

**SCHOOL DISTRICT #11  
 JENKINS MIDDLE SCHOOL  
 6410 Austin Bluffs Parkway  
 Colorado Springs, Colorado 80918  
 Phone: 719-328-5300 ~ fax: 266-5276  
 Web Page: www.d11.org/jenkins**

Phone (voice mail) numbers

Lois Hagen, Principal	328-5302
Assistant Principal	328-5303
Bob Schmidt, Assistant Principal	328-5304
Linette Langenhuizen, Counseling Coordinator	328-5306
Dave Batron, Counselor	328-5307
Kathy Magda, Counselor/Social Worker Counselor	328-5318

*\*To access the VOICE MAIL SYSTEM, dial 328-5399 then the 5 digit number and then the # sign.*

**Progress Report/Report Card Dates:**

	<u>Progress Reports</u>	<u>Report Cards</u>
Quarter 1	September 26	October 23 & 24
Quarter 2	November 21	January 16
Quarter 3	February 13	March 19
Quarter 4	April 23	Mailed Home

This schedule is subject to change

**This agenda belongs to:**

**NAME** \_\_\_\_\_ **Grade** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/TOWN** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**TEAM** \_\_\_\_\_ **CONTACT INFO** \_\_\_\_\_

## INTRODUCTION AND WELCOME

Dear Students and Parents,

Welcome to Jenkins Middle School. You are now part of our Jenkins community. We're excited to be back and are looking forward to working with each and every one of you this year. The mission of Frances L. Jenkins Middle School is to "provide a challenging and stimulating academic environment. It is our belief that all children can learn and it is our responsibility to help students reach their fullest potential. We are committed to helping children be successful learners and responsible citizens."

With this mission in mind, I'm certain it will be an exciting and challenging year. We will need everyone's best efforts to make it be a successful school year. In addition to our academic rigor, we have many opportunities to be involved in our exploratory program as well as our clubs and activities. We invite each of you to become involved in our Jenkins' community in a positive way.

This agenda has been prepared to help students experience a successful year. The purpose of the agenda is to serve as a tool for organization and communication. We expect students and parents to read and use this agenda. It contains our expectations, procedures and policies, and serves as a guide for helping students and parents understand the overall expectations that exist to support our learning environment. For further information, please refer to the District Eleven Student Conduct and Discipline Code Handbook. If you have any further questions, we invite you to ask staff members for clarification.

Parents are invited to support the school by getting involved, communicating with their child and the school, and sending their child ready to learn. In order to maintain the integrity of our learning environment, students are expected to demonstrate a healthy attitude and work ethic in their endeavors. When school, home, and the student work as a team, the mission of student achievement will be realized.

We look forward to working with you and believe that all students can learn and be successful at Jenkins. Put forth your best effort, work hard, be positive and have a great year.

Lois Hagen, Principal



## PARENT CONNECT

Zangle Parent Connect is a web application that provides parents with direct access to student data via the Internet. Parents may view school news, classroom news, demographics, student schedules, attendance, assignments, marks, transcripts, GPA, graduation requirements, testing information, behavior reports, and health records for their own student(s). A pin number and password is required to access parent connect. The pin number and password can be acquired through the front office. After showing a picture I.D., parents or legal guardians who are listed as the official contact person on the school registration form will be furnished with a pin number and password.

## DESIRED BEHAVIORAL STANDARDS

Target: Lifelong Learning. Students will actively pursue and apply self-management, organizational skills, and learning as a lifelong process.

Task: Being a student is “your job” in the same way your parents have jobs at their workplace and at home. The qualities and behaviors that “bosses” look for in people they hire and count on are what your teachers look for in students “doing a good job”. It is important that all of us, adults and children, know what a “good job” is and then work at doing a good job. The requirements in the sections that follow constitute examples of doing a “good job” as a learner.

### READINESS TO LEARN

- Enter classroom on time
- Have all necessary supplies and materials
- Have appropriate materials out and ready for instruction
- Rarely be absent from school
- Obtain missing assignments when absent
- Take responsibility for own learning
- Begin independent learning activities without prompting

### EFFORT AND PARTICIPATION

- Demonstrate BEST effort on every assignment, project, and test
- Participate actively in own learning
- Follow all directives given by staff without incident
- Listen with respect to teachers and peers
- Share appropriate information and opinions during class discussions
- Complete assignments and projects to the best ability
- Turn all school work in completed and on time
- Review work and ask self or others how to do better

### RESPECT

- Speak and act with adults and peers in a respectful and caring way
- Encourage and help others to be successful
- Follow district, school, and classroom rules without incident
- Respect school, community, and personal property
- Use speech that is free of profanity and speech that is positive
- Be polite and appropriate at all times (i.e. assemblies, performances, games, hallways, trips, etc.)

