearson. Due to potential schedule issues, course change requests cannot always be honored.

### **Grading Overview**

Adams City Middle School operates on the belief that grades should always be indicative of what students know and are able to do.

#### **Guiding Principles**

- All grading practices must be related to achievement of district standards, state standards and /or program expectations.
- 80% of a student's grade is earned from summative assessments or tests.
- 20% of a student's grade is earned from class work and homework.
- Effort, participation, attitude, and other behaviors will not be included in grades unless they are a stated part of the standards for that class.

#### **Assessment (Tests) 80%**

- All tests given to students will be connected to the Colorado State and/or Adams 14 School District standards and program expectations.
- At the end of each unit of material, assessments will be given where students will be asked to show that they have learned the material, can perform necessary skills and apply concepts to solve problems. These assessments (tests) will be the majority of student's grades each semester.
- Assessments don't always take the form of a paper/pencil test. They can also be, but not necessarily limited to: class presentations, labs, extended writing assignments, and projects.
- Students will be provided with ample notification of upcoming assessments. It is the student's responsibility to write assessment dates in his/her planner in order to stay organized. If a student is absent, it is his/her responsibility to schedule a time with his/her teacher to make up the assessment. **Students that have a missing assessment will receive a 50% until that assessment has been completed. Assessments**
- Assignments handed in late without a 24- hour late pass will not be given credit. It is the teacher's discretion to determine when the use of a 24-hour late pass is appropriate. Assessments and/or long-term

#### **must be made-up prior to the end of the grading term.**

- Students earning a 'B' grade or lower will be given the opportunity to re-take assessments. An alternative assessment may be offered.
- Student's earning a 'D' or lower on an assessment will be required to retake that assessment or make appropriate corrections based on the feedback he/she receives from the teacher. In the event that a student either chooses or is required to retake a written test, teachers will schedule this retake to take place either during the student's lunch period, either after school, or during the teacher's office hours. It is suggested that students work with his/her teacher to get the information necessary in order to be successful on the assessment. Some teachers may require the student to attend a study session prior to the retake being administered.
- When a student needs to attend more than one content area "study or retake" session, the student is responsible for making arrangements with the appropriate teachers to determine a date to complete the re-assessments in a timely fashion. Teachers will assist students through this process, helping them make decisions and prioritize reassessment dates.
- In situations where the teacher has determined that the student has not made the maximum effort to complete an assessment/homework/class work successfully, the teacher has the right to refuse acceptance of the designated assignment until the student puts forth the appropriate effort.

#### **Homework/Classwork 20%**

- Practice consists of all the assignments given to students during the learning process to help develop their understanding of a concept. Practice assignments will be done both in class and at home.
- Students will be given homework/class work assignments to practice their skills individually on a regular basis.
- It is important that students attempt and give serious thought to all problems, as our difficult content is best learned through this individual practice. These assignments will be discussed and checked giving students the opportunity to ask questions of each other and the teacher to further increase their understanding.
- Short, practice quizzes or assignments will be administered consistently and often throughout each trimester. The sole purpose of these quizzes is for students to gauge their current understanding and correct misconceptions.
- Missing practice assignments that are entered into the grade book will receive a zero.
- Students will be provided two late 24-hour homework/classwork pass per class, per semester. Students will receive the full credit earned for assignments turned in with a 24-hour late pass. assignments cannot be turned in using a 24-hour late pass.
- Teachers will keep track of the number of passes used by each student and students will NOT be reissued

passes for any reason throughout the trimester. Passes are good for one semester at a time. Passes are not transferrable from semester to semester, or from student to student.

- In situations where the teacher has determined that the student has not made the maximum effort to complete an assessment/homework/class work successfully, the teacher has the right to refuse acceptance of the designated assignment until the student puts forth the appropriate effort.

**Additional Information**

- **NO extra credit assignments will be given or accepted in an attempt impact a standing grade in a class.**
- Student percentages will not be rounded up in order to reflect a higher grade.

**Assignment Non-Negotiables**

If your assignment does not include the following non-negotiables, your teacher will hand it back to you. You must fix and resubmit your assignment before you will receive a grade.

