

Severance Middle School

1801 Avery Plaza Street

Severance, CO 80550

970-833-7200

(formerly 970-674-5200)

2017-2018



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HAWK HANDBOOK

Severance Middle School

2017-18

WELCOME TO SEVERANCE MIDDLE SCHOOL!!!

The staff at Severance Middle School would like to welcome you to the 2017-18 school year. This booklet has been prepared to help make your middle school years more enjoyable and acquaint you with the ideals and purpose of Severance Middle School.

The habits and patterns you develop at Severance Middle School, and the direction you take during these years will play a major role in your life. Our objective is to help each student develop a foundation upon which to build a constructive, useful, and enjoyable future.

You will be responsible for the information presented in this booklet and the district discipline handbook. It will keep you up-to-date on school life. Much of the information outlines school rules and guidelines so that students and parents are aware of expectations. Informed students and parents are a great resource. Please view these expectations as a first step toward a safe and productive school environment with high academic and behavioral standards.

Feel free to call or stop by the office if you have any questions. Let's work as a team so your student will achieve the best education possible. Have a great year!!!

Yours in Education,

Carmen Williams
Principal

Jessica Grable
Assistant Principal/ Athletic Director

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MISSION STATEMENT

T-Q-R = THINK–QUESTION–RESPOND; Every student that leaves Severance Middle School will be able to think through a question, ask follow-up and clarifying questions and finally be able to answer in a well-thought and justifiable response.

SCHOOL CALENDAR 2017-18

August 09	First day of school
September 04	No school–Labor Day
September 22	No school–teacher work day
October 06	End of First Quarter
October 10, 12	Parent-Teacher Conferences
October 13	No School
October 16	No School/teacher work day
October 20	Quarter 1 report cards posted
November 06	No School–teacher work day
November 22- 24	No school-Thanksgiving
December 08	End of Second Quarter
December 22	No School-teacher work day
December 25– Jan. 08	Winter break
January 09	First day of Third Quarter
January 12	Quarter 2 report cards posted
January 15	No School-MLK Day
February 02	No School-teacher work day
February 13, 14	Parent-Teacher Conferences
February 16	No School
February 19	No school–President’s Day
March 02	End of Third Quarter
March 09	Quarter 3 report cards posted
March 12- 16	Spring Break
April 09	No School-teacher work day
May 11	Last day of school / end of fourth quarter
May 18	Quarter 4 report cards posted

Dates subject to change, please refer to final district calendar.

GENERAL RULES

Students are responsible for their own learning. To keep students from interfering with others right to learn, it is important that the following occur:

1. Students should come to class prepared.
2. Students should show respect at all times for themselves and other people and property anywhere on school grounds.
3. Students should use appropriate language.
4. Students should be aware of their own safety and the safety of others.
5. Public displays of affection (holding hands, hugging, kissing, etc.) is not allowed on school grounds before, during, after school, or at any school sponsored event (field trips, sporting event, etc.).

Respect for equipment and facilities - Each student is expected to assume responsibility for care of all school property. Students who damage property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter. Disciplinary action will be taken and the damage must be repaired or replaced at the expense of the student at fault.

Student dress – Students are to come to school as neat and clean as possible. Student dress should be appropriate and safe. Loose tank tops, half shirts, spaghetti straps, short shorts/skirts, sagging pants, bandanas, and/or clothing that are see-through are not permitted. Shoulder straps are to be 2 inches or more wide. Shirts displaying a student’s stomach, chest, or back are not permitted. No hats, caps, hoods, or chains are to be worn in the building. Clothing with inappropriate, suggestive, or offensive words, slogans, symbols, or images will not be permitted. Facial jewelry (nose, lip, and eye piercing) and hairstyle or hair color that is distracting to the learning process will not be allowed. The school will have the final say on whether the dress is appropriate. Parents will be contacted to bring appropriate attire; students may be sent home to change into proper attire or asked to cover the inappropriate items.

Rollerblading/skateboarding – No rollerblading or skateboarding on middle school grounds; your skateboard will be confiscated if repeated violations occur.

Harassment of students is not acceptable and will not be tolerated. This includes name-calling, put-downs, negative comments, or following students around when problems are occurring. There is a zero tolerance policy for any verbal or physical aggression.

No ethnic comments, harassment, intimidation, or bullying will be tolerated. This includes any type of clothing that may intimidate or put down other ethnic groups. This interferes with our educational environment.

Fighting - Any students pushing, shoving, kicking, or fighting will be disciplined. If there is a problem, bring it to the office before physical contact occurs so the principal(s) or counselor can call all students involved in to resolve the conflict.

Group activity or associations that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group, presents a clear and present danger. This policy also includes the sagging of pants. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Any behaviors determined by the administration to be in violation of this policy will not be tolerated and disciplinary action will be taken. This applies to any time on school grounds, not just during the school day.

Street safety - Parents please remind your students to follow these procedures:

1. Do not assume that a motorist will stop for you.
2. Always follow the traffic rules and regulations.
3. Always stay on sidewalks; never walk in streets or gutters.
4. Use the crosswalk.

Unacceptable items in school - Any type of weapons, pagers, vape pens, mods, laser pointers, spinners, fidget toys, and electronic games are not permitted in school unless the student has permission from the principal. Cell phones, radios, tape recorders, MP3, i-Pods, etc. are to be left in the lockers. These items will be confiscated if out of the lockers during the day and held in the office. The middle school assumes no responsibility for these items being at school. Also refer to cellphone/electronic section.