### HANDLING YOUR OWN PROBLEMS

- Set up an appointment with someone who can help
- Ask for help in a calm way
- Wait patiently if help is not immediately available
- Take responsibility for own actions
- Be a student of integrity: Honesty is the best policy

## POLICIES PROMOTING A SAFE SCHOOL ENVIRONMENT

The following information consists of basic rules and expectations that serve to support an environment focused upon safety, individual and group welfare, and an educational mission of academic learning with appropriate citizenship. The mission of D-11 is to support student achievement. Attitude and behavior that distracts from this mission will be addressed in order to maintain the integrity of the learning environment.

For the safety and welfare of the students and concern for their personal belongings, District #11 has adopted a *Zero Tolerance Policy* for certain offenses. According to the District #11 Board of Education policy concerning mandatory expulsion offenses, students face mandatory expulsion for at least five categories of offenses: (1) possessing, carrying, bringing, or using a dangerous weapon, which includes a firearm, a firearm facsimile, or a knife (many pocket knives are dangerous weapons under law – please make sure that your child does not bring any knife to school); (2) sale of a drug or controlled substance; commission of an act which, had it been committed by an adult, would have been robbery; (4) commission of an act which, had it been committed by an adult, would have been first or second degree assault; and (5) declaration of a student as “habitually disruptive”. Please refer to the policies of the District #11 Student Conduct and Discipline Code Handbook for further information on conduct that necessitates expulsion from school.

A new Board of Education policy (JKBA) concerning “Formal Disciplinary Removals from Classrooms by Teachers” was created in 2001. The policy specifies the circumstances under which a student’s short-term removal from a teacher’s classroom – for disruptive behavior in the class – may count toward his or her long-term removal from class. After three such removals, a disruptive student may be removed from the class through the end of the quarter, or longer, depending upon the circumstances. “Disruptive behavior” is defined as behavior by a student in a teacher’s classroom that constitutes a Level 2, 3, or 4 violation of the Student Conduct and Discipline Code (see below). Further information may be obtained by accessing the District web site.

A summary of the Student Conduct and Discipline Code Handbook is included for your review. If you do not have a handbook, please contact the school office. A handbook will be provided. Student discipline falls into four levels of offense.

**Level 1:** Disciplinary infractions deemed to be less serious violations of student conduct expectations are generally handled by staff, and when appropriate, parents. Examples include: dress code violations, continuing tardiness, uncooperative attitudes, arguing, hall or cafeteria problems, and similar “routine” behaviors that are unacceptable in the school environment. The student may meet with the team of teachers, counselor, or administrator so that the behavior and acceptable alternatives might be discussed. A consequence such as detentions, parent contact, community service (cleaning duties), behavioral contract, short composition, letter of apology, suspension of privilege, or verbal warning may be given. The teaching staff is responsible for keeping documentation related to Level 1 violations.

**Level 2:** Disciplinary infractions deemed to be more serious violations that undermine the safe learning environment and respectful relations that must be protected in school are addressed by administration. They may also be flagrant or continuing Level 1 violations. Examples include: truancies, disrespectful or profane language, detention “no-show”, continuing tardies, unsafe conduct, mischief, continuing or serious classroom misconduct, harassment, rowdiness, intimidation, continuing bus misconduct, theft, dishonesty, negative attitude, and physical

aggression of any kind. The student will meet with an administrator to examine the behavior, its long range or broader implications, its impact on the school, and acceptable alternatives. A consequence such as a parent/staff conference, a series of detentions, community service, loss of privilege, in-school suspension, out-of-school suspension, or another serious intervention may be applied. The behavioral infraction will be entered into the student's record.