- **HEADING:** Every paper you turn in should have your name, class period, date, and assignment located at the top, right-hand corner of your paper.
- **PROPER TOOLS:** Use a pen or pencil only. Assignments cannot be completed in markers, colored pencils, etc.
- **LEGIBLE:** If your teacher cannot read your writing, he/she cannot grade your writing.
- **PROPER LANGUAGE:** No “texty” language is allowed on written assignments, unless it is being used creatively

**Planners**

Planners must be taken to each class every day. Both class work and homework is expected to be written in each section for each class. Teachers will be checking planners and students will be held accountable for writing in their planners. If your planner is LOST, a replacement must be purchased in the front office for \$5. Planners can also be purchased/replaced using PBiS SOAR cards. See PBiS reward list to specifics.

**Retention Policy**

At Adams City Middle School we believe that a student's academic performance in his/her classes and on standardized assessments serve as an indicator of success; or lack thereof, in future grades. We take the education of our students very seriously and will take the necessary steps to ensure that they get the best education possible. While it is always our goal to help our students progress naturally through the grade levels, some students may require additional time in a specific class or grade level in order to gain the skills necessary to be successful at the next grade level. Hence, we will use the following guidelines to determine a student's qualifications to progress to the next grade level.

**Retention Criteria**

In order for a student to successfully graduate to the next grade level, the following criteria must be met:

- Earn a 'C' or higher in three or more core classes (math, science, social studies, language arts, or intervention courses) for an academic year. Final grades will be averaged based on a 4 point scale in order to determine retention eligibility.

**Grade Point Conversion Scale**

Grade	Points
A	4
B	3
C	2
D	1
F	0

- In order for a student to pass a class for the year, he/she must earn at least 4 points for each core class. For example, if a student earns a 'C' in his/her math class for each semester, he/she would have earned the required 4 points needed to graduate to the next level. However, if the same student earned a 'C' during one semester, and then earned a 'D' during the third semester, he/she would have earned only 3 points and therefore would qualify for retention.
- Demonstrate at least 1 years' growth on his/her STAR test in the areas of reading and math. The criteria for each student to achieve 1 years growth on either test is different for each student and is based on his/her specific scores. Some students will require higher scores while others may not need to score as high. The assessment is administered 3 times per year (fall, winter, spring). The scores will be reviewed periodically to determine growth and potential implications on retention.
- Student CMAS/PARCC scores will also be reviewed annually for sixth and seventh grade students. These scores, too, will be used to determine if the student is performing at grade level. This assessment is administered one time per year in the spring. Student results are made available to the school in late July.
- Students who enroll in Adams City Middle School mid-year will be reviewed by administration. Grades and assessment scores earned while in attendance at previous schools may be considered as part of the retention criteria.
- **The criteria above will serve as a guideline. However, every student meeting the above criteria will be reviewed on a case by case basis. Final decisions regarding retention will always be made based on the best interest of the student.**

**Retention Process**

- During the middle of each semester, approximately every nine weeks or at mid-term, administrators will review student grades to determine if they have the

potential to fail any of the core classes for that grading term.

- At the mid-term of each semester, the parents/guardians of those students who meet the above criteria will be mailed a letter indicating their student's current academic status.
- At the end of each semester, administrators will once again review each student's academic standing in correlation with their standardized assessment scores.
- If a student is in danger of being retained at the end of the school year, an administrator will contact the parent/guardian to schedule a meeting to discuss the student's current academic concerns and develop a plan for improvement.
- **Final decisions regarding the retention of a student will not be made until the end of the school year. Students cannot be retained solely based on grades or assessment scores. In order for a student to qualify for retention, he/she must meet all the above criteria.**
- **The decision to retain a student will be made in conjunction with the school and parent/guardian. Both parties must be in agreement for a student to be retained.**

## **Behavior Expectations and Policies**

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, Adams City Middle School will enforce District policies, 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.

Specifically, the administration at Adams City Middle School has determined that certain acts of conduct are disruptive. These, being clearly dangerous to the welfare, safety, or morals of other students or being contrary to the authority of school personnel or both. The following 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;

- **Students who currently are on an Individualized Education Plan (IEP) or 504 Plan will be provided additional consideration before a final decision regarding retention is made.**
- Outside of the Adams City Middle School retention guidelines, parents may request that their student be retained. In this instance the parent will be required to schedule a meeting with the Principal to discuss the concern. The Principal may implement his/her authority to make the final decision based on the best interest of the student.

### **Additional Information**

Most students who qualify for retention do so because of a lack of effort on their class assignments and tests, or on standardized assessment. Students who maintain a strong work ethic and desire for success are typically successful. As part of the mission of Adams City Middle School, we see the purpose of school being to educate our students so that they may be successful throughout their lives. Our academic policies are established in an effort to provide students with all the necessary tools and skills to help them accomplish that mission.