SCHOOL RECORDS

School records are regarded as confidential information but may be viewed by parents upon request. We prefer that parents contact the school to set up a time convenient for both the parent and the counselor to review the student's records.

WITHDRAWAL AND TRANSFERS

A withdrawal form must be obtained from the office the day that a student wishes to check out. All books must be turned in; shop, art, library, and lunch charges must be paid and the locker cleaned out before a student can leave. If these things are not done, transcripts or grades will not be sent.

CHANGE OF INFORMATION

Inform the office if you have a change of address, e-mail address or phone number in order to help in addressing mailings and in case of emergency. You may also update information in your portal account.

VISITORS

Occasionally a student may wish to have a friend attend classes for a day. Arrangements must be made with the teachers and the principal one day in advance of the visit. Visitors must be in the same grade as the student that asked permission and must be approved by the parents or guardians.

DROPPING OFF/PICKING UP STUDENTS

When picking up or dropping off students before or after school, you can use the north middle school parking lot or the south parking area in front of the school. Please follow the drop-off and pick-up procedures and signs. Please pull forward to the flagpole and continue to move forward to avoid congestion. Watch for students crossing. Please do not use the handicapped areas as a drop off point unless you have a handicap permit.

COUNSELING

The counselor's office is for the benefit of all students. Students should feel that their problems can be discussed with the counselor in effort to alleviate problems. Parents are encouraged to contact the school if we can be of assistance in any way.

LOCKERS

A locker with a combination lock is issued to each student at the beginning of the year. Lock combinations are changed each year and the combination is issued only to the student. The student is responsible for his/her locker and possessions. The lockers are the property of Severance Middle School and are subject to inspection by authorized school personnel. The school is not responsible for stolen items. Students may not change lockers without office permission. Locks may not be used without permission. **Students should not give out their combinations to other students. Marking on or placing stickers inside/outside of school lockers is considered defacing school property.**

SCHOOL LUNCHES

Menus and prices on school lunches are available on our website or in our office. Students will need to remember their student ID number to access their lunch account. Payments may be made by check to our office or by credit/debit card online. Please refer to our website to make online payments.

In the cafeteria students are expected to practice the general rules of good manners. The following rules of behavior should be followed:

1. Leave the table and surrounding area clean and orderly; use the trash cans and push in chairs.
2. Throwing food is not permitted.
3. Do not leave the cafeteria with food.
4. Remember the noise level; talk with normal volume.
5. Each student is to have his or her money or PIN number each day.
6. No sharing of PIN numbers.
7. Meals may not be charged.
8. When buying meals by check, please pay to: Severance Middle School Nutrition Services.

CELL PHONES/ELECTRONIC DEVICES

The school office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday to receive phone calls. Students may use the office phone or their cell phones in the office with office permission. Emergency messages can be delivered to students as needed. Cell phones and other electronic devices including but not limited to iPads, iPods, tablets, NOOKS, Kindles and any gaming device, etc. are not to be used inside the school without the express permission of a teacher. **Cell phones need to be turned off (powered down) between 7:45 a.m.-3:00 p.m.** They are to be left in the lockers and are not to be out anywhere in the building during school. Phones and other electronic devices that are out in the building will be confiscated. Parents can then pick the items up after school. If a student has a third phone/electronic device violation, the student will no longer be allowed to have that device on school grounds and a day of in school detention will be issued. The school is not responsible for the loss of such items.

TEXTBOOKS

Textbooks are issued to the students for their use during the school year and must be checked back in at the end of each school year. Students are responsible for the care of and return of books. Students will be charged for lost or damaged books.

FIRE DRILLS

Fire drills are required by law and are an important safety precaution. When the fire signal is given, everyone promptly clears the building by the prescribed route. Students are not permitted to run or talk during a fire drill and are to remain outside the building until a signal is given to return inside. Instruction sheets are posted in each room.

TORNADO DRILLS

When the signal is given, everyone promptly reports to their designated area by the prescribed route. Students are not permitted to run or talk during a tornado drill and are to remain in their area until a signal is given to return to class. Tornado instruction sheets are posted in each room.

LOCKDOWN DRILLS

When the lockdown signal is given, everyone promptly reports to the nearest classroom or area regardless of where they are. Students are to remain quiet and are to remain in that area until notice is given that all is clear.

ATTENDANCE POLICY

Regular and punctual attendance is expected of every student at Severance Middle School and is required by Colorado school law and the Weld RE4 Board of Education policy JE/JEA. As well as being a statutory requirement, regular attendance fosters a positive attitude and increases student performance and success. Students and parents or guardians are responsible for meeting these requirements. Our attendance goal for 2017-18 is to achieve at least a 95.9% rate.