**Level 3:** Disciplinary infractions deemed acts prohibited by federal, state, or local law, acts that seriously endanger the violator or others, acts that violate the rights of others to a physically and emotionally safe learning environment, and acts of flagrant, overt defiance are addressed by administration. Examples include: assault, possession of tobacco, defiance of authority, false reporting, false alarm, willful damage to personal property, possession of illegal substances, possession of a standard weapon or facsimile, instigating misconduct, threats, fire violations, vandalism, sexual harassment, bullying, and continued or flagrant Level 2 violations. Level 3 misconduct will result in a minimum 3-day out-of-school suspension, unless otherwise directed by an administrator. A conference with the student, parents, and/or other parties will be held to discuss the behavior and to develop a remedial discipline plan. In accordance with state law and school policy, a referral to the District #11 Student Discipline Services will be made following the third Level 3 infraction.

**Level 4:** Disciplinary infractions deemed acts of a very serious nature are addressed through a referral to District #11 Student Discipline Services. Typically, students are suspended by the site administration for 5 school days. During that period of time, Student Discipline Services will set a hearing date. Examples include: Sale of a controlled substance, robbery or assault as described under state law, violation of a Remedial Discipline Plan, or involvement with a dangerous weapon. Please refer to the Student Conduct and Discipline Code Handbook for more details.

While the four levels of behavioral infractions do not represent an all-inclusive list, it does provide a summary of the code handbook. Administration follows a progressive discipline process. If a student's misconduct is repeated, disciplinary consequences will increase in severity. Additionally, administration has the responsibility to enforce the discipline code and apply appropriate consequences as deemed necessary for the infraction. Parents are expected to support school officials in their effort to maintain a safe learning environment. Students at Jenkins are responsible for their actions, including responsibility for their learning. The basic rules of our community are expected to be followed in school. School is considered the workplace for the student. They must work hard in the area of citizenship, as well as, academics.

### **ATTENDANCE, ILLNESS & TRUANCY**

Regular school attendance is mandated and regulated by Colorado State Law. Further information can be found in the Student Discipline and Conduct Code Handbook. Decisions by administration whether to excuse or not excuse a student's absence are made according to District policy. In case of injury, illness, extreme weather or extenuating circumstances, it is the responsibility of the parent to notify the school attendance office within 24 hours when a student is absent and the reason for the absence. Excessive absences or truancy have serious effects on a student's ability to be successful in school and can result in administrative action. Additionally, absences can impact academic performance. In cases of emergency at school it is imperative that the school have a completed and current emergency card on file. Parents must update emergency information when appropriate. Students that arrive late or leave school early must check in with the main office. Students are released to a parent/guardian, unless other arrangements have been made.

## **TARDIES**

Promptness to class is very important. A tardy student disrupts the entire class, which impacts instruction. Teacher policies determine appropriate action for tardies. Continued tardiness may result in disciplinary action by administration, including a referral to D-11 Office of Discipline.

## **RELEASE FROM SCHOOL DURING THE SCHOOL DAY**

If your child must leave school during the day (doctor's appointments, etc.) please send a note or call the attendance office in advance. A parent must sign the child in/out at the attendance office. Only through prearranged notification will a student be permitted to leave with persons other than the parent/guardians.

## **MAKE-UP WORK & HOMEWORK**

It is the responsibility of the student to request make-up assignments from the teachers. Failure to complete work missed in the designated time will result in a lower grade. Students need to follow the guidelines established by the teacher(s) concerning due dates for missed assignments as a result of excused absences. In cases of extended absences of more than two days parents may call the attendance office to make arrangements to pick up assignments.

It is our belief that homework assignments will be used to expand classroom learning and are relevant to the course objectives being taught. Homework assignments need to be turned in on time. The student agenda is designed to give students a tool to help track assignments, prepare for tests, and organize materials for classes. Proper use of the student agenda will help students organize their responsibilities, which increases effectiveness.

According to Board Policy, it is the teacher's discretion whether to grant credit for missed work as the result of disciplinary action involving suspension for misconduct.

## **GRADING**

Grades, attendance and citizenship are computed and reported to parents once every quarter. Progress reports are issued to all students in each subject area at the middle of each quarter's grading period. These reports are designed to help parents monitor their child's progress. They serve as teacher communication concerning academic and citizenship grades. Parents need to watch for progress reports that are sent home with their child. A schedule for distributing reports is found in the front of this agenda.

## **CITIZENSHIP RUBRIC**

**P**reparedness: Comes to class with necessary materials, no tardies, no unexcused absences, and ready to learn attitude

**R**espect: Extends kindness to self, peers, and teachers, does not disrupt the learning of others, follows school rules, and maintains a constructive and positive attitude

**O**rganization: Organized work area and well maintained materials, maintain and uses notebook and agenda, and meets schedules and deadlines

**P**articipation: Listens and is attentive in class, works cooperatively on task in groups, supports class activities, and verbally and/or non-verbally engages in class discussions in an appropriate manner.

