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### **Mission**

University Schools will help students prepare emotionally and educationally for learning, leading and caring citizenship in their academic, social and civic communities.

### **University Middle School is a place where...**

Innovation and creativity are a basis for promoting learning. Personal ownership of choices and calculated risk-taking with students and faculty are highly encouraged. Students, teachers and parents create a working relationship in this school community; developing knowledge and skills for life-long learning, personal development, academic achievement and a sense of responsibility for all individuals involved in the learning process.

Teachers have a wide range of interests, expertise and are highly qualified to teach in respective content areas. The curriculum includes opportunities for students to develop a thorough understanding and skill base in reading, writing, mathematics, science and social studies, as well as the fine and practical arts and other areas of interest. The curriculum changes and is continually being revised for improvement.

## **I. HIGHLIGHTS AND SPECIAL FEATURES OF THE SCHOOL**

### **Advisor/Advisee Program.**

The Advisor/Advisee Program is one of the most important ways through which students develop a sense of belonging in the school community. Students develop goals; create personal and academic plans, portfolios, and community service projects. Through daily contact with an advisor, students learn in a supportive community of peers and faculty. The Advisor/Advisee Program serves three main purposes: affective development, academic development and student's advocate. In addition, student-led conferences are facilitated by advisors. Students enjoy a three year relationship with advisors.

### **B.A.R.K**

Positive Behavior Support provides clear expectations for four school-wide expectations: **Be** responsible, **Act** with kindness, **Respect** others, and **Keep** safe (**BARK**). Since we are part of a pre-K-12 school, it is important for middle schoolers to model good behavior. Students and staff receive recognition for positive behaviors throughout the year.

### **Community Service**

All students are expected to provide service to the school and/or the community beyond the school. Middle school students earn community service in various ways to complete grade requirements. (Six hours in 6th grade, seven hours in 7th grade and eight hours in 8th grade).

### **Organization**

Team teaching, multi-age advising groups, flexible scheduling and core programs are all important elements of the middle school program. "Family meetings" with all 6-8 students and staff are regularly scheduled.

### **Portfolios**

Each student is expected to create and maintain a portfolio. The student's portfolio demonstrates his/her progress over time. Portfolios include goals, examples of the student's work and provide a comprehensive and developmental view of the student.

### **Self-Directed Learning**

Students direct many aspects of their learning. Advisors and other teachers assist students in this process. Exploratory courses, Honors Projects and Personal Learning Plans (PLPs) allow students the opportunity to pursue individual interests. Students are guided toward being self-directed learners.

## **II. LEARNING ENVIRONMENT**

### ***Student Rights and Responsibilities***

#### **Students have a right to:**

- A rich and appropriate education.
- Be treated with respect and dignity. Students will not be treated differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or where they live.
- Learn from their own mistakes
- Be heard. Students' feelings and opinions will be respected by others.
- Participate in decisions about their own education.
- Expect that they will be in a safe school and that personal and community property will be safe.

#### **Students have a responsibility to:**

- Contribute to a positive learning environment for all.
- Treat others with dignity and respect. Students will not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or where they live.
- Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
- Listen to others, respecting expressions, feelings and opinions of others.
- Help others to participate in decisions about their own education as all work to become self-directed learners.
- Help to create a safe environment for everyone, including safety for personal and community property.

### III. FEE STRUCTURE

Fees for the 2010-2011 school year will be charged per course for consumable goods used in the classroom. Fee waivers are available for families who qualify by completing an application for free and reduced lunches. Fee waiver forms are available in the main office.

### IV. ATTENDANCE

Regular attendance in school is the responsibility of the parent and the student. Good attendance is considered a necessity to achieve success in school. Poor attendance disrupts both the student's learning and the school environment and will result in consequences. Students who have good attendance generally attain higher grades, acquire a better education and are afforded more learning opportunities.

***EXCESSIVE ABSENCES MAY RESULT IN WITHDRAWAL FROM UNIVERSITY SCHOOLS.***

#### **REPORTING ABSENCES**

Parents are responsible for reporting all absences resulting from illness, injury or family emergencies. When a student is absent from school, a parent is expected to call the school about the absence. **It is important to remember that parents report absences, but only the school may legally excuse them. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness.** Calls should be made to the attendance clerk at 506-7000 by 10:00 a.m. the day of the absence. An answering machine is available after hours. If a parent cannot call, University Schools ask that the parent(s) or guardian send a note with the student on the day of the student's return to school. Absences *not* cleared through the office with a phone call or note within 48 hours after the absence *will be recorded as a truancy and can only be cleared by the principal.*

#### **Pre-Arranged Absence**

When a student anticipates leaving town for a number of days, s/he must follow the pre-arranged absence procedure:

1. Have a note from parent(s) stating the reason for leaving and the dates to be missed.
2. Obtain a pre-arranged absence form from the attendance clerk at least one week prior to the absence.
3. Complete the form with teachers' signatures and assignments.
4. Have an administrator sign the form. **Excused absences must meet the requirements described below.**
5. Return the form to the attendance clerk prior to leaving. The attendance clerk will give a copy to the student so s/he and their parents are aware of assignments and any teacher concerns.

#### **Excused Absences**

**In accordance with the Colorado School Attendance Law (CRS 22-33-104), the following conditions excuse a student from compulsory school attendance:**

1. Absences approved by the principal or his/her designee. (Field trips and pre-arranged absences fall under this category).
2. Absences due to temporary illness or injury. (Doctor's appointments fall under this category).
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of a court or law enforcement authorities.