On those occasions when you must be absent, please follow the following procedures:

- a. Please call the attendance line at 970-833-7205 by 9:00 a.m. or stop by the office to report your child's absence. Absences will be marked unexcused until verified by a parent or guardian.
- b. If the school has been contacted about a late arrival, the student, upon returning to school, will report directly to the office to obtain a pass to class.
- c. If the office has not been contacted about an absence, please send a written excuse with your student to be turned in to the main office.
- d. For planned absences of 3 consecutive days or more, please have your student pick up a Planned Absence Form from the main office. This will permit your student to get all assignments before leaving. The completed Planned Absence Form must be returned to the office prior to the absence. **We encourage parents to meet with the student's team of teachers before or after an extended absence of five consecutive days or more to discuss missed assignments and ensure the work will be made up.**

The responsibility for make-up work rests with the student. The student must check in with the teachers on the day he/she returns to get the work missed (A day is given to make up for each day missed). The teacher will set a deadline for make-up work to be turned in. After this time, only partial or no credit will be given for the work. Parents and guardians are encouraged to have their student communicate with teachers during this time. Occasionally, staying after school is necessary to complete all make-up work.

Student absences are divided into two categories: **excused or unexcused:**

1. Excused:

- a. Illness, injuries. *** After frequent absences due to illness, a doctor's note may be required. ***
- b. Death in the family.
- c. Bad weather (can cause transportation problems).
- d. Doctors, dentists, etc. appointments (please schedule these at times other than school hours if at all possible).
- e. Parent request - the office is presented with a request from the parent before the absence. **We ask that these be kept to a minimum, as attendance is directly related to academic success.** Work may be given to the student to be completed before leaving.
- f. Emergency - unavoidable and critical.
- g. School instigated absences - counted as if present in class. All work missed needs to be made up. EX: field trips, athletic events, band.

2. Unexcused:

- a. **The determination of an absence as excused or unexcused rests with the building principal, assistant principal, or designee.**
- b. Unexcused is any absence other than excused. This includes students staying at home in the morning to "sleep in" because they are tired or staying at home to finish schoolwork.
- c. The entire time missed with unexcused absences will be made up by before or after school detentions or, with habitual absences, all day in-school detentions. Suspensions can also result for continual willful disobedience or open defiance of school regulations.
- d. Leaving the school for lunch is allowed only over the student's lunch period. If gone longer than the lunch period, students will be marked unexcused and time will need to be made up before or after school.

3. Absences and School Activities/Athletics:

- a. Students not in attendance at least half of the school day shall not be permitted to participate in or attend student activities or athletics after school on the day of the absence. This includes assemblies, field trips, sporting events (see athletic handbook).

4. School administration may contact parents after repeat absences.

5. Attendance Letters:

A letter will be sent to parents by school administration after 10, 15, and 20 absences. A doctor's note verifying an illness may be required with repeated absences. After 20 absences, the student is referred to the district truancy officer.

SEVERE WEATHER - SCHOOL CLOSINGS

Our district will make every effort to notify parents about school closings by telephone through our campus courier notification system, social media and will post information on our website. In case of severe weather closure or 2 hour delayed start announcements may be heard over the local radio stations: KUAD, KFKA, and KYOU, or on TV. PLEASE DO NOT CALL THE SCHOOL. All after-school activities will be cancelled if school is cancelled for the day. Board Policy EBCE states: "It is the policy of the Board of Education that students will not be sent home early in the event of adverse weather conditions. If severe weather conditions exist at 3:00 p.m., students will be held at school until they can be released to parents or their designee. Transported students will be bussed at the regular time if conditions for bus operation are safe. If not, the school will hold transported students until they can be released to their parents or other arrangements are made."

TARDIES

A tardy is considered not being in the required classroom or teaching station when the passing period has ended. There are two types of tardies:

1. Excused - with another staff member or administrator (get a pass from that teacher before going to the next class), extreme circumstances in the morning at home (car trouble, illness, etc. - Parents or guardians are asked to call or write a note including the reason for the tardy).
2. Unexcused - oversleeping, arriving at class late without a pass from a staff member, going to the lockers or rest room and arriving late (asking the teacher first before going will eliminate being counted tardy), arriving at school late with no note or a call, or **repeated morning tardies**. This also includes in-between class tardies. Students will be assigned to detention time for tardies.

Each Semester:

10 Unexcused tardies = discussion with administration

15 Unexcused tardies = 30 minute detention

20 Unexcused tardies = 60 minute detention

25 Unexcused tardies = 1 day of In School Detention

25+ Unexcused tardies = Passing period, 1 day in school detention and a plan will be developed

RELEASE OF PUPILS DURING SCHOOL HOURS

Students are not permitted to leave the school grounds at any time during the school day without parent approval and a permission slip from the school office. Appointments with doctors, dentists, etc. should not be made during school time if the appointment can be made for either before or after school. In case it becomes necessary, however, the student should bring a note signed by his/her parent or guardian stating the time and reason it will be necessary for the pupil to leave. We ask that parents or guardians report to the office to pick up their student. If you must leave the building because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence.

1. The student will not be permitted to leave school in the custody of an adult other than the child's parent or legal guardian unless that adult has the authorization from the parent or legal guardian. We ask that all students be picked up in the office to ensure their safety.
2. Students should be released to police officers only according to current school law. Every effort should be made to contact the parent of any student released to police officers under the law.
3. **If ill, students are not to call from the classroom phone or cell phone** but must report to the office to let school officials know they do not feel well. We will determine if parents need to be contacted. Using a cell phone without permission could result in a tech violation.
4. Any request to prohibit one party from taking a student from school will be honored only if legal status is established. Legal status is established with a copy of the decree or court order furnished giving responsibility for the enforcement of such court orders or decrees.