- Obscene language or actions.
- 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. Physician prescribed medication that must be taken at school is required to be kept in the main office. Additionally, a note from a physician is required in order for staff to administer said medication.
- Smoking on school premises is prohibited. It is also illegal for students under the age of 18 to buy or possess cigarettes.
- Fighting, rioting, or illegal or disruptive demonstrations on school grounds or at a school event.
- Bullying, harassment, and or any other form of intimidation via personal, cyber, or otherwise.
- Encouraging or instigating a fight or altercation.
- Providing false information during an investigation.

### **Out of School Suspension**

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. In most circumstances, the administration will require that the student and parent/guardian participate in a reentry meeting prior to the students return.



The administration at Adams City Middle School has created a Discipline Matrix that has been included in this handbook. The administration believes that having a matrix in place helps students, parents and staff be more aware of proposed consequences for certain infractions. While each case is looked at individually, it benefits everyone involved to have a structure in place for dealing with inappropriate behavior.

Any class work missed as the result of a suspension is the responsibility of the student. The student has the opportunity to make-up work during the period of suspension.

### **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 on your own knowledge, talents, and efforts. Students at Adams City 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 or testing period.
- 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.

**Academic dishonesty, in any form, will not be tolerated at Adams City Middle School. Disciplinary action will be taken as a result of academic dishonesty.**

### **Backpacks/Purses/Bags**

Backpacks are allowed in classrooms but must be placed in a secure location in the classroom as not to create a safety concern or prevent students and teachers from moving about the aisles. Most teachers will have a designated location within their classroom for backpacks. **Purses/bags may be carried in backpacks but cannot be brought to class independently.**

### **Bullying**

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. **Adams City Middle School has a Zero Tolerance policy towards bullying.**

Bullying which is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment.

- All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and / or address bullying.
- Students who believe they have been victims of bullying should immediately report it to an administrator/ counselor or teacher at their school. Bullying can also be reported confidentially via the school website using Safe to Tell icon.
- Students who witness bullying are expected to seek the help of a school employee, if at all possible under the circumstances.
- School staff who witness bullying in any circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action
- **Any act of cyber bullying via email, Facebook, Twitter, SnapChat, Musical.ly, Finsta, etc. will receive disciplinary consequences. This includes behavior that takes place off of school grounds but ultimately causes a disruption to the educational process at Adams City Middle School. Any administrative or staff time utilized to investigate an infraction constitutes a disruption to the educational process.**

Bullying goes unreported by the majority of students. Many of them worry about potential retaliation. Our goal is to help students by advocating for their safety. Students who have been victims to *or* witnessed this behavior are encouraged to report it to the main office. School administrators/counselors shall ensure that all reports involving student bullying remain confidential and are promptly and thoroughly investigated, and that appropriate action is taken.

We encourage the victim not to take matters to their own hands. First, it's unsafe to do so. Secondly, rarely does this type of behavior resolve the problem.

**Any student, including those who have been previously victimized, that willfully engages in a physical altercation will be subject to disciplinary consequences. Fighting or retaliation, for any reason, is not condoned at Adams City Middle School. If a student feels threatened, either physically or verbally, he/she is expected to report it to the main office.**

### **Electronic Devices Policy**

The Superintendent has determined that cell phones may have specific educational purposes, while their use outside of these purposes may create a distraction

to the learning environment. Student possession of an electronic device in the District is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required.

Additionally, the Superintendent prohibits the use of other communication devices (i.e. two-way radios, pagers, PDA's and laptops with two-way messaging capabilities) by students. An exception to this rule would be a student who is using a school-issued laptop for educational purposes, but who is not using the two-way messaging capability and/or wireless transmittal capability. An additional exception would be made for those students whose IEP, 504 plans, or building level accommodations require them to use electronic devices as part of their educational plan. Electronic devices to include cell phones and MP3 players are subject to the following guidelines.

- In school (classroom, library, labs, hallways, etc.) such devices must be in the "off" or "silent" position at all times and stored out of sight.
- 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 violates the current Superintendent policy.
- Such devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District's Superintendent policy for students.
- Prohibited uses include but are not limited to creating video or audio recordings, or taking photographs, without permission.

Possession of an electronic device by a student is a privilege that may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phone and/or other electronic device(s). Adams 14 School District shall not assume any responsibility for theft, loss, or damage of a cell phone or other electronic device, nor will the District assume any responsibility for unauthorized calls made on a cell phone.