5. Absences for religious observances.

If an absence does not fall into one of these categories, it will be considered **unexcused**.

### **Unexcused Absences**

Any absence from school or class, which does not fall into the categories of excused, will be considered unexcused. This is truancy, and the student will not be allowed to make up the work for credit.

### **Consequences for excessive absences include:**

#### **Teacher Initiated:**

- a. Conference with parents
- b. Academic consequences (e.g. loss of points based on participation, daily work, tests)
- c. Before/After school detention or lunch detention

#### **Administrator Initiated:**

- a. Conference with parents
- b. Before/After school detention or lunch detention
- c. Suspension from school
- d. Withdrawal from a class with an "F"
- e. Withdrawal from school
- f. Referral to Truancy Court
- g. Referral to Social Services

### **Habitually Truant Defined (Crs 22-33-107)**

A student who has attained the age of seven years and is registered as a student in University Schools is habitually truant if s/he has:

- Four unexcused absences from a class or school in any one month.
- Ten absences from class or school during the school year.

Consequences:

- Require a meeting between the student, parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant.
- Meeting must be held no later than 10 school days after the student's fourth unexcused absence in a month or 10<sup>th</sup> unexcused absence in a year.
- Development of a written attendance plan.

### **Illness at School**

If a student becomes ill while in school, s/he must secure permission from the Nurse in the Student Services Office before leaving the building. Parents or an emergency contact will be notified before an ill student is permitted to leave school. When leaving, students must be signed out from the main office. (See Student Services on p. 20).

### **Medical and Dental appointments**

Appointments must be cleared through the Attendance Clerk. The student will be allowed to leave if an appointment slip or parent's note is presented to the office the day of the appointment, or if the parent has called the Attendance Clerk to prearrange the absence prior to the day of the appointment. A parent who comes to pick up a student for an appointment should check in and wait in the front office.

### **Tardies**

University Middle School students are expected to be in class on time. Teachers will address tardiness and give appropriate classroom consequences. A student who enters class unexcused after the first ten minutes will be considered truant. Teachers can require students to make up time before school, after school, or during the lunch period. Students who continue to be tardy after teacher interventions are considered insubordinate and may be referred to the principal for intervention and consequences.

## **V. DISCIPLINE AND CODE OF CONDUCT**

### **University Middle School Promotion and Retention**

#### **Expectations for Promotion**

- A. Students must pass a minimum of five of the six core classes to be promoted to the next grade level. Core classes are reading, communications, math, science, applications and social studies.
- B. Students shall demonstrate proficiency on the CSAP assessment, AIMSweb assessments and demonstrate a year's growth as determined by the assessment guidelines.
- C. Students are expected to comply with state compulsory attendance laws.
- D. Students shall complete their required number of community service hours at each grade level.
- E. Eighth grade students must present their completed middle school portfolio in conjunction with the Exit Interview.

#### **Considerations for Retention**

The University Middle School faculty recognizes that the personal, social, emotional and educational growth of children varies. Therefore, students should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The following criteria shall be used for identification and decision-making regarding promotion or retention of middle school students:

- A. Grades and other indicators of academic achievement that may include, but shall not be limited to CSAP and AIMSweb assessments;
- B. Physical, social and emotional factors using Light's Retention Scale;
- C. Recommendations and interventions of the academic team. The academic team consists of, but is not limited to, teachers, advisor, child study team, parents and the administration.
- D. Upon notification of a student not passing required core classes, information regarding opportunities for extended learning, credit recovery, summer school, etc. will be provided. Retention will be considered if proficiency is not achieved.

#### **Procedures**

At the end of the first trimester, if a student is failing more than one core class, interventions will be discussed, implemented and retention may be a point of discussion. When a student's progress is marginal or unsatisfactory, a continuation of meetings with the academic team and student may be necessary to discuss and implement other interventions. Retention of the student will only occur if

there has been documented notification to the parents and/or guardians. Documentation pertaining to these notifications and conferences will be maintained in the student's cumulative file.

Decisions regarding retention shall be made by the academic team. Upon disagreement, the administration has final authority for determination of a student's grade placement for the following academic year. A written recommendation shall be provided and discussed with the parent(s) and/or guardian(s) before any final determination is made for promotion or retention.

An IEP team will be involved in any retention decisions pertaining to a student with an IEP.

*(Adopted by the Board of Governors: November 17, 2004)*

## **Discipline and Conduct Code**

The purpose of the following policies is to provide a safe and supportive learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences. These consequences may be applied for behaviors that take place during the school day, at school activities or are directly related to University Schools. The goal is for students to develop self-discipline, which results in self-control, good character and civility.

Our Positive Behavior Support program, (PBS) is designed to educate all students by establishing clearly defined outcomes that relate to academic and social behavior. PBS is a research-based system that encourages staff to promote positive student behaviors and to use behavioral data to make decisions regarding school culture and climate improvements.

University Schools will utilize the services of law enforcement personnel, including the District 6 School Resource Officer (SRO), as needed to maintain a safe learning environment.

### **University Middle School Behavior Plan**

*"We will treat ourselves, each other  
and the environment with kindness and respect."*

## **Infractions with Mandatory Consequences**

### **Alcohol and Drugs**

Problems with drugs and alcohol are serious and carry specific interventions mandated by the Colorado State Legislature. Consequences are severe and should be read and considered carefully. Substances, including non-prescription drugs, illegal or controlled substances, alcohol, and drug paraphernalia and/or look-alike drugs are not allowed on school property or at school related activities. Students are not allowed to participate in any type of school activity while under the influence of such substances. Where reasonable suspicion exists, a student's locker, person, backpack, and the like (while on school property or at a school sponsored activity) are subject to search and seizure by school administrators.