STUDENT CONDUCT ON BUSES

1. Follow the bus driver's directions.
2. Get to your seat immediately and remain there until the bus has come to a complete stop at your final destination.
3. Keep hands, feet, books, and objects to yourself; do not extend or throw anything out of bus windows.
4. No unacceptable language or behaviors (swearing, rude gestures, cruel teasing, put downs, or fighting).
5. **NO GLASS CONTAINERS** - Open food and beverages are prohibited on the bus. Use of tobacco in any form is not permitted.
6. Non-bus students are not allowed to ride the bus with bus students.
7. Remain behind painted line on sidewalk until bus completely stops when boarding from school.
8. Students shall not mar or deface bus or its equipment.
9. Infractions of the foregoing rules and regulations will result in students losing bus privileges, this includes field trips and sporting events as stated in school board policy EEAEC-R.

DISCIPLINE

The purpose of the school-wide behavior management program is to give students structure in which they can learn productive, self-disciplined behavior. A well-disciplined individual helps form the basis of a productive and competent member of our society. The staff at Severance Middle School believes that every student can, and is expected to live up to a set of behaviors that is beneficial to the student, peers, staff members, parents, and the community. Good behavior is essential for successful academic achievement. The program includes positive rewards for good behavior and consequences for unacceptable behavior. Every teacher will implement his/her set of rules in the classroom in addition to our school-wide set of consequences for specific behaviors. Student discipline will allow for maximum time on task in the classroom. It is a privilege to receive an education, make the most of it!

The staff at the middle school believes that appropriate positive consequences result from good behavior. **PBS (Positive Behavior Support)** is a program that our school has implemented to make sure we are having positive interactions with each other. **RESPECT, RESPONSIBILITY and CONNECTIONS** is our motto. All staff and students are committed to this recognition through the implementation of a wide variety of positive consequences. A few of these are: appropriate praise, positive feedback, individual attention, individual rewards, group rewards, compliments, spoken reinforcement, written reinforcement, additional study time, parent contact, peer recognition, class recognition, school recognition, letters or certificates of recognition, earned special passes, and special privileges. These are a few of the ways in which staff members show their appreciation for the super job done by the Severance Middle School students.

We also recognize the fact that most of the students at the middle school do a great job with self-discipline. They are interested in obtaining the best education possible and attend school on a regular basis. We congratulate these students on their efforts and success. We also pledge continued behavior management assistance and counseling for those students who have not acquired their academic or behavioral self-discipline. In all situations, the middle school operates on a policy of mutual respect. Staff members display the respect that they ask of the students. **ALL SCHOOL STAFF MEMBERS** have the same authority, from the para-professionals, secretaries, custodians, cooks, and teachers, to the administration. Students are expected to do as asked, regardless of the position of the staff member.

The Colorado State Legislature passed Senate Bill 133 to promote a healthy and safe environment in our schools. As part of this act, a three-step discipline plan was developed. Students receive a limited number of habitually disruptive acts before being recommended for expulsion from school. Please refer to the District Student Discipline Handbook policy JK for further information. **Severance Middle School addresses bullying, which is also part of state legislation. Please refer to the District Student Discipline Handbook for more information on this.** State law mandates expulsion from school for bringing weapons that fall under the Colorado State Statutes' classification as dangerous weapons (knives, guns, etc.) to school; distributing drugs or controlled substances; committing an act of robbery by force or intimidation; or 3rd degree assault. **Behaviors that interfere with other students' right to an education will not be tolerated.** Most Severance Middle School students do a quality job and are a pleasure to have in school. These policies are directed at improving the behavior of disruptive students, allowing others the education to which they are entitled.

Each student is asked to conform to the rules and regulations of the school to insure maximum educational benefits for all students. When a student's behavior is interfering with classroom instruction, building rules will be processed through the classroom teacher. If this is unsuccessful, the student will be sent to the office for a conference with the principal or assistant principal. If students are defiant and their conduct has seriously disrupted classes or affected other pupils, they will be dealt with according to the seriousness of the violation of rules. In some cases, teachers can also suspend students from their class.

Items not specifically listed here are also included in the discipline policy. Middle school students and their parents may also refer to the Severance Middle School District Student Discipline Handbook for further information. The use of common sense will guide you to a successful year at Severance Middle School. If you have any questions regarding the Severance Middle School discipline policy, please feel free to call or stop by the office. Let's work as a team to ensure the success of your student!

DETENTION POLICY

Detentions (making up time before or after school) are given for a variety of reasons. Detentions are not optional; they must be served before or after school, unless arrangements have been made to serve during lunch. Students may not make up the time during the school day. School detentions come before work, athletics, club meetings, etc. If a student receives detentions, they must be served even if the detentions cause them to miss an obligation to another activity. If the student fails to serve the time, then the time will be doubled and can eventually lead to an in-school detention. On in-school detentions, students will spend the entire day in the detention room working on assigned discipline work. Students are responsible for informing their parents about detentions. Parents, please be aware of the detention policy and review it with your son or daughter.

Detentions vary in length from 30 minutes to one hour per night. In the morning, students may arrive before school and serve morning detentions. Before school, students are to come through the front doors and report to the detention room in the main office. After school, students report to the detention room by 3:05 p.m. Students may serve detention time before or after school, or during both times. Student behaviors may eliminate them from participating in or attending extra activities at the middle school, such as field trips, dances, athletic events, and other performances.