**E**ffort: Works hard and continually puts forth best effort

**R**esponsibility: Turns in homework and class assignments on time, practices self-control, maintains agenda, and accepts responsibility for own learning

**KEY:**

- 5 = All categories are met on a regular basis
- 4 = Consistently meets most of the categories
- 3 = Adequately meets most of the categories
- 2 = At times meets most of the categories
- 1 = Rarely meets most of the categories

### **CHARGES FOR MATERIALS AND TEXTBOOKS**

Each student will be loaned basic instructional materials, such as textbooks, without cost. However, students are strongly urged to purchase their own day planner, called a student agenda. Other instructional items that become the property of the student and are available for purchase include an atlas, grammar book, internet card, vocabulary workbooks, etc. Information on costs is available through teams.

In certain exploratory classes, students may be charged a fee for project materials, which will become their property. These fees will cover the cost of materials. Payment for materials will be made through the Business Office. Students will receive receipts when payments are made. **Any student who needs financial help with fees may contact the grade level administrator, counselor, or business office for information.**

Students are responsible for textbooks, library books, and/or all school items issued to them. If they are lost or damaged, the student responsible for the item(s) must pay for their replacement. It is strongly suggested that textbooks be covered for their protection. Unpaid financial obligations may impact a student's participation in certain activities. If students leave Jenkins with unpaid bills, those bills will be sent to other schools. Unpaid bills could also impact services Jenkins normally provides other schools.

### **DRESS CODE**

School District #11 is committed to a learning environment that is safe, conducive to learning, and free from unnecessary disruption. Jenkins Middle School staff believes that the manner in which students dress, accessorize and groom themselves affects the school atmosphere. Students taking pride in the personal appearance clearly has a direct and an indirect influence on school discipline and student achievement. Clothing, jewelry, body adornments, grooming, etc. that are deemed a distraction to students or teachers, will not be allowed.

- The State Health Law requires that shoes be worn in all public buildings. No flip-flop sandals, oversized shoes, bedroom slippers, or untied shoes are allowed. The intent is for students to wear appropriate foot attire that supports a business-like atmosphere.
- Clothes such as short shirts, spandex, excessively torn clothing, net or see-through shirts, spaghetti straps, muscle shirts, and/or sagging pants are weekend wear or play wear. They are not appropriate dress for the business-like atmosphere we wish to foster at Jenkins.
- Shorts and skirts must be at least mid-thigh in length or have a 6-inch inseam. A rule of thumb is to allow your relaxed shoulders and arms to hang at your sides. If your shorts or skirt is above your extended fingers, they are probably too short.
- No sunglasses or novelty eyewear to be worn in the building.
- T-shirt messages must be completely inoffensive. They must not distract others from learning or teachers from teaching.
- Students may not wear clothing styles suggestive of gang or cult membership. It may endanger the welfare and safety of other students, or school personnel and can be associated with delinquent, criminal or anti-social conduct. Again, the intent is to wear clothing that supports a business-like atmosphere where the right to learn and the right to teach are not distracted.
- Students may not wear clothing that is provocative.
- Jenkins Middle School and all of School District #11 are no hat zones. No hats, caps, or scarves that cover the head are allowed in the building. The administration reserves the right to determine what constitutes appropriate or inappropriate head wear.
- Coats and jackets are not to be worn in the building. Please remove these items and store them in your locker. Items acceptable to wear include lightweight pullovers, sweatshirts with zippers, matching warm-ups, windbreakers, flannel shirts, unlined jean jackets, and suit coats.
- Backpacks are to be stored in lockers. They are not allowed in classrooms. They serve the purpose of carrying items to and from school, not to and from classrooms.
- Clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are determined by administration to be disruptive to the learning environment; that pose a threat or potential threat to the safety and welfare of self and others; or do not support the business-like atmosphere that is conducive to learning, may result in disciplinary action.

Students who violate the dress code will be asked to contact parents to bring appropriate clothing to school. The school will allow students to walk home for a change of clothing if permission is granted to a school official by a parent. The intention for the creation of a dress code is to ensure Jenkins maintains a professional business-like atmosphere that supports student achievement and the learning process. School is the student's work environment. The school administration has the final word on what constitutes appropriate dress for the Jenkins environment.

