



Student & Family Handbook

2021-2022

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Students and Parents: It is your responsibility to have read and to know the information within this handbook. As you read the Student Handbook, please remember that you are required to sign the Holmes Student Handbook Acknowledgment Form (p.37) that will be kept on file in the front office.

GENERAL INFORMATION

SCHOOL AND OFFICE HOURS

Teachers, counselors, and administrators will be at school from 8:30 AM until 4:00 PM. Please call the individual teacher or counselor to make arrangements if you wish to meet before or after school. The Main Office will be open from 7:30AM to 4:30PM.

VISITORS

If an adult guest visits the school, the guest must report to main office and provide ID. We will supply a visitor's pass. *Parents/Guardians are always welcome. Visitation by other students, including friends and other relatives, is not permitted* without an adult guest. We ask that if a parent/guardian wishes to visit a classroom, that arrangements be made through the office at least 24 hours in advance. Standards for visitation at Holmes Middle School are for the safety and welfare of all students and staff.

CHANGE OF PARENT CONTACT INFORMATION

It is the responsibility of the parent/guardian of a student to notify the School Registrar within 5 school days of any change in address or telephone number. If there is a change in custody or parental rights pertaining to a child, legal documentation will be required.

STUDENT IDs

It is District 11 School Board Policy that students must have their school IDs visible at all times. Students are issued 1 free ID at the start of the school year; additional student IDs will be issued to students at the cost of \$2.

Students must wear their IDs visibly and above the waist (preferably on a lanyard.) Students who forget their IDs are expected to **report to the Security office before classes begin to obtain a temporary ID to be worn all day.** As long as the student reports to the Security office for a temporary ID, they will receive 4 "free" temporary ID incidents per quarter. Consequences will start with the 5th incident of not having one's ID (assessed per quarter). Once the second class of the day has begun, if a student is not wearing an ID badge or a temporary ID, they will receive a consequence for not having their ID/temporary ID. Temporary IDs are to be returned to the office at the end of the day. Students who do not return their temporary IDs will receive a consequence. Positive incentives will also be utilized for those who are wearing their ID badges.

CLOSED CAMPUS

Holmes is a **closed campus**. This means that once students arrive on school grounds, they are required to stay on **school** grounds until dismissal time, unless signed out by a parent/guardian. Students who leave school during the day must be signed out at the attendance window and must sign in upon returning. Students may not leave campus for lunch. **Students leaving campus during the school day without permission will be assigned disciplinary consequences.**

TELEPHONE USAGE

When possible, students may use the landline phones in classrooms with teacher permission. Students may use the phones in the main office during passing periods, lunch and before/after school. Cell phones may NOT be used during the school day and must be kept in student lockers. (See also, Cell Phones and Other Electronic Devices Policy)

COUNSELING SERVICES

Counseling services are available for each student at Holmes. Our counselors serve as “student advocates,” assisting students with their educational, social, and personal needs. Some of the services provided by the counseling department include: teaching coping strategies, problem solving and conflict resolution skills, decision making skills, goal setting, career exploration, and helping students to identify positive peer relationships and effective social skills,

Three of the primary goals of our counseling program for each grade level are the following: facilitating academic achievement, developing self-understanding, and developing self-direction. Holmes Counseling does not provide therapeutic services.

Counselors meet regularly with their grade-level teaching teams to discuss student behavior and academic progress. Students, at any time, may make appointments to see their grade level counselor by filling out an appointment request slip with the counseling secretary or requesting a meeting via the counseling page on the school’s website..

Counselors are happy to meet with parents at any time, but please schedule an appointment in advance to assure that you will not have to wait for a counselor to become available.

BEFORE SCHOOL EXPECTATIONS

Students dropped off or arriving before 8:00 A.M. are expected to report to the following locations: 6th grade small courtyard, 7th grade main courtyard, 8th grade front of building. Once on campus, students are not allowed to leave their grade level locations, this includes walking around the building or walking off campus. At 8:10 A.M., students may go to the cafeteria for breakfast, but must return to their grade level areas after eating. Students must remain seated while having breakfast and are required to clean up after themselves and keep the noise level low.

During times of inclement weather, students will be allowed to wait indoor beginning at 8:00 AM. 6th grade in the cafeteria, 7th on the girls’ side of the gym, and 8th on the boys’ side of the gym.

Students may enter the main buildings (A and C) beginning at 8:40 A.M. Students may be permitted to enter building before 8:40 on a case-by-case basis by ringing the doorbell at the front. Those who are permitted inside early, must check in at the front office and may not wander the halls, go to lockers, or visit other teachers. Students who have made prior arrangements with a teacher to be with them before 8:40 must check in at the front office and verify with the office that the staff member is in his/her room. Restroom use from 8-8:40 is available in the B-building only.

Students may not be in a classroom without adult supervision at any time.

AFTER SCHOOL EXPECTATIONS

- After school, students are to leave campus by 4:00 unless in a supervised activity. Holmes Middle School cannot provide general supervision after 4:00pm.
- If students are in a supervised activity, it is expected that they stay with that staff member the entire duration of the activity and be picked up no later than 15 minutes after the activity has ended.
- Students who are participating in activities that begin later in the evening must be with a supervising adult or go home after school and return at the start of the activity.

- Students who are loitering on campus may face disciplinary consequences.

SCHOOL TRANSPORTATION (Bus)

Many Holmes Middle School students have the privilege of utilizing the bus service of District 11. The following guidelines apply:

1. Place of residence determines a student's eligibility for bus transportation.
2. Established rules for bus passengers will be given to the student and their parents. Parents are asked to sign the statement, which assures that both parents and students know these rules. Rules are posted on each bus.
3. A student may lose his/her privilege to ride a bus for violation of these rules.

District Transportation Services may be contacted at 719-520-2940 with questions or concerns about bus expectations.

OBTAINING A BUS PASS

Parents, please discuss with your student the procedure for obtaining a bus pass (permission to ride a bus other than the one assigned to the student.) Please request bus passes to the office no later than 3:00—we encourage parents to request them by lunchtime when possible. We will need either a phone call or a parent-signed note. Please call 719-328-3813 to request a pass. In a written request or in the case of leaving a message on the school phone, please provide:

- your student's first and last name,
- the name of the other student your child will be riding with,
- the route number of the bus you are requesting, the date for them to ride,
- your name, and
- an emergency contact phone number in the event we have a question or concern about your request.

INCLEMENT WEATHER PROCEDURE

Parents and Students are expected to stay current on information of school delays or closures by accessing the internet or listening to/watching the news broadcasts on stormy mornings

In the event school start time is **DELAYED** for safety reasons, District 11 will:

- Decide to delay school by **2 HOURS** and announce the decision usually by 5:30 AM
- Run buses on the same routes as normal but **2 HOURS** later
- Begin school for all students **2 HOURS** later than each school's normal time
- Dismiss schools at the normal dismissal times and run after-school buses on the same routes and at the same times as normal

In the event schools are **CANCELED** for the day District 11 will:

- Make the decision to close usually by 5:30 