#### **Camera or Picture Cell Phones**

It is the District's position that camera or picture cell phones pose threats to freedoms of privacy. Picture phones can be used to exploit personal information and compromise the integrity of educational programs. Additionally, picture or camera phones can be used to document inappropriate, violent or provocative information. Accordingly, the camera function of a cell phone or other electronic device is strictly prohibited on school premises at all times. Furthermore, the viewing, distribution or sharing of these types of materials via cell phone is strictly prohibited. Students who violate this provision of the policy will have their cell phone confiscated, disciplinary consequences will be administered and a parent/guardian will be required to

meet with the building principal or his/her designee before the phone will be returned. Under some circumstances, the phone may be turned over to the Commerce City Police department.

#### **Use of Cell Phones on School Grounds**

Use or possession of cell phones during the school day is prohibited. Cell phones must be placed in the student's locker/backpack and remain there until the end of the school day.

Periodically, a teacher may allow students to bring their cell phone to class in order to be used for educational purposes. The student is expected to return the cell phone to their locker/backpack at the end of that class period.

**From time to time parents/guardians will attempt to contact their students by either phone or text during the school day. This causes a distraction to the learning environment and therefore is strictly prohibited. It is also prohibited for students to contact their parent/guardian via phone or text during the school day. Students who are caught using their phone during the school day, regardless of the reason, will be subject to disciplinary consequences.**

**If a parent/guardian must get ahold of their student, please contact the main office at 303-853-5401. The front office staff will gladly take a message for your student and deliver it to them at the appropriate time. Students will not be called out of class to talk to a parent/guardian. If a parent/guardian requests to talk to their student during the school day, the front office staff will take a message and have the student call the parent/guardian during a passing period or lunch. This method can only be used for emergency situations and should not be habitual.**

#### **Tablets, iPods and other Electronic Devices**

The Superintendent prohibits the use of tablets, iPods and other similar electronic devices during any and all instructional time, unless instructed to use such device by the teacher. Should a teacher decide that the use of an electronic device is necessary for instructional purposes; the teacher shall ensure that all students have access to the electronic device. The Superintendent reserves the right to define the educational value of any new electronic devices that may become available in the future, and to prohibit or allow their use accordingly. Communication with parents/guardians may be facilitated through the school's central office.

While a student at Adams City Middle School, ALL electronic devices; such as but not limited to: cell phones, tablets, iPods, headphones, ear buds, digital cameras, etc. are to be kept in backpacks at all times. Such devices may not be used in a manner that is potentially unsafe, illegal or otherwise might violate the

District's Code of Conduct for students. Prohibited uses include but are not limited to creating video or audio recordings, or taking photographs, without permission.

### **Disciplinary Consequences for Electronic Device Policy Violation**

If students choose to violate this policy, the item(s) will be confiscated from students and they will receive a discipline referral. The discipline for process for electronic violations is as follows:

- 1<sup>st</sup> Offense-Discipline referral and confiscation of device. Student can retrieve device from the main office at the end of the school day.
- 2<sup>nd</sup> Offense-Discipline referral and confiscation of device. Parent/guardian must retrieve the device from the main office during normal business hours.
- 3<sup>rd</sup> Offense-Discipline referral and confiscation of device. Parent/guardian must retrieve the device from the main office during normal business hours.

**Every discipline referral a student earns for an electronic device violation will require a progression of disciplinary consequences up to and including the student ultimately losing the privilege of bringing any electronic devices to school.**

### **Theft of Electronic Devices**

Unfortunately, bringing expensive electronic items to school comes with significant risk of theft. Adams City Middle School assumes no liability for the replacement or recovery of stolen electronic devices.

**Administrative time will not be used in an attempt to recover lost, stolen or damaged cell phones or electronic devices. A student or his/her parent/guardian may contact the police department for appropriate action if necessary. Furthermore, by bringing cell phones and other electronic devices to school, the student and parent consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules or evidence of illegal activity.**

### **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. Students who violate this agreement may lose their Internet access.

### **Dress Code Policy**

Generally, it has been observed that there is a positive relationship between the performance/behavior of a student and the type of her/his dress or appearance. Students are expected to use good taste and judgment in their dress and appearance. School should be

viewed as preparation for future employment and therefore requires an appearance that would be appropriate for that environment.

In order to promote a safe environment that focuses on education and minimizes distractions, the administration of Adams City Middle School establishes student dress expectations. These expectations remain in effect during all school related events to include those that occur beyond the school day and off school grounds.