SUSPENSION AND EXPULSION

The principal, assistant principal, or designee may suspend a student for willful disobedience or open and persistent defiance of proper authority, including: insubordination or continued and willful misconduct; open defiance of school staff members; destruction or defacing of school property; repeated interference with the school's ability to provide educational opportunities to other students; behaviors which endanger the welfare, safety, or morals of other students; smoking on the school grounds during or after school hours; possession or use of alcoholic beverages; possession or use of any type of illegal drugs; nondiscrimination/non-harassment of students and staff or for any other reason as provided for in Colorado School Law. If a student is suspended, he/she will be notified by the principal, assistant principal, or designee as to the cause and length of the suspension. Suspensions will vary in length from one to five days, depending on the severity of the situation and the number of times a student has been involved in discipline problems. A copy of the discipline referral will be sent to the parents. In addition, the parents will be contacted by phone or in person explaining the situation and length of the suspension. All suspensions will be out-of-school. During a suspension, students are not allowed on any of the school campuses or to be near the schools before, during, or after school. Students may not attend any before or after school events at any of the schools on the days of suspension. Major projects, papers, and tests can be made up, but extensions of time to complete the work will not be provided. Credit may or may not be awarded. **Teachers can also suspend students from their classes.**

The principal may make a recommendation for expulsion to the superintendent who may submit the case to the Weld RE4 Board of Education. The expulsion can be for up to one calendar year. More information is provided in the district discipline handbook in policy JKD/JKE.

SMOKING

The use and/or possession of tobacco products, vapor pens, mods or electronic cigarettes in school facilities, on school property, during school sponsored activities, or in school owned transportation equipment at any time is prohibited. Any student who violates this policy is subject to the consequences described in the District Student Discipline Handbook in policy ADC.

**STUDENT USE, POSSESSION, AND ABUSE
OF ALCOHOL AND OTHER DRUGS**

Use, possession, distribution, sale, or being under the influence of alcohol, drugs, or narcotics, not prescribed by a licensed physician, or capable of being purchased at a pharmacy with a prescription, while on school property, at school activities, or in school vehicles, at any time of year, is prohibited by Weld RE4 Board of Education Policy JICH. Upon satisfactory evidence that alcohol, drugs, or narcotics are being used or possessed or distributed while on the school grounds, at school activities, in school vehicles, or that any student is under the influence, the principal or assistant principal shall have the authority to suspend and/or recommend the student for expulsion pursuant to Policy JICH.

Senate Bill 133 states that expulsion shall occur for any offenses involving the selling or distribution of drugs or narcotics. For further information, please refer to Policy JICH in the District Student Discipline Handbook.

SEARCHES

GENERAL STATEMENT

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks or storage areas, or student automobiles, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Please refer to the district Student Code of Conduct handbook for further information.

NONDISCRIMINATION/NONHARASSMENT OF STUDENTS AND STAFF

The Board of Education is committed to the policy that no otherwise qualified person shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any district program or activity on the basis of race, color, religion, sex, national origin, protected age group, or disability.

Further, the Board of Education affirms its commitment to maintain an environment for all students and staff that discourages intimidation, discrimination, physical harm, and/or harassment of students, and affirms the right of all students and staff, regardless of race color, religion, national origin, sex, protected age group, or disability.

Prohibited harassment/discriminatory behavior includes comments, name-calling, physical conduct, or other expressive behavior that demeans the race, color, religion, national origin, sex, protected age group, or disability of the individual or individuals, or that creates an intimidating, hostile, or offensive work or educational environment. Please refer to the district Student Code of Conduct handbook for further information.

**GRIEVANCE PROCEDURE, HARASSMENT, EQUAL OPPORTUNITY
AND AFFIRMATIVE ACTION**

PURPOSE: To provide students, teachers, employees, and parents with an administrative remedy through which to seek redress for perceived violations of the School District's nondiscrimination/non-harassment policies, as well as state and federal anti-discrimination laws. Please refer to the district Student Code of Conduct handbook for further information.

REPORTS OF STUDENT PROGRESS/INFINITE CAMPUS PORTAL

At the end of each quarter (nine week grading period), report cards will be posted to portal. See the office for further information on the Infinite Campus portal program. Throughout the year parents will be notified if students are in danger of failing their classes or if they are lacking in citizenship, effort, or achievement. Parents are urged to make an appointment to confer with their student's team of teachers when they are concerned about progress in class. Please contact the school to set up an appointment.

All staff record students' grades using the student data system-grading package. The information recorded in this grading package will go into the Infinite Campus portal program where parents can access the grade book for their students through the Middle School website. All staff updates their grades through the grading package at a minimum of once a week. The Infinite Campus portal program updates information in real time.

GRADING SYSTEM

Grades are important because they are an indicator of student progress and figure into our credit system. Zeros will be given for homework or tests not completed. The standard grading system is as follows:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	F

CREDIT SYSTEM

Severance Middle School has an academic credit system to advance from one grade level to the next. The credit system, similar to a high school credit system, will help students focus on academic goals and increase participation in their education. The system operates as follows:

1. Each subject area is worth .25 credit per quarter, equal to one credit for a full year. This is for all classes: core content (English, math, reading, science, social studies) and exploratory classes (such as PE, band, vocal music, art, industrial technology, etc.). Students can accumulate a maximum of three and one half credits per semester and seven credits per year. In three years at the Middle School, they can accumulate a maximum of 21 credits. Students must accumulate a minimum of 18 credits through three years at Severance Middle School to move to Windsor High School. Semester grades are used to determine if credits are earned.
2. There will also be a minimum number of credits needed to advance from one grade level to the next:
 - 4.5 credits are needed to move to 7th grade.
 - 10 credits are needed to move to 8th grade.
 - 16.5 credits are needed to move to the high school.