In all substance abuse related incidents, where judged appropriate, law enforcement officials will be involved.

Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing, possessing, distributing, soliciting, consuming or otherwise using, abusing or being under the influence of alcohol or a controlled substance

while at school, on school property, or at a school sponsored or school sanctioned event, (whether or not on school property).

### Disciplinary Action

Students are subject to immediate suspension, or expulsion, for consumption, use, possession, distribution, solicitation, giving or receiving of alcohol or illicit drugs, or for the abuse of alcohol or illicit drugs, or other drugs or drug paraphernalia. Possession includes actual physical possession as well as possession where the item may not be in actual physical possession of the student, e.g., located in a textbook, locker, backpack or some other location.

Students who engage in illegal activities involving illegal drugs, controlled substances or alcohol may be subject to suspension or expulsion for behavior off campus which is detrimental to the welfare or safety of the student or school personnel.

- A. Possession, consumption, use, or being under the influence of alcohol, illicit drugs, or other drugs or possession of drug paraphernalia on school property or at school sanctioned activities.

#### First Offense:

The student will be suspended from school for **five (5) days**.

1. A parent conference will be held.
2. The appropriate school official will attempt to develop with the parents and student a procedure that will outline the responsibilities of the parent, student, and school in an effort to keep any further offenses from occurring.
3. The parent and student will be provided information concerning available and appropriate drug or alcohol counseling treatment and rehabilitation programs. The director or principal may require a student to participate in good faith in a counseling, treatment or rehabilitation program as a condition of re-entry to school.
4. The director or principal may impose additional suspension and/or expulsion depending upon the severity of the case.

#### Second Offense:

**\*Expulsion will result** upon the second offense.

- B. Selling, purchasing, soliciting, giving and/or receiving, or exchanging of controlled substances, including alcohol, prescription drugs, illicit drugs as defined by law, or other drugs, or other substances represented by the student to be a drug or controlled substance, or drug-containing paraphernalia on school property or at school sanctioned activities

#### First Offense:

1. The student will be suspended from school for **five (5) days and may, depending upon the severity of the case be suspended for additional days or recommended for expulsion.**
2. A parent conference will be held.
3. The appropriate school official will attempt to develop, with the parents and student, a procedure that will outline the responsibilities of the parent, student and school in an effort to keep any further offenses from occurring.

4. The parent and student will be provided information concerning available and appropriate drug or alcohol counseling treatment and rehabilitation programs.
5. The director or principal may require a student to participate in good faith in a counseling, treatment or rehabilitation program as a condition of re-entry to school.

Second Offense:

**\*Expulsion will result** upon the second offense.

**Chemical Substance (the Discharging of)**

Bringing or discharging noxious substances such as mace or smoke bombs will be considered behavior which is detrimental to the welfare and safety of other students. Possession or discharge of such substances on school property or at a school activity is grounds for suspension and may result in referral to law enforcement.

**Dress Code**

Although students often express themselves through dress and personal appearance, student dress has an effect on behavior, work quality and school pride.

**Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.**

*The following shall NOT be worn in school buildings, on school grounds or at school sponsored activities:*

1. Any clothing, jewelry, accessories or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the administration, including but not limited to items that:
  - Refer to drugs, alcohol or tobacco
  - Are obscene, profane, vulgar or defamatory in design or message
  - Advocate drug use, violence, gang affiliation, or disruptive behavior
  - Threaten the safety or welfare of any person, including apparel adorned with spikes or chains
2. Clothing that:
  - Reveals all or part of the stomach, buttocks, or chest
  - Is backless, strapless, or supported with spaghetti straps
  - Sleeveless tops will be 2 inches at shoulder or have a T-shirt underneath
  - Reveals underwear or sagging pants that reveal underwear
  - Is inappropriately sheer, short, tight or low cut
3. Shoes must be worn in the building at all times.
4. Hats may not be worn in academic settings (may be worn outside, in halls, at lunch, etc.)

***Dress Code Exceptions:***

Exceptions may be granted for “appropriate” clothing when participating in, or attending school sponsored activities (Dances, costume parties, etc.) unless deemed inappropriate by a sponsor, coach or administrator.

**Disciplinary actions for dress code violations will include:**

1. Notifying the student of the violation
2. Requiring the student to change clothing before re-entering class
3. At the discretion of the building administrator, a parent conference may be required
4. Possible suspension

### **Electronic Devices**

The staff has the right to confiscate these devices any time their use is deemed a disruption to the educational process.

**First offense:** confiscated devices may be picked up after school in the office.

**Second offense:** the device will only be released to a parent or guardian.

**Third offense:** (within the school year) will be considered insubordination and **will result in suspension.**

Searches of cell phone messages and content will be based on a reasonable suspicion that the student is committing a criminal act or violating school rules. (See page xx for more information about student searches). The school will not be responsible for the loss or theft of electronic devices.

### **False Alarms (Fire and Bomb)**

False alarms (fire, bomb or other false alarms of any kind) are prohibited. Infractions will result in a **minimum three day suspension and may result in expulsion.** *Students violating this policy will also be reported to law enforcement.*

### **False Reports Against an Employee**

Any student who intentionally makes a false accusation of criminal activity against an employee to law enforcement authorities, school officials or both, will be suspended and may be expelled.