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

The following items are deemed disruptive or disrespectful to the classroom environment or to the maintenance of safe and orderly school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and all headwear/hats including hairnets worn inside the building. This does include hooded sweatshirts
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, tank tops, spaghetti straps or other similar clothing with straps narrower than 1.5 inches in width, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the midriff/stomach, buttocks, back and chest/breasts and visual undergarments
4. Sagging pants or jeans.

5. Chains, pocket-hanging chains, chain belts, pointed studs/spikes that could be construed as a weapon
6. All altered clothing with gang-like graffiti, which reflect gang affiliation clothing, e.g., pants or blouses/shirts rolled up or tied on one side
7. Any apparel torn or ripped and see-through clothing revealing student undergarments.
8. Jeans or pants that are ripped above the knee.
9. Trench coats, dusters, and sagging pants (a student may be asked to place items in their locker)
10. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or backpacks, visible tattoos, visible body adornments or visible body piercing that could be construed as a weapon or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - o Refer to drugs, tobacco, alcohol, or weapons
  - o Are of a sexual nature
  - o By virtue of color, (such as wearing all red, wearing all blue, or wearing all one color), arrangements, trademarks affiliated with gangs, or other attributes denoting membership in gangs or which advocate drug use, violence, or disruptive behavior
  - o Are obscene, profane, vulgar, lewd, or legally libelous
  - o Threaten the safety or welfare of any person
  - o Promote any activity prohibited by the student code of conduct
  - o Otherwise disrupt the teaching-learning process
  - o Coats are to be stored in the student's backpack place during school hours. Exceptions may be made based on environmental conditions.

### Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

### Disciplinary Consequences for Dress Code Violations

If students choose to violate this policy, students will be issued a discipline referral and required to change into provided Adams City Middle School clothing. At that time, the front office staff will confiscate the inappropriate clothing. The student may retrieve it after they return the Adams City Middle School clothing.

### Physical Education Dress Policy

- Students are required athletic clothing to participate in P.E. class.
- 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.
- No tennis shoes or uniform results in a "no dress".
- Shorts and shirts must be school appropriate.

- 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 every day.

### 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 staff member**. The student hallway passport is located on pages 20-21 in this handbook.

### Public Displays of Affection

Adams City Middle School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- Kissing
- Holding hands
- Fondling
- Cuddling
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging

Inappropriate Public Displays of Affection (PDA) will not be tolerated. Students caught engaging in such practices are subject to the following disciplinary actions:

- *1st Offense* = Verbal Warning. Parents informed of the issue
- *2nd Offense* = Two days of detention. Parent conference on the issue.
- *Subsequent Offenses* = Three days of in-school suspension. Parent conference on the issue.

### Remedial Discipline Plan (RDP)

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 school 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.

### **Search and Seizure**

The District authorizes searches of lockers, backpacks, purses, wallets, pockets etc., when there is reasonable suspicion that the search will result in the discovery of “contraband”, which includes all substances or material prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, and dangerous items.

When possible, an involved student shall be informed of the reason for the search and the official conducting the search shall attempt to secure the student’s consent to the search. The scope of the 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 of expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed.

### **Positive Behavior Intervention Support**

“The mission of the Colorado School-Wide Positive Behavior Intervention Support (PBIS) Initiative is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado” (Colorado Department of Education). Schools that implement PBIS offer a continuum of behavioral supports available for all students. The result is the creation of environments in which problem behavior becomes less effective, efficient, and relevant, and desired behavior more functional.

#### **Major Components of School-Wide PBIS**

- Common approach to discipline
- Positively stated expectations for all students and staff
- Procedures for teaching these expectations to students

- A continuum of procedures for encouraging demonstration and maintenance of these expectations
- A continuum of procedures for discouraging rule-violating behavior
- Procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis

### **School Wide Behavior Principles**

At Adams City Middle School, we teach our students to **SOAR**. If a student is exhibiting SOAR behavior, he or she is demonstrating behaviors that are in line with the following expectations:

**S:** Safety

**O:** Ownership

**A:** Appreciation

**R:** Respect

**The Adams City Middle School Positive Behavior Intervention Support Matrix is available on page 19 of the student handbook.**

Starting on page 23, you will find the SOAR stamp sheets. For every day of the year, for each class, your child will be given a ‘yes’ if he/she has met the SOAR expectations or a ‘no’ if the expectations were not met.

If you student receives all ‘yes’s during a given time period, they have the opportunity to earn rewards for their choices.

Rewards will be communicated to the students by both the grade level and the front office. There may be weekly, monthly, semester and yearlong awards available to students who achieve the expected SOAR behaviors.