### **BICYCLES, SKATEBOARDS, and SCOOTERS**

Students may ride bicycles to school. They should be ridden in accordance with state laws and not ridden on the grass, concrete courtyard, or on sidewalks. They are to be ridden on roadways and designated pathways, and carried or walked when on school property. Students are responsible for providing a chain and lock for their items. The school has provided two areas to store items, but accepts no responsibility for damage or theft. All bikes must be stored in one of two racks: A rack by the tennis courts for students entering school from the west end of Jenkins and a rack by the gym

for students entering school from the east end of Jenkins. No bikes are allowed in the main parking lot area or in front of the school. This is to ensure the safety and welfare of all students.

Skateboards and scooters will not be allowed on school property. Students that violate these expectations will have their items confiscated. Confiscated items will be returned to parents. Students that repeatedly violate expectations may have their items confiscated by administration for the remainder of the school year. The school accepts no responsibility for lost, stolen, or damaged items, as well as, injury that result from students who choose to violate the school rules.

**In-line skates and/or shoes with built-in wheels are not to be ridden on school property.**

NOTE: Administration reserves the right to amend procedures and expectations relating to the use and storage of bikes, skateboards, and scooters on school property, as well as, the use of in-line skates and/or shoes with built-in wheels or any other related item associated with “wheels in motion”.

### **ELECTRONICS AND TOYS**

Electronic equipment such as stereos, radios, pagers, cell phones, video games, laser pens, etc. and toy items are not allowed at school. These items are not associated with educational curricular materials that are part of a student’s work responsibility. If exceptions were ever made, they would be for the purpose of a special activity, which would be directed by a Jenkins staff member. Otherwise, items not directly related to the curricula will be confiscated. If an item is used to disrupt the safe learning environment, disciplinary action will follow.

### **HARASSMENT/BULLYING**

Students shall not harass others (annoy, or alarm another person by repeatedly insulting, taunting, or challenging the person or communicate with a person anonymously or otherwise in a manner intended to harass or threaten the person). Furthermore, harassment on the basis of race, color, religion, national origin, gender, or disability will not be tolerated.

#### Sexual harassment

Sexual harassment is recognized as a form of sexual discrimination and thus a violation of the laws, which prohibit sexual discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of the policy for any employee or student of the district to harass another employee or student through conduct or communication of a sexual nature. Sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individuals’ work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment as previously defined may include, but is not limited to:

1. Sex-oriented verbal “kidding” abuse or harassment.
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status or similar personal concerns.
6. Sexually explicit words, terms, or phrases directed toward another person that is deemed unwelcome.

Students and staff may file a formal grievance of sexual harassment through use of a grievance procedure. A complaint may be filed with the site administrator. If the alleged harasser is the site or immediate administrator, the student or employee may file the grievance with the human relations administrator. All matters involving sexual harassment complaints shall remain confidential to the fullest extent possible. Filing a grievance or reporting sexual harassment shall not reflect upon the individual’s status or affect future employment, work assignments or grades. For further information, access the Student Conduct and Discipline Code Handbook.

### **PUBLIC DISPLAYS OF AFFECTION**

Students shall refrain from displays of affection in the school setting. Physical display of affection that is determined to be inappropriate by staff members or serves as a distraction to the learning environment (distracts students or adults) will not be tolerated.

### **COOPERATION WITH PERSONS IN AUTHORITY**

Students, parents and community members are expected to cooperate with school staff members. Disobedience of a person in authority, failure to comply with a reasonable request of a person in authority, or the use of abusive or disrespectful language or action toward any person in authority, including any administrator, staff member or volunteer, shall constitute insubordination and will not be tolerated.

### **VISITOR POLICY**

All visitors must check in with the main office upon arrival at Jenkins. A visitor's badge will be issued. If a parent wishes to visit classes that are in session, we ask that they notify teachers in advance. This helps us to prepare a place in the classroom for the parent to sit and observe instruction. Students from other schools, as well as, young children should remain at their school or home. We do not make provisions for student visitors to attend classes.

### **ATHLETICS**

Jenkins is an active participant in middle school athletics. All students who wish to tryout for a sport must have a current physical and a completed emergency card on file with the school office. Physicals are good for one calendar year. No student may participate in any tryout, practice, or competition without a current physical and completed emergency card. It is recommended that a

copy of the physical, signed by a physician, be kept in case the original is lost. Fees must be paid before a student may enter competition. A surcharge can be applied to out-of-district participants.