The credits will be determined at the END of the summer after students have had a chance to earn credits through summer school or correspondence classes. If students do not meet the credit system guidelines at the end of their 6th, 7th, or 8th grade school year, they will need to attend summer school or complete a certified correspondence program to make up the missing credits. If students do not have the minimum number of credits at the END of the summer to advance to the next grade level, they will need to repeat that grade the next school year.

3. Students new to Severance Middle School in 7th grade must earn a minimum of 5 credits to pass to the 8th grade and must earn 12 credits total by the end of their 8th grade year to advance to the high school. Students new to Severance Middle School in 8th grade need to earn 6 credits to advance to the high school.

<u>GRADE</u>	<u>CREDITS POSSIBLE</u>	<u>CREDITS NEEDED</u>	<u>REMEDIAL PLAN</u>
8th	6	16	summer school/ correspondence/ retention
7th	6	10	summer school/ correspondence/ retention
6th	6	4.5	summer school/ correspondence/ retention
Totals	18	16	

If you have any questions, please call or stop by SMS.

CHEATING POLICY

Severance Middle School defines cheating as copying others' work; allowing work to be copied; copying class work, tests, or answer keys; turning in work completed by someone else; changing answers while grading; plagiarizing; distributing or using mass printed assignments; using notes when not authorized; and forging signatures. Each violation of the cheating policy will result in specific consequences.

First Offense:

Office and team notification
Parent contact by teacher or administration
Other consequences left to teacher discretion

Second Offense:

Zero on assignment
Office referral
Parent contact by administration

Third and Subsequent Offenses:

Zero on assignment
Office referral
Parent contact by administration

HONOR ROLL

A 3.5 grade point average is needed to be on the honor roll. The standards for National Junior Honor Society are different and include a 3.5 grade point average as well as teacher recommendations based on citizenship, leadership, character, and service.

NATIONAL JUNIOR HONOR SOCIETY

The Severance Middle School National Junior Honor Society works to honor and bring to the attention of parents, peers, teachers, and community the accomplishments of students whose **overall** performance is outstanding.

1. All 6th, 7th and 8th grade students are eligible for membership after attending two consecutive quarters at Severance Middle School.
2. Selection **begins** with a student having a grade point average of a 3.5 for the semester. A 3.5 grade point average **only places the student's name on the list** to go through the rating process.
3. Rating is done by the school faculty in the areas of service, leadership, character and citizenship. All categories have equal weight. Students are rated on their performance and behavior during the school day and at school functions.
4. The highest score that can be given for each category is 3 and the highest and lowest total scores are eliminated. The remaining total scores are averaged
5. Up to 20 new members may be selected from 6th grade applicants. Only the top 15% of the seventh grade and the top 15% of the eighth grade are selected for membership.
6. Students are re-evaluated every semester. If a member's GPA falls below 3.5, he or she will be notified in writing that they are on probation for a minimum of one quarter and will not participate in NJHS activities until the GPA again meets the requirement.
7. Students can be placed on probation or removed from NJHS based on poor behavior or office referrals.

The categories are as follows:

1. **Leadership** – initiative in studies, leadership skills demonstrating a good influence on others, promoting school activities, constructive leadership in the classroom and other areas.
2. **Service** – willing to assist when asked at school, assisting visitors, other students and the staff.
3. **Character** – shows courtesy to visitors, students and staff, promptly meets individual commitments and responsibilities to school and staff, demonstrates the highest standards of attitude toward honesty and reliability and upholds principles of morality and ethics, constantly demonstrates desirable qualities of personality (cheerfulness, friendliness, neatness, poise, and stability), cooperates willingly with school rules and guidelines concerning property, books, attendance, halls, lockers, etc.
4. **Citizenship** – accepts responsibilities and privileges, works to improve school and community, respects the rights of others, obeys the rules, and displays loyalty.

ASSEMBLIES/EXTRA-CURRICULAR EVENTS/PEP RALLIES

ASSEMBLIES, ATHLETIC EVENTS, AND PEP RALLIES ARE CONDUCTED AS AN INTEGRAL PART OF THE SCHOOL CURRICULUM. THESE PROGRAMS FEATURE A VARIETY OF EDUCATIONAL AND ENTERTAINING EXPERIENCES FOR THE STUDENTS AT SEVERANCE MIDDLE SCHOOL.

Student conduct is a sign of school spirit, school pride, and maturity. We expect to uphold our reputation as a courteous and positive student body at Severance Middle School. At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterous actions, and talking during a program.

ATTENDING AFTER SCHOOL EVENTS

In order for students to attend after school events as spectators, they must be passing all of their core content and exploratory classes. If they are failing one or more classes, they either need to go home to work on schoolwork or stay after school and work on homework with a teacher for at least 30 minutes. After the 30 minutes, they then must bring a note from that teacher stating that they were doing schoolwork as a pass to get into the event.