### **Fighting/Physical Aggression**

Fighting and physical aggression are not permitted. Students involved in fighting or physical aggression, (pushing, kicking, hitting, biting, etc.) will be suspended for up to **three (3) days** for the first offense, **five (5) days** for the second offense and **ten (10) days with recommendation for expulsion** for the third offense.

### **Fire Extinguishers**

Tampering with, removal, or misuse of a fire extinguisher will result in suspension.

### **Gang Related Activity**

No student shall display gang symbols/colors in any form. University Schools has a zero-tolerance policy for gang related activity.

### **Habitually Disruptive**

A habitually disruptive student is one who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events because of behavior which was initiated, willful and overt on the part of the student.

No student shall be declared to be a habitually disruptive student prior to the development of a remedial discipline plan addressing the student's disruptive behavior, educational needs and the goal of keeping him/her in school. A remedial discipline plan shall be developed for a student after the first suspension for a material and substantial disruption.

The plan shall be reviewed and modified after the second suspension. The school shall encourage and solicit the full participation of the student's parent, guardian or legal custodian in the development of the remedial discipline plan. The student and his/her parent, guardian or legal custodian shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. In accordance with state law, expulsion shall be mandatory for habitually disruptive students.

### **Harassment, Intimidation, Bullying**

Harassment is an act of insensitivity. Harassment at school can take many forms. The most common of which are: verbal abuse, racial or gender slurs and threats. Harassment or hazing in any form will not be tolerated.

“Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at school sponsored events or activities. Harassment, intimidation and bullying will not be tolerated and can result in **suspension, possible expulsion, and the filing of criminal charges.** Reference: CRS 22-32-109.1 (2)(a)(x).

Individuals or groups are in violation of the policy if, on school grounds, at school sanctioned activities, or in vehicles dispatched by the school if they:

1. Direct derogatory action or intimidation at another person or persons such as personal insults (whether written or oral) including epithets, slurs, gestures and insults based on a person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance or national origin. Harassment includes, but is not limited to, making unwelcome, offensive or inappropriate comments, gestures, jokes or remarks.
2. Threaten with physical harm or actually harm a person on the basis of a person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance, or national origin (whether written or oral).
3. Damage, deface, demean or destroy school property or private property of any person on the basis of that person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance, or national origin.
4. Commit other acts of harassment or intimidation that may be in violation of the ethnic intimidation act, and the equal protection clause of the fourteenth amendment to the United States Constitution.
5. Coerce sexual behavior and or engage in unwelcomed sexual attention that undermines the safety, security and dignity of any member of the University Schools community.

### **Incendiary Devices**

All incendiary devices (lighters, matches, etc.) are prohibited.

### **Insubordination**

Insubordination is defined as disobeying teachers or school staff members, not following instructions in regard to conduct, or in any way, by actions or words, showing a defiant attitude. Failure to identify oneself or present an ID card when requested to do so by school personnel will be considered insubordination. Insubordination may result in **suspension**.

### **Offenses Toward Staff**

The following procedures shall be followed (not necessarily in the order indicated below) in instances of assault, disorderly conduct, harassment or other criminal offenses by a student directed toward a teacher or school employee. These same procedures shall be followed in instances of damages by a student to the personal property of a teacher or school employee occurring on school premises:

1. The school teacher or employee shall file a written complaint with the director.
2. Students involved in threats, assaults or other criminal conduct directed toward a teacher or school employee will be suspended and may be expelled.
3. The director shall report the incident to the appropriate local law enforcement agency.

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

Personal display of affection should be reserved for a more appropriate environment than at school. This is a pre k –12 school environment. Consequently, middle school students are expected to be appropriate role models for younger students. Inappropriate personal displays of affection are subject to disciplinary measures ranging from warnings to suspension, depending on the severity and frequency of the behavior.

### **Plagiarism and Scholastic Dishonesty**

Plagiarism and cheating are serious violations of academic integrity and will result in consequences ranging from failing the assignment to disenrollment from University Schools (for multiple violations).

According to Joseph Gibaldi's MLA Handbook for Writers of Research Papers, a guidebook followed by many teachers who assign research, "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize." With the ease of finding research material online, there is a particular temptation for students to copy text from Internet sources and use it without attribution. This "electronic" form of scholastic dishonesty, as much as any other, constitutes plagiarism.

When a teacher suspects that a student has cheated or plagiarized an assignment, the teacher will confront the student with the evidence and inform the parent/guardian and an administrator of any infraction.

If the charge is substantiated, the following consequences will be enforced:

1. First offense in a course – the student will receive a failing grade on the assignment. The student will be required to redo the assignment (for no credit). Failure to comply with this consequence will result in a failing grade in the course.
2. Second offense in the same, or any other course – the student will receive a failing grade in the course.

Suspension from school and eventual removal from University Schools may result if a student has violations in several courses.

### **Profanity**

Using profanity, vulgar language or obscene will not be tolerated. Actions of this sort may result in suspension.

### **Theft**

The theft of any property at school will result in suspension with full restitution for any item stolen. A police report may also be filed.

### **Threats**

Threatening another student is prohibited and will result in suspension and possible recommendation for expulsion.

### **Tobacco**

State legislation is very specific. Tobacco is prohibited on all school property. This includes areas surrounding the school. Smoking, possession or use of tobacco on school property or during scheduled class time will result in a **two-day suspension**.

### **Vandalism**

Vandalism will not be tolerated. Vandalism is the willful defacing or destruction of school property (including books and furniture) or the property of school employees or students.