Fall sports include girls track and boys wrestling. Winter sports include girls and boys basketball. Spring sports include girls volleyball and boys track. Non-cut sports involve wrestling and track. Basketball and volleyball are cut sports. Tryouts for cut sports are closed. Parents and student observers are not allowed to watch the tryout process. Tryouts are only for student athletes, coaches, and school officials.

Students are responsible for all athletic items checked out to their care. Lost or damaged items must be replaced for the student and/or their family.

## **ATHLETIC AND EXTRACURRICULAR ELIGIBILITY**

Eligibility for participation in athletics and extracurricular activities involves grade checks. Students must maintain a 'C' grade average and a '3' average in citizenship. An 'F' grade and/or a '1' in citizenship automatically disqualifies a student from participation. The student may be eligible to play in one week if the deficient grade is raised within that time period. Administration, coaches, and/or supervisors involved with student activities reserve the right to determine eligibility with any student who receives a 'D' grade or a '2' in citizenship, even if their average was 'C/3' or above. Academics and citizenship come first.

## **SUPERVISION**

Supervision of students is an important concern for staff and parents. Jenkins provides supervision for staff sponsored activities. These activities may include tutoring, intramurals, athletic practices, clubs, detentions, breakfast, and other various programs developed to support student achievement, citizenship, and the middle school philosophy. Supervision outside of staff sponsored activities is limited. Parents are expected to support the expectations developed by the Jenkins staff to ensure the safety and welfare of our students.

**Before and after school supervision:** Students must not be on school grounds before or after available supervision. To help determine when basic supervision is available, the following times are provided. The cafeteria will be open at 8:15 a.m. for students participating in the breakfast program. Outside supervision before school for students not participating in staff sponsored activities will be available at 8:25 a.m. Outside supervision after school for students not participating in staff sponsored activities will be available until 4:15 p.m. Students participating in staff sponsored activities must follow guidelines relevant to the activity. Time lines and behavioral expectations must be followed or the student will be removed from participation. For the safety and welfare of our students, parents are expected to have their children home or to make other arrangements to ensure they are not on school grounds outside of available school supervision.

**School programs:** Students participating in special programs such as athletic events, concerts, dramas, open house, etc. must leave grounds within 15 minutes of the activity's dismissal. Supervision is limited to 15 minutes before and after an event, unless otherwise directed by a staff member who will provide supervision outside of those time parameters. Students who do not adhere to these expectations can lose the opportunity to attend future activities.

## **STUDY TRIP**

Students will take study trips as part of the curriculum. Parents need to complete and sign the appropriate permission forms, as well as, follow timelines. If a student does not meet a timeline, they may be omitted from the trip. If that were to occur, an alternative curriculum would be provided. Questions and concerns with study trips should always first be directed to the team of teachers.

## **BUSINESS OFFICE**

The Business Office is located in the Counseling Office hallway and will be open to students from 7:45 am to 8:45 am, during lunch times, and from 3:42 pm to 4:00 pm. Students can come to the window if they need to pay class fees, sports fees, or to purchase a yearbook. When paying by check or with cash, a receipt will be issued. If a school official forgets to provide a receipt, immediately ask for one. Checks should always be made payable to Jenkins Middle School. Be sure to include your child's name, grade and the reason for the check on the "memo" line. NSF checks are automatically sent from the bank to the District #11's check collection agency. The agency charges a \$30.00 collection fee plus the amount of the check. Jenkins Middle School is never allowed to collect on NSF checks. Jenkins is also not allowed to cash checks.

## **COUNSELING**

### **Class Schedule Changes**

Class schedule changes for the 1<sup>st</sup> quarter are done during the first week of classes. Class schedule changes for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters are done the week before classes start. Requests for schedule changes that come after established due dates will only be honored if extenuating circumstances apply.

### **Team Changes**

Procedures for a team change are as follows:

1. Write a letter explaining why the change should be considered. Please include educational benefits for the requested change. Decisions for team changes are based upon educational reasons, not because of friendships. The letter should be addressed to the grade level administrator.
2. The administrator will schedule a meeting with parents(s), teachers, and the counselor to discuss the best placement for the student.
3. If consensus is reached, a change will be made. If not, the decision may be appealed in writing to the principal of the school.
4. The principal's decision is final.