### **Attendance Policies**

The Colorado School Attendance Law requires regular school attendance for children under the age of seventeen years. C.R.S. § 22-33-101 et seq. This law places the responsibility of regular attendance on both the student and the parent.

When a child misses more than a reasonable number of days due to illness, school policy requires notes from a doctor or the absences will be unexcused. A student should not be absent due to illness for a long period unless the student has a documented serious illness, is in the hospital, or is under a doctor’s care. If your child has missed more than a reasonable number of days due to illness, then from now on you must bring a

doctor's note to excuse each absence due to illness. **The absence will not be excused until the school receives the doctor's note.** It is the parent's responsibility to make sure that the student is at school, on time, every day. **Students who fail to maintain at least a 95% attendance rate will be subject to a loss of privileges including field trips, sports participation, etc.**

### **Attendance Monitoring Procedures**

Colorado School Attendance Law requires that students miss no more than 10 school days per year, excused or unexcused. In the event that a student has missed 10 or more days of school, he/she may be unenrolled or will be placed on an attendance contract requiring that they do not miss any more days without a note from a doctor. Parents/Guardians cannot excuse days missed beyond ten. Non-compliance with the attendance contract may result in a student and parent being required to appear in Adams County Truancy Court.

During the school year, parents/guardians will be notified via mail if their student is in danger of reaching the 10-day limit. These are automatically generated form letters and will be sent to every parent/guardian that has a student who has missed a significant amount of school days.

### **Excused Absences**

Parents/Guardians must call the school on the same day of their student's absence or on the first day of a multi-day absence. It is the student's responsibility to speak with the teachers for work that can be made up. 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.

Periodically, parents/guardians have decided to take their student's on vacations during the school year. This is not encouraged or condoned as we believe that good attendance is fundamental to the success of our students. However, the first ten missed days are used at the discretion of the parent/guardian unless the student has already been placed on an attendance contract during the previous school year.

Students who have reached their 10-day limit for absences will not be excused for any reason without a doctors' note. Family emergencies may constitute an excused absence. Please contact the principal for final determination.

The following shall be considered excused absences:

- Temporary illness or injury
- Pre-arranged absences approved by an administrator/counselor
- Absent due to physical, mental or emotional disability

- School sponsored activity with advance approval by administration
- The Attendance Office phone line is open 24 hours a day. You can reach the Adams City Middle School Attendance Line at (303) 853-5448. 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 gather and/or 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 48 hours after the request has been initiated. Weekends or holidays are not considered a part of the 48-hour window.
- **Homework cannot always be provided in anticipation of a pre-arranged absence. Students will be given the total days missed, plus one day upon their return to complete any assignments or tests missed during their time of absence. Students who are suspended from school will not be given assignments prior to the suspension.**

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

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

#### **1. During an excused absence:**

- Students shall be allowed to make-up work missed during excused absences for full credit.
- Students will be given the same number of days they were absent plus one additional day to make up those assignments that were assigned on the day of the absence. The make-up period begins on the next school day following an absence.
- Individual teachers may grant extra time for make-up in hardship cases.
- 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.

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

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

#### **3. During an out of school suspension:**

- Students will be allowed to make-up work during an out-of-school suspension. Work must be requested at the time of suspension. Work will need to be completed and handed in upon return back to school.

### **Truancy**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitually truant" shall be defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one (1) month or (10) unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is a risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent, guardian or legal custodian shall participate, with district personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent or guardian to review and evaluate the reasons for the child's truancy. Adopted: 03/09/94 Revised: 10/12/94, 11/12/96, 09/09/98

### **Activities and Athletics Attendance Policy**

Students must be in school at least one half-day, i.e. 9:10-12:10 or 12:10-4:10, before they will be allowed to participate in any extra-curricular activities (practices, plays, games, socials, concerts, etc.).

### **Tardies**

At Adams City Middle School we take tardies as seriously as we do absences. So do the judges who preside over Adams County Truancy Court. Please remember that 3 unexcused tardies equal 1 full day absence. Students are tardy when they are not in their classrooms when the bell rings, even if only one minute

late. Students receive a discipline referral when they accumulate 4 or more tardies over the course of a week (Monday through Friday). When a student is tardy, it is difficult for him/her to transition into the school day, as Adams City Middle School teachers begin teaching from the moment the students enter the classroom.

### **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 or administration 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 and/or pick up 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.

## **Athletics and Activities Overview**

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, is "fun".