1. First offense, the student will be **suspended for 3-5 days and make full restitution.**
2. Second offense, **suspension will be for five (5) days and the student will make full restitution.**
3. Third offense, the student will be **suspended for ten (10) days with a recommendation for expulsion and full restitution.**

### **Weapons**

No student shall carry, conceal, store, or otherwise possess any firearm, knife, explosive, or weapon or look-alike of any sort in the school building, on school property, or at school-sponsored events. In the rare instances where such materials serve some educational purpose, their use and/or possession must be authorized by a principal or his/her designee.

**Expulsion is mandatory for any student who carries, brings, uses or possesses any weapon which is defined below as a “dangerous” weapon.**

A dangerous weapon means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
2. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that measures longer than three inches in a length or a spring loaded knife or a pocket knife with a blade longer than three and one-half (3 ½) inches.
4. Any object, device, instrument, material or substance, whether animated or inanimate, used or intended to be used, to inflict death or serious bodily injury.

**Violation of this weapons policy will result in mandatory expulsion.**

References: CRS 18-1-901(3)e, CRS 22-33-106(1)d, CRS 18-12-101,105,105.5 and 108(2)

### **Consequences for Infractions of School Rules**

Consequences may include, but are not limited to:

- Conference with Teacher, Advisor, Counselor
- Apology
- Logical Consequences
- Loss of Credit
- Parent Contact
- School Detention and Work Detail
- Restitution
- Change of Clothing
- Loss of Privileges
- Behavior Contract
- Verbal/Written Warning
- Suspension
- Expulsion
- Loss of Field Trip

### **Communication of Disciplinary Information**

The principal or designee shall communicate discipline information concerning any student enrolled in the school to teachers and counselors who have direct contact the student.

### **Discipline Of Special Education Students**

1. Special education students are neither immune from the school's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.
2. The student's Individual Education Plan (IEP) shall determine appropriate discipline for special education students. Appropriate special education personnel shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP.
3. A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions, which present a physical danger to the student, other students, school personnel or school property.
4. A special education student whose behavior is determined to be a manifestation of his/her handicap may not be expelled, unless required by law, but shall have his/her IEP reviewed by the appropriate IEP staffing team. The staffing team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

### **Expulsion**

In accordance with state law expulsion is mandatory for the following violations:

1. Commission of any act which, if committed by an adult, would be robbery or first or second degree assault as defined by state law, except for the commission by an elementary school student of an act which would be third degree assault.
2. The sale or distribution of drugs or other controlled substances in a school building or in or on school property.
3. Carrying, bringing, using or possessing any dangerous weapon in any school building, on school grounds, in any school vehicles or any school-sponsored activity without the authorization of the school. However, expulsion may not be required if, when a student discovers that he/she is in possession of a dangerous weapon as defined, he/she notifies a teacher, administrator, or other authorized person and delivers the weapon to such person as soon as possible upon discovering the dangerous weapon.
4. Being a habitually disruptive student (a student having been suspended three (3) times during the course of a school year).

### **Expulsion Procedures**

1. The Director of University Schools shall prepare, in not less than five days prior to the date of contemplated expulsion, a written notice of such proposed expulsion. Such delivery may be by United States mail or by a courier service. If mailed, University Schools will use certified mail and return receipt requested and by regular delivery. Delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student and the parent(s)/guardian.
2. The notice shall contain the following information:
  - a. Statement of the basic reasons alleged for the recommended expulsion.
  - b. A brief statement of the evidence to be presented against the student.
  - c. A statement that the student has a right to a hearing on the question of expulsion but will receive the hearing only if the student or the parent/guardian notifies the director in writing within five (5) school days after the day of notice that a hearing is available.
  - d. A statement that the student may be present at the hearing and hear all information against her/him; that s/he will have an opportunity to present such information as is relevant. The student may have an attorney present.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

3. The hearing will be closed except to those individuals deemed advisable by the hearing officer, but in all events, the student, her/his parent/guardian and, if requested, an attorney. In addition, if requested by the student her/his parent/guardian or attorney, other individuals who may have pertinent information may be admitted to a closed hearing.

### Appeals

If the student should choose to appeal the decision of the hearing officer, the student shall make such appeal request in writing to the Director within five business days of the date the decision is delivered to the student. The Board of Governors shall convene within five business days after the written request is received. The decision of the Board of Governors shall be final.

When the Board of Governors holds the appeal, it shall be conducted by one of the Co-chairpersons of the Board or their designee from the Board of Governors. Testimony and information shall be presented under oath; however, technical rules of evidence shall not be applicable and the Board of Governors may consider and give appropriate weight to such information or evidence it deems appropriate.

The student or her/his representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Board of Governors may retire to executive session to review and discuss the evidence; however, the final decision shall be made in public session.

### Staff Reasonable Force

A teacher or school employee may use such reasonable force as necessary to protect herself/himself from attack or to prevent injury to another person while the teacher is acting within the scope of the teacher's employment.

### Student Searches

A search of a student at school is permitted based upon a "reasonable suspicion" that a student is committing a criminal act or violating school rules. Individualized suspicion is needed to justify a student search. Searches must be reasonably related to the objective of the search and must not go beyond what is warranted by the nature of the suspected violation.

Searches of a student's person or personal effects are limited to the student's pockets and objects in the student's possession, such as a purse, backpack, book bag, or briefcase; and to a "pat down" of the exterior of the student's clothing done by an adult of the same sex as the student being searched in the presence of an adult witness of the same sex as the student. Searches of student vehicles on the school's property are permitted based on reasonable suspicion.