- **Dances:** In order for students to attend a school dance they may not have more than one F, they cannot have had any office referrals within two weeks of the dance, and they must have acceptable attendance.

FIELD TRIPS

Field trips are considered an extension of the classroom. Students represent Severance Middle School and should act accordingly. Attendance at field trips is not optional - they are required for all students. At times, students may not be allowed to attend field trips due to disciplinary action. **Students staying at home instead of attending a field trip will be counted as unexcused and will need to make up 7 hours of detention time.** Parents will receive a written notification of all field trips out of the community.

ELIGIBILITY

The Principal, Assistant Principal, Dean of Students, Athletic Director, and teachers shall determine at any time whether a student is eligible for activities. To be eligible, a student must be succeeding in his studies and must display appropriate citizenship as a member of Severance Middle School. In order to be eligible to participate in extra-curricular activities after school, the student must be in attendance at school by 11:00 am unless prior arrangements have been made with the administration.

ILLNESS OR INJURY

A student who is too ill to remain in class is to report to the office where a phone call will be made to parents before being sent home. If the school personnel are not able to reach the parent by phone, other contacts listed will be notified. In case of an injury, the parents will be contacted if possible. If it is not possible, school personnel will make a decision regarding the seriousness of the injury and what steps to pursue. **Students need to see the school nurse prior to calling home.**

MEDICATIONS

In order for students to take necessary medication at school, we must follow School Board Policy JLCD:

1. Medications will be kept in a clean, locked cabinet, refrigerator, or container.
2. Written orders for the student's health care provider are on file in the school stating: the student's name; name of the drug; dosage; purpose of the medication; time of day the medication is to be given; the anticipated number of days it needs to be given in school; and possible side effects.
3. The parent/guardian provides written permission to the school to administer a prescription or over-the-counter medication.
4. Medication must be in the original, properly labeled container. If it is prescription medication, the student's name, name of the drug, dosage, time for administering, name of the health care provider, and current date must be printed on the container.
5. School personnel keep an individual record of any medications administered by school personnel.

There are times when physicians and parents want students to carry their own medication. This is true for some students using an inhaler for asthma, but may also be true for other medical conditions. Certain requirements must be in place for this as well. Please discuss this with health room personnel. Preventive measures, such as sunscreen, insect repellent, diaper ointment, and cough drops, may be used with written parental permission only.

IMMUNIZATION REQUIREMENTS

A new school year will soon be upon us. Immunization requirements continue to expand and change from year to year. On January 17, 2007, the Colorado Department of Public Health and Environment's Board of Health approved additional vaccine requirements. The following immunizations will be required prior to the beginning of the **2017-18** school year:

Preschool, 1st, 2nd, 3rd, 4th, 5th, 6th and 7th grade students will be required to have two **varicella (chickenpox)** vaccines or documentation that they have had the disease.

Kindergarten students will be required to have **two doses** of **varicella (chickenpox)** vaccine or **documented disease history from a health care provider.**

Preschool - 12th grade students will be required to have the **Hepatitis B series** (three immunizations).

Kindergarten-12th grade students will be required to have their **2nd MMR** (measles, mumps, and rubella) vaccine.

Preschool-12th grade students are required to have **DTP/DTaP/Tdap** and **OPV/IPV** vaccines. Please refer to minimum requirements for specific grades in each health room.

Students entering 6th and 10th grades will be required to have a **Tdap.**

Preschool students are required to have the **Hib** (Haemophilus Influenza type b) vaccine. The number of doses required depends on the student's current age and the age when the Hib vaccine was administered.

The Hepatitis A vaccine (series of 2 immunizations) is highly recommended in Weld County but **not required** for school entry.

Medical, personal, and religious exemptions may be signed in each health room.

SCHOOL INSURANCE

ALL STUDENTS PARTICIPATING IN SPORTS WILL BE REQUIRED TO SHOW EVIDENCE OF HAVING INSURANCE THAT COVERS THE PLAYER. AN ACCIDENT INSURANCE PROGRAM IS AVAILABLE TO ALL STUDENTS AT THE PARENTS' EXPENSE BY MARKEL STUDENT ACCIDENT INSURANCE (ACCESS AVAILABLE ON OUR WEBSITE OR AT [HTTP://MARKEL.SEVENCORNERS.COM](http://MARKEL.SEVENCORNERS.COM)). THERE ARE SEVERAL AFFORDABLE PLANS FROM WHICH TO CHOOSE. ONCE PURCHASED, A CONFIRMATION PAGE CAN BE PRINTED AS PROOF OF INSURANCE.

ATHLETIC HANDBOOK

SEVERANCE MIDDLE SCHOOL GENERAL RULES GOVERNING COMPETITIVE & INTRAMURAL SPORTS BOARD POLICY JJI ATHLETIC TRAINING RULES

The Board of Education directs that the school administration and the coaches in the various sports shall act to discipline or suspend athletes for various infractions of training rules.

1. Athletes found using or in possession of tobacco, alcohol, or drugs (not prescribed by a physician) will be suspended from participation in athletics for a period of 15 school days on first offense and for the remainder of that sport for the second offense.
2. Athletes will follow training rules laid down by the coach of that sport (including curfew time, conduct and behavior to and from, and at athletic events).
3. Players, who ride a bus to the game, must return on the bus except with parents' and coaches' permission. Parents must sign their student out with the coach at the venue.
4. An athlete may not switch from one sport to another, during the season of that sport, without permission of the head coaches involved and the principal, assistant principal or athletic director.
5. Any school employee seeing an athlete violating the above rules is requested to report such violation to the principal or head coach.