### **Academics First Policy**

- Student athletes must maintain a 'C' or higher in all classes in order to participate in competition at Adams City Middle School.
- Students with failing grades ('D' or lower) will be permitted to practice; however they will not be able to participate in games until the failing grade(s) has been raised.
- Students must maintain a 95% attendance rate, (excused or unexcused) to participate in athletics. Any appeal to this policy must be made with the school principal. Generally speaking, excused

absences for medical reasons documented by a physician's note are not subject to this policy.

- Coaches will review athletic eligibility on a weekly basis.

Student athletes are expected to be role models at Adams City 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 administration.

**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.**

### **Current Physical Requirements**

A current physical must be on file 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.

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

### **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.

<b>BOYS</b>	<b>GIRLS</b>
Soccer	Soccer
Football	
Wrestling	Volleyball
Basketball	Basketball
Track	Track

Adams City Middle School engages in interscholastic competition with other middle schools in both boys' and girls' athletics.

### **Activities and Athletics Attendance Policy**

Students must be in school at least one half-day, i.e. 9:10-12:10 or 12:10-4:10, before they will be allowed to participate in any extra-curricular activities (practices, plays, games, socials, concerts, etc.).

## **Safety Procedures**

### **Fire, Lockdown, Lockout 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 per 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.

### **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 police department that our schools are drug free. The primary purpose of canine searches is to show that drug use and possession of drugs will not be tolerated at Adams City Middle 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 police department will continue to review and evaluate the specifics of these searches to ensure their efficiency.



## Adams City Middle School Behavior Consequences

Behavior	Possible Consequence
<b>Abuse / Misuse of equipment or materials</b> <b>Destruction of school property</b>	Call Home OSS 1-3 Days Community Service = \$ of damage Parent payment
<b>Attendance Infraction</b> (tardies, walking out of class)	5 tardies = 1 After School Detention
<b>Disruptive, Disrespectful, Defiant Behavior, Profanity</b> (behavior that prevents learning from happening, not following staff/adult instructions, lewd/indecent/obscene conduct, expression)	Parent Phone Call Detention OSS 1-3 Days
<b>Alcohol, Tobacco, Cigarettes, and/or Drug Offense</b> (possession, distribution, sale, and/or use of alcohol, chemical substances. Also imitating drug use with other substances)	OSS 1 - 10 Days District Level Strike 1 RDP Step 1 Referral for Services
<b>Gang Related Activity</b> (wearing, carrying or displaying gang paraphernalia, including hand signs and graffiti)	OSS 1- 10 Days RDP Step 1 Referral to law enforcement
<b>Fighting/Physical Aggression/ Assault</b> (fighting or the abuse of other students/staff; with two or more parties involved. Aggression/assault of a person/group against another person/group who does not wish to participate)	Student Mediation, Parent Phone Call OSS 3-10 Days Referral to law enforcement RDP Step 1
<b>Harassment, Bullying, Intimidation or Hazing</b> (comments, gestures or requests intended to intimidate, belittle, and or harm others)	OSS 1-3 Day RDP Step 1 Student Mediation, Parent Phone Call
<b>Repeat Interference</b> (repetitive disruptive behavior to the learning environment and/or safety of other students)	10 events total; Parent re-entry and RDP 1 OSS 1-3 days
<b>Theft /Trespassing</b> (taking/concealing property that belongs to others, being present on school property when not allowed)	OSS 1-3 Days Referral to law enforcement
<b>Weapons</b> (possession/use of real or simulated weapons, firearms or explosives)	OSS 1-10 Days RDP Step 1 Referral to Law Enforcement Possible Referral for Expulsion