### Suspension

#### Procedures

1. When subject to disciplinary measures, students are entitled to reasonable due process, which may vary according to the circumstances.
2. The student shall be given oral or written notice of the charges against the student.
3. The student will be given an explanation of the evidence and will be provided an opportunity to make a statement on his or her behalf. The student may request that his/her advisor be present.
4. If the pupil is suspended, the parent/guardian will immediately be notified of the suspension, the grounds for the suspension, the period of the suspension and the time and place for the parent/guardian to meet with the director or principal to review the suspension.

5. A suspended student shall be required to leave the school grounds immediately after the parent and the administrator have determined the best way to transfer custody of the student to the parent or designated representative. A student may not be on school property or attend school activities during the suspension period.
6. Law enforcement authorities may be involved in removal of the student in accordance with state law when there are reasonable grounds to believe that the student has committed a delinquent act by violation of any statute, county or municipal ordinance, or by lawful order of the juvenile court.
7. The administrator shall determine whether the student is or has been receiving special education services. If the student is receiving special education services, then special education staff must be notified of the name of the student, length of suspension and cumulative days of suspension for the school year.

#### Re-admittance of Suspended Students

1. No student shall be readmitted until the pupil and the suspending authority have met or until the parties mutually agree to review the suspension in order to assess the need to develop a remedial discipline plan. The parties may complete this process in a phone conference. If the administrator cannot contact the parent of such student or if such parent repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.
2. The student must be provided an opportunity to make up schoolwork missed during the period of suspension, although each teacher will determine whether credit will be awarded for the make-up work

## **VI. PROCEDURES**

### **School Safety Plans**

University Schools reviews and practices for different emergency scenarios throughout the year.

1. In the event that there is a need to evacuate the school site or the fire alarm sounds, the following procedures will be initiated. Students will be escorted by teachers according to the exit routes posted on maps in each classroom. Students should proceed in an orderly manner with their teacher to the designated areas. Middle school advisors will be arranged around the perimeter of the main playing field. At the field, students will go to, and remain, with their advisors. From these sites, administrators will provide instructions for orderly evacuation from the school grounds if that becomes necessary.

*If an evacuation occurs when class is not in session (during lunch, passing period, etc.) students should proceed in a safe and orderly manner to the location of their **Advisors** on the football field.*

Lockdown: A lockdown occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course. If the lockdown announcement is made during class, staff will lock classroom doors, turn out the lights and have everyone move to a place where they are not visible from the hallways. If the lockdown is announced during an "open" time, students in the hallway should move to the closest classroom, locker room, gym or office and remain there until an announcement that the emergency is over.

2. Tornado: In case of a tornado warning, teachers and students will go directly to their designated safe area.

### **Closed Campus**

Students in grades 6-8 are expected to remain on campus during the school day unless parents make arrangements to take them. At no time should a parent take another child unless there is written permission form that student's parent(s).

### **Guests**

Students who wish to bring a guest to school must get approval from the Principal and classroom teachers at least one-week in advance of the visit. Visitors may come with students only if District 6 is in session that day. The guest and host should report to the Main Office upon arrival. The guest will be given a visitor's badge that should be worn throughout the day.

### **Lockers**

Shared lockers are provided for students in grades 6-8. Students in middle school will be assigned lockers by their advisors. A locker fee of five dollars (\$5) will be charged to students who wish to have a locker.

Lockers are the property of University Schools. They are made available for student use as a privilege. Students accepting use of the lockers must also accept the related responsibilities to keep the locker clean both inside and out, to pay for any damage to the locker, to adhere to recognized standards of decency regarding what is displayed and to use the locker only during authorized times. No stickers or contact paper are allowed in lockers. University Schools assumes **NO** responsibility for lost or stolen articles kept in student gym or hall lockers. If a student brings valuable or sentimental items to the school, it is at his/her own risk. University Schools reserves the right to search lockers when necessary to enforce school rules and/or ensure safety of the school. Students are responsible for all contents of their lockers and are not to give out their combination. If, at any time, during the school year a student needs to change lockers, he/she should see the attendance clerk. ***SINCE LOCKERS ARE PROVIDED, BACKPACKS MAY NOT BE CARRIED INTO CLASSROOMS.***

### **Lost And Found**

All found articles should be turned in to the Student Services. Unclaimed articles will be displayed and then will be given to charities if they remain unclaimed. Parents are encouraged to label outerwear with students' names, especially on Bulldog items. **Students are strongly discouraged from bringing excessive amounts of cash and/or valuable items to school.**

### **Student Messages**

Students are expected to plan after-school activities, ride arrangements and items needed for class and athletic events BEFORE leaving for school in the morning. In case of extreme emergencies every effort will be made to deliver messages from parents. The office staff will not deliver flowers or balloons to classes. Students will need to pick them up in the office.

Parents please do not call or text message students while they are in class (See p.12 "Electronic Devices")

### **Withdrawal from School**

Students withdrawing from University Schools must complete the following procedures:

1. Secure the appropriate Withdrawal Form from the Administrative Office no later than one week prior to the anticipated withdrawal date.
2. The form must be completed, signed by parents, teachers, counselor and appropriate personnel and then returned to the Main Office no later than one day before withdrawal.

(No student may be officially withdrawn until all responsibilities have been met.)