### **Registration for New Students to Jenkins**

Jenkins Middle School requires proof of residency/address in the Jenkins school boundaries. Also required for registration is an immunization record, withdrawal grades from the previous school, proof of correct spelling of name and birthday. This can be a birth certificate, a military identification, or a passport.

Students entering Jenkins from another District 11 school should notify the school that the student is leaving and that the records should be sent to Jenkins. The student should bring checkout grades from that school to Jenkins.

### **Changes In Status**

Any change in parent/guardian status, emergency contacts, phone numbers, or address must be given to the counseling office or the data processor.

### **To Withdraw/Check Out of Jenkins**

A parent or guardian must notify the counseling office either in person, by phone or in writing informing us of the students last day of attendance. The student should come to the counseling office on the last day to obtain a checkout slip, which will be signed by each of the student's classroom teachers. The classroom teacher will enter a grade on the slip, verify all school materials have been returned, and indicate any monies owed.

**For Copies of Report Cards** ~ See Data Processing or Counseling

**For Copies of Schedules** ~ See the Counseling Office

## **LOCKERS**

Students are assigned a locker. Combination numbers must not be given out to anyone. Lockers are loaned to students for their use, but can be searched by school officials. Lockers are school property. Students are strongly urged not to keep valuable possessions or money in their lockers. They should only have school-related items, clothing, backpack, and small personal care items in their locker. Jenkins is not responsible for items taken from a locker. Locker inspections and cleanouts are held quarterly. Lockers will not be opened to retrieve belongings stored in someone else's locker. If a student misuses a locker, they may lose the privilege of a locker assignment. Students will be accountable for any damage or cleaning needs with their locker.

## **COMMUNICATION**

Jenkins publishes a monthly newsletter. If you do not receive a newsletter, please notify the office. Jenkins also provides information through our website. That address is: <http://www.cssd11.k12.co.us/schools/Jenkins.htm>. Additionally, Jenkins participates in the School District Eleven "parent connect" program. Contact the business office for further information.

## **CAFETERIA**

Jenkins is a closed campus. All students must remain on school grounds for lunch and throughout the day. A multiple menu is open to all students. Jenkins offers hot lunches and food through a snack bar. In addition to lunch, breakfast is available 20 minutes before the opening bell. The opportunity to apply for free or reduced lunch is the right of every student. The cafeteria manager coordinates all business regarding the free or reduced lunch program. Applications can be made at any time during the year.

Students will be provided a lunch account number and a lunch card. Lunch fees are submitted to the cafeteria manager, who credits the student's account. Students must use their lunch card for all

purchases. Therefore, students must take care not to lose their lunch card. Lost lunch cards must be reported to the cafeteria manager immediately. A fee will be assessed for the replacement of the card. The cafeteria will only accept cash or the student's lunch card for purchases. Credit will not be extended. Additionally, the account number without the card will not be accepted for purchases.

### **Colorado Springs Public Schools, School District Eleven**

All inclement weather decisions are based on concerns for Student, Parent and Staff safety

Parents are expected to decide whether to send students to school on threatening, stormy days. When schools are open, some parents may choose to keep their children home due to bad weather. Such absences will be excused, and work missed may be made up without penalty. Parents are expected to provide to school offices updated information about emergency telephone numbers and alternative arrangements for the safe custody of students during inclement weather. Exceptions to this procedure may be made by the Superintendent or designee, where Colorado High School activities competition or rental to outside agencies could be adversely affected.

#### **IN THE EVENT SCHOOL IS CLOSED FOR THE DAY**

##### District Eleven will:

- Collect data at the earliest appropriate time. The district will check with Springs Transit, the National Weather Service, the Colorado Springs Police Department and three geographically located staff members.
- Make the decision as to whether schools will be closed and announce the decision no later than 5:30 a.m., unless there are extenuating circumstances, by calling the local media.

##### Parents are expected to:

- Be responsible for custody of their children.
- Listen to the news broadcasts on stormy mornings.

##### The community is expected to:

- Listen to the news broadcasts to determine if community education classes, rental leases and co-curricular activities will take place as planned.
- Make a personal decision about whether to attend late afternoon or evening activities.