	<b>Classrooms/ CHAMPS</b>	<b>Media Center / Computer Labs</b>	<b>Bathrooms</b>	<b>Hallways and Common Areas</b>	<b>Cafeteria</b>	<b>Gyms / Recess</b>	<b>Offices</b>	<b>Special Events / Assemblies</b>	<b>Bus</b>
<b>Safety</b>	<p>If you see something, say something</p> <p>Keep your feet on the floor</p> <p>Use the materials for their intended purposes</p>	<p>Always walk</p> <p>Use equipment and materials correctly</p>	<p>Wait your turn in line</p> <p>Use the bathroom for its intended purpose</p>	<p>Walk on the right side of the hallway</p> <p>Walk at all times</p> <p>Carry a valid hall pass</p> <p>Help others in need or notify an adult</p>	<p>Follow dismissal rules</p> <p>Wait in lunch lines in a single file line</p>	<p>Use equipment correctly</p> <p>Make good choices</p> <p>Keep hands and feet to yourself</p>	<p>Give your pass to an adult</p> <p>Leave only when you have a pass</p>	<p>Quickly take your seat with your class</p> <p>Remain seated unless told otherwise</p> <p>Leave your backpacks and other belongings in the classroom or at your feet</p>	<p>Stay seated while the bus is moving</p> <p>Keep your body and belongings inside the bus</p> <p>Keep your hands and feet to yourself</p>
<b>Ownership</b>	<p>Have all necessary supplies for class</p> <p>Own your actions</p> <p>Be ready for learning</p>	<p>Be responsible by turning in materials on time and in good condition</p> <p>Use a quiet, inside voice</p> <p>Use appropriate language</p>	<p>Do your business and leave</p> <p>Keep the stalls and floor clean</p> <p>Wash your hands</p>	<p>Keep all materials in your hands or your backpack</p> <p>Be prepared to show your hall pass</p> <p>Go straight to your destination, no pit stops</p> <p>Use your quiet, inside voice</p>	<p>Have your lunch number or money ready</p> <p>Return to class on time</p> <p>Keep food on your plate or in your mouth</p> <p>Keep food and drinks in the cafeteria</p> <p>Use your quiet, inside voice</p>	<p>Bring clothes to dress out every day</p> <p>Lock your belongings in your locker</p> <p>Return to your next class on time</p> <p>Use the appropriate language</p>	<p>Explain why you are in the office</p> <p>Have all forms (discipline, counseling, attendance) filled out before you arrive</p> <p>Be ready to answer all questions</p> <p>Use a quiet, inside voice</p> <p>Use appropriate language</p>	<p>Be a positive role model</p> <p>Use appropriate language</p> <p>Listen while others are talking</p> <p>Keep hands and feet to yourself</p>	<p>Be aware of your pick up or drop off location</p> <p>Make good choices</p> <p>Be a positive role model</p> <p>Use a quiet, inside voice</p> <p>Use appropriate language</p>
<b>Appreciation</b>	<p>Keep your space and classroom clean</p>	<p>Clean up after yourself – put things back where you found them, push in your chair, etc.</p> <p>Wait your turn in line</p> <p>No food or drinks in the library</p>	<p>Throw trash in the trash cans</p> <p>Report any problems or vandalism</p>	<p>If you see trash, pick it up and throw it away</p> <p>Admire artwork and posters with your eyes, not your hands</p>	<p>Leave the cafeteria cleaner than when you entered</p> <p>Throw all trash away in the trash cans</p> <p>Say “Please” and “thank you” to the cafeteria workers</p>	<p>Take care of the equipment</p> <p>Cooperate with others</p>	<p>Allow the office staff to do their jobs without interrupting</p> <p>Make an appointment when possible</p>	<p>Know what the assembly / event is about prior to attending</p> <p>Avoid side comments and conversations</p> <p>Give applause</p>	<p>Report any incidents immediately</p> <p>Thank your driver</p> <p>Keep the bus clean</p>
<b>Respect</b>	<p>Be kind to people and places</p> <p>Value differences</p> <p>Give your full attention to the speaker</p> <p>Listen to others without interrupting or speaking while someone else is speaking</p>	<p>Respect everyone in the library</p> <p>Take care of the materials in the library</p>	<p>Focus on yourself</p> <p>Respect the privacy of others</p>	<p>Help when asked</p> <p>Use appropriate language</p> <p>Be aware of personal space of others</p> <p>Give the right of way to guests</p> <p>Be polite</p>	<p>Follow all directions the first time</p> <p>Listen to all adults</p> <p>Use good table manners</p>	<p>Follow directions the first time</p> <p>Congratulate yourself and others</p> <p>Be a good sport</p>	<p>Have a seat and wait quietly</p> <p>Be friendly and kind to guests in the building</p> <p>Accept consequences and instructions from adults</p> <p>Knock on closed doors and wait to be invited in</p>	<p>Say thank you to the speakers / performers</p> <p>Encourage those involved</p> <p>Use active listening skills</p>	<p>Keep all belongings in your personal space</p> <p>Listen to the bus driver and all directions</p> <p>Respect the space of others</p>

# ACMS Eagles SOAR Stamp Card August

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card

September

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card October

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card

November

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card

December

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card

January

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



# ACMS Eagles SOAR Stamp Card

February

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card March

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card

April

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# ACMS Eagles SOAR Stamp Card

May

Safety – Ownership – Appreciation – Respect

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28