## VII. STUDENT RESOURCES

### **Student Services**

Student Services office staff provides confidential and supportive services for students and families in a variety of ways: individual and group counseling, academic testing, referral for educational assessment, referral to community resources, management of chronic health conditions, counseling and education about health. The office is staffed by three counselors, (Elementary School, Middle School and High School), a registered nurse, a registrar and health clerk. The Student Services office is open from 7:30 AM to 4:30 PM daily.

If a student becomes ill or is injured at school, she/he should tell the teacher first and then report to Student Services. The Student Services staff will contact parents and excuse the student through the attendance office if the student needs to leave school. If the nurse is not available, the student will receive instructions from the clerk or other personnel in Student Services. **No student who is feeling ill or has been injured should leave school without first reporting to the Student Services Office.**

An “emergency medical plan” form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). If the school is unable to contact parents in an emergency situation, an ambulance may be called to transport the child to the North Colorado Medical Center’s emergency room.

### **Immunizations**

State regulations require that students have required immunizations or signed exemption form on file before beginning school. If there are questions about immunizations, please contact the health department, a physician, or the health office.

### **Medications At School**

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. University Schools encourages medicines be taken at home if at all possible. However, if school personnel need to assist, the following procedures apply:

1. Medications can be given at school with a doctor’s written order and a signed parent permission form. The form is available in the student services office.
2. Medications must be in the original pharmacy labeled container or if they are over the counter medications, they must be in the original package.
3. Medicine will be made available only as the prescription states.
4. It is the responsibility of the child to request the medicine from the school nurse/health clerk.
5. Please call the Student Services with any questions about medications at school.

**Wondering if your child should stay home from school? The answer is YES, if any of the following apply:**

- Severe cough
- Severe cold
- Undetermined rash
- Diarrhea
- Temperature of 100 degrees or higher
- Sore throat-difficulty swallowing
- Red, watery, burning, itching eyes
- Vomiting during past 24 hours

(information provided by our school nurse)

The above symptoms/condition may mean the start of a communicable disease or nuisance condition that could affect many of the other children in the child's classroom. Also, the child may be too ill to learn in school that day.

## VIII. COMPUTER LAB ACCEPTABLE USE POLICY

University Schools provides equipment and network facilities for educational purposes to students, staff and faculty. Usage of this equipment and these facilities is a conditional privilege granted to students, staff and faculty. The conditions for use of equipment and facilities are explained below. University Middle School reserves the right to deny further usage of equipment and facilities to any individual that violates this policy.

A computer lab will be available to students from 7:30 a.m. to 3:30 p.m.

1. **Physical abuse of equipment or facilities will not be tolerated.** Individuals have a responsibility to report observed abuse to the office.
2. **No food or drink** will be allowed in the work area around a computer or peripheral equipment.
3. **Commercial activity is strictly forbidden.** The networks, Internet access and all school facilities are to be used for the sole purpose of education and educational development. Individuals may not use school equipment or facilities for the selling, brokering or ordering of any commercial product or service. Any activity involving the transfer of legal tender or financial assets in any way is prohibited.
4. **Web sites containing nudity, sexual or violent content are off limits.** Downloading sites containing any form of pornography, violence, bomb design, or "hate-group" content is forbidden. Creation of documents with such content is similarly forbidden.
5. **Sending threatening or harassing e-mail is prohibited.**
6. **Use of Internet chat rooms is prohibited unless it is under the supervision of a teacher.**
7. **Users are prohibited from changing individual computer and/or monitor settings including, but not limited to, backgrounds, views, file access, passwords, file names, etc.**
8. **Network disruption is prohibited.** Users are prohibited from altering network settings on all school equipment. Changing e-mail addresses, client identities, TCP/IP addresses, or otherwise affecting the existing setup of any school equipment is prohibited. Use of school equipment to disrupt or alter non-school equipment is also prohibited.
9. **Users may not download software, graphics, or other material from the Internet without the knowledge and approval of a teacher or supervisor.**
10. **Users may not print directly off the Internet. Internet material must be captured and saved into a file before printing.**
11. **Playing computer games that are not approved as part of the educational curriculum is not allowed.**
12. **Scheduled classes have priority over individual use in computer labs.** Users must obtain permission from the teacher to remain in the lab during a scheduled class.
13. **Right to privacy on University Schools network does not apply.** All actions and usage are being monitored. All information stored on school equipment becomes the sole property of University Schools.

## IX. CAFETERIA/FOOD COURT

The school cafeteria serves lunch from 10:50 a.m. to 12:45 p.m. All food and drinks should be consumed in the food court or on the adjoining patio. **Food and or beverages are not to be taken to lockers or classrooms.** University Schools contracts for lunch service and is not able to allow students to charge meals. Please keep financial arrangements current with Food Service.

Middle school students are expected to stay seated while eating and use inside voices in the lunchroom. **They are not to be in the hallways nor are they to go to elementary classes or the playground during their lunch period.** They may go outside on the grass areas but should not be in the parking lot.

## X. LIBRARY

University Schools Library is open 7:30 a.m. to 3:30 p.m. on Monday and 7:30 a.m. to 4:15 p.m. Tuesday through Friday. Customized library instruction and services for individual students, small groups and classes are provided.

### Mission

The mission of the University Schools Library program is to prepare students to become literate, life-long learners through effective training in the practice of the gathering and the use of information.

To become effective users of information, students will:

- Be encouraged to enjoy reading and to appreciate literature through group instruction and individual guidance.
- Have free and equal access to materials that meet intellectual, curricular and recreational needs.
- Gain competence in acquiring and using information resources as well as learn how to evaluate information resources.
- Practice skills through lessons that have been developed through collaboration with librarians and teachers.