#### **IN THE EVENT A DELAYED/SAFETY START OCCURS**

##### District Eleven will:

- Make the decision to delay school by 2 hours and announce that decision no later than 5:30 a.m., unless there are extenuating circumstances.
- Make the decision to cancel community education classes, rental activities and co-curriculum activities by 1:00 p.m., unless there are extenuating circumstances.
- Begin school for all students, except a.m. kindergarten and all pre-school activities, 2 hours later than each school's normal arrival time.
- Cancel all a.m. kindergarten classes.
- Cancel all a.m. pre-school activities and playgroup activities.
- Cancel breakfast and before-school enrichment programs.
- Contribute to the safety of students and of the entire community by reducing the amount of pedestrian and vehicle traffic during peak hours and under poor driving/walking conditions.
- Use a common symbol at each elementary school to indicate a delayed/safety start.

##### Parents are expected to:

- Be responsible for custody of their children until school begins.
- Listen to the news broadcasts on stormy mornings.
- Decide whether to send their children to school on threatening, stormy days.
- Send their children to school at the delayed start time rather than the normal time.

#### **IN THE EVENT A DECISION HAS BEEN MADE TO OPEN SCHOOLS AND THE STORM WORSENS UNEXPECTEDLY**

##### District Eleven will:

- Inform the media listed above not later than 11 a.m. that schools will dismiss students early.
- Dismiss students 2 hours earlier than normal, unless otherwise directed by the Superintendent or designee. School will make every effort to complete lunch service before dismissal.
- Keep buildings open as long as necessary to evacuate all students safely.
- Cancel all p.m. preschool and playgroup activities.

##### Parents are expected to:

- Listen for an early dismissal announcement no later than 11 a.m.
- Make sure their children know what to do and where to go if dismissed early.
- Know that students will be dismissed two hours earlier than normal.
- Not rely on the telephone to make last-minute arrangements for their children. (Lines tend to malfunction during storms.)

## *Jenkins Middle School Technology Resources Behavior Guidelines & Student Responsibilities*

### **Expectations:**

- Students may use computers in the classroom, Media Center, or computer labs only with their teacher’s permission and supervision.
- Students **MUST** have a signed a District 11 Acceptable Use Agreement on file at Jenkins, including a parent’s signature, a signed Jenkins Behavior Guidelines Agreement, before they will receive their user name and password, which will allow workstation and Internet access.
- Computer resources, including printing resources and Internet access, are for **INSTRUCTIONAL USE ONLY**. Accessing non-instructional web sites or downloading and/or printing information for personal reasons is an inappropriate use of school resources and can result in disciplinary action.
- Students will not access inappropriate web sites. Examples of inappropriate sites include (but aren’t limited to) pornography, game sites, music sites, commercial music sites, web sites which promote violence, racism, terrorism, or discrimination against any ethnic, religious, or other group, or **ANY SITE** deemed inappropriate for instructional use by the supervising teacher or staff member.
- Copying non-school related materials onto any workstation or network folder is prohibited.
- Students will not share their username login or password with other students. Students are responsible for any activity logged under their name.
- Students will not access web-based, outside e-mail accounts at school (i.e. Hot Mail, Yahoo Mail, etc.)
- Students will not knowingly or maliciously abuse or damage computer equipment, network resources, software and other technology resources. Abuse of resources will be treated as vandalism and treated accordingly.
- The classroom teacher has the final responsibility to determine what is appropriate and acceptable behavior in his/her classroom based on Board policy, instructional parameters, and personal expectations of student behavior. Students will abide by all rules and expectations set forth by the supervising teacher.

### **Consequences:**

- Inappropriate use or abuse of any technology resource will result in the suspension of computer use privileges. Teachers may use their own discretion and even a first offense may result in disciplinary action.
- Any student abusing his/her workstation and/or Internet access privileges will be referred to the office. After appropriate due process, students who have been found to have violated District 11 use guidelines may lose access privileges for up to 4 weeks, at which time he/she can appeal for reinstatement of privileges. Appeals can be made to the administration and a meeting with the student, parent and an administrator will be required before privileges will be restored. Other appropriate disciplinary action in addition to the loss of access privileges may also be taken.
- Any student using any computer workstation or the Internet without a properly signed usage agreement on file or with previously revoked privileges will be referred to the main office for disciplinary action.

I have read and understand the acceptable behavior for and the proper use of Jenkins’ workstations, network and other technology resources and understand the consequences for inappropriate use. I give permission for any pictures or images of my child, or my child’s work created using District resources, to be published on approved District 11 web sites according to District 11 policies, including the Jenkins Middle School site.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