ATHLETIC AND ACTIVITY ELIGIBILITY

The athletic director and teachers shall determine at any time whether a student is eligible for activities. The criteria used to determine this will be grades, citizenship, behavior, and attitude. It is the philosophy of the middle school to encourage all students to participate. As representatives of our middle school, we stress positive attitude, behavior, and citizenship. At times, students may be removed from competition for failing to uphold these characteristics. Grades are a subjective matter. Information or extenuating circumstances concerning the student's self esteem, etc. are weighted. Activities are to enhance the student's athletic ability and introduce them to a lifelong learning and appreciation for activities and athletics.

1. You must be in attendance for **all** competitive tryouts unless specific arrangements have been made.
2. Students must be in attendance by 11:00 am to participate in or attend student activities or athletics after school on the day of the absence. **Final determination regarding participation rests with the building principal, assistant principal, or athletic director.**
3. Athletes must have a current physical on file, which includes proof of insurance, AND pay the athletic fee before official practice begins. A uniform will not be issued to the athlete until these requirements have been met.
4. ELIGIBILITY IS CHECKED WEEKLY: if a student is failing 2 or more classes, they will miss the following week's events. If a student is marked down for citizenship, this is considered the same as a failing grade. IF ELIGIBILITY CONTINUES TO BE AN ISSUE, THE ATHLETE MAY BE REMOVED FROM THE TEAM.
5. Individual coaches may add their own rules at time of tryouts.
6. Tryouts are based on objective skill tests, observations of playing the game, and attitude.
7. Any competitive player must complete 9 practices before they can play a competitive game. The elements which constitute a practice that will count toward satisfying the nine day requirement are:
 - a. The school's head coach is present;
 - b. The majority of the team is present;
 - c. The practice is held at the regularly scheduled time and place;
 - d. The practice is not held on the same day as a game or scrimmage;
 - e. The athlete is actively involved (not injured) in the practice.
 - f. The practice is held during the formal practice season. At no time should a practice session be created to circumvent the nine-day rule. The second practice in a day **does not** count as one of the nine required practices.
8. Parents should notify the coach by phone, e-mail, or written excuse if the athlete is not able to attend practice.
9. Anyone who is verbally harassing students at the middle school or any school in our district on or off school grounds may be removed from the competitive team. You are representing Severance Middle School on and off the team and need to model appropriate behavior.

PARTICIPATION FEES

A participation fee of \$40.00 per sport season will be charged to each athlete. Students will be responsible for the equipment checked out to them and must hand it in at the end of the season. Fees will be assessed to replace equipment that is not returned. Refunds will be allowed if a completed drop form (which has been signed by the coach and a parent) has been turned into the main office prior to the first official game/contest. Refunds following the first competition/contest are at the discretion of the Athletic Director.

ATHLETIC TRANSPORTATION

Athletes must travel to and from out-of-town games in transportation provided by the school.

The only exceptions are:

1. Injury to a participant, which would require alternate transportation.
2. **We will not allow participants to ride to & from games with other relatives or friends.** Prior arrangements between the participant's parent/guardian and the coach should be made for the student to ride with parent/guardian.

THEFT OR MALICIOUS DESTRUCTION OF ANY SCHOOL OR INDIVIDUAL'S EQUIPMENT OR PROPERTY

1. First offense: The individual will be suspended from the squad for five (5) school days. At the end of that period, a conference with the head coach and athletic director will be held. Also, restitution must be made and at that time a decision regarding further competition will be made.
2. Second offense: Suspension for the remainder of the sports season and a referral of the student with the athletic director before allowing any further athletic competition at SMS. Once again, restitution must be made before any decision is reached.

HOME ATHLETIC EVENTS IN THE GYM

No one is to be in the hallway or at his or her lockers during the game. Get permission to leave the building if you wish to return. You will only be given permission to leave the building **once**. If these rules are not followed, after school privileges may be taken away and/or will be asked to be accompanied by a parent. If students are staying to watch they need to be in the gym or on the field watching. They must be good sports and cheer for our team.

Away games: It is preferred you sit with your parent or behind the team bench whenever possible. Away game principals are responsible for your behavior and their rules and regulations are followed. You are here to support your team and provide good sportsmanlike conduct.

INTERSCHOLASTIC SPORTS

Fall Sports

Cross-Country for grades 6, 7, 8
Football for grades 7, 8
Swimming for grades 6, 7, 8
Volleyball for grades 6, 7, 8

Winter Sports

Boys' Basketball for grades 6, 7, 8
Girls' Basketball for grades 6, 7, 8
Wrestling for grades 6, 7, 8

Spring Sport

Track for grades 6, 7, 8

See League by-laws

1. Individual coaches' rules are in effect.
2. Eligibility and tryout rules are in effect.

ACTIVITIES

Brain Bowl, Spelling Bee, Geography Bee, Hawk Leadership Council, Lego League, Odyssey of the Mind, Math Counts and any other academic oriented activity will follow the above eligibility rules and any individual sponsor rules.