### Library BARK Rules

- Return books by the due dates
- Return books in good condition
- Be on task – know the purpose for being in the library (research, homework, checking-out a book, checking grades)
- Be respectful, polite and helpful
- Share computers, chairs and books
- Allow others their personal space
- Respect library rules and librarians
- University Schools Computer Lab Acceptable Use Policy applies on library computers

### Collection

University Schools Library houses more than 13,000 volumes of classic and current fiction and nonfiction materials for students in grades K-12. The library carries 20 subscriptions to news, educational and entertainment magazines and daily issues of the *Greeley Tribune* and *Denver Post*.

### Technology

University Schools Library offers student access to our online library catalog, to the Internet, EBSCO (an online magazine database accessed via our website), Accelerated Reader tests, word-processing, PowerPoint, Publisher and Excel. Computers are available on an individual first-come-first-served basis, unless they have been reserved for a class visit.

#### Website

Visit our website at <http://bulldogpages.wordpress.com> to find links to homework help, searching tools, class links and to check student grades.

#### Material Checkout

University Schools Library materials are loaned to students with the understanding that students are responsible for all materials checked out in their name. Checkout length varies by grade level. Materials may be checked out by students in grades K/1/2 for one week, students in grades 3/4/5 for two weeks and student in middle/high school check-out for three weeks. Materials may be renewed if there are no holds on the materials. A student loses borrowing privileges when that student has materials that are overdue or when that student owes money for damaged materials. Overdue notices are sent to students' advisors during the school year. At the end of each trimester, students with overdue library books will be assessed the replacement cost of the overdue item unless the item is returned to the library.

***STUDENT RECORDS/YEARBOOKS WILL BE HELD UNTIL LIBRARY BOOKS ARE RETURNED OR FEES ARE PAID.***

#### Lost or Damaged Book Policy

Books that are a part of the University Schools Library collection have been purchased through the University Schools budget or have been received through donation. Books should be treated with care and returned in a timely manner. Compensation is required for books that are damaged beyond reasonable repair and for books that have been lost based on the following criteria:

- A replacement title will be purchased through Mackin Library Media; the cost to the student is the replacement price.
- Books that are out of print will be replaced through Mackin Library Media by a similar title chosen by the librarian. The cost to the student is the replacement price.
- Students will be charged \$8.00 per lost or damaged title for items that are irreplaceable.

## **XI. STUDENT ACTIVITIES AND ATHLETICS**

Because learning at University Schools is designed to help students make meaningful connections with the world, a variety of activities and events are available to students at University Schools. Teachers arrange field trips, assemblies and special events throughout the school year. To participate in any out-of-school activity, parent permission slips must be signed and returned to the teacher who is sponsoring the activity before the activity takes place.

This school supports a wide range of activities including athletic, social, cultural and service organizations. Students are encouraged to initiate clubs. Clubs must be sponsored by an adult employee of the school and approved by the principal and director. The sponsor must approve any planned activity and if facilities, funds or other special arrangements are needed, they must be approved through the main office before the event occurs. No school-sponsored event should take place without adult supervision.

#### **Athletics and Attendance**

A student must have attended ALL of his/her classes in order to participate in an event (practice or games). **If the student misses a part of a class, a full class, or all of the school day due to illness or truancy, s/he may not practice or compete on the day of the absence.**

## **Athletic Eligibility Rules**

Please see the ***Athletic Handbook*** for more detailed information about eligibility and attendance policies for all middle school extra curricular sports and activities.

The following organizations and activities are available for students at University Middle School:

### **Student Organizations and Clubs**

#### **MIDDLE SCHOOL ATHLETICS AND ACTIVITIES**

<u>SEASON</u>	<u>SPORT</u>	<u>GRADES</u>
Fall	Cross Country	7-8
	Football	7-8
	Girls' Volleyball	7-8
Winter	Wrestling	7-8
	Boys' Basketball	7-8
	Girls' Basketball	7-8
Spring	Track (girls and boys)	7-8
	Brain Bowl	6-8

*Art classes, choir, drama, chess club, etc., are often available throughout the year and information will be sent to parents with full details of each program.*

## **XII. PARKING – STUDENT DROP OFF AND PICKUP**

Traffic is heavy both before and after school. **Please do not leave your car unattended in a drop off area and do not park in the fire lanes.** Unattended cars and cars parked in the fire lane are subject to ticketing by the police and fire department.

## **XIII. SCHOOL CLOSING ANNOUNCEMENTS**

Announcements of school closings, delayed opening or early closing are made on KFKA, TV channels 4, 7, 9, and 13. A message will be placed on the school voice messaging (506-7000) and the school website (universitieschools.com) informing of the closure.

If there is a delayed start to the school day, students will report to the class they would normally be attending at that time. **All grades K-12 will have a common start time.**

## **XIV. SCHOOL DAY**

Kdg:	M	7:55 – 10:25 / 11:30 – 2:00
	T – F	7:55 – 11:00 / 12:15 – 3:20
Grades 1 – 5:	M	7:55 – 2:00
	T – F	7:55 – 3:20

MS:           M       7:45 – 2:35  
              T – F  7:45 – 3:10  
HS:           M       7:35 – 2:35  
              T – F  7:35 – 3:10

Unless students are participating in a school sanctioned activity, they should leave the campus immediately after dismissal.

***Note: Student handbooks are under constant review  
and modifications may be made at any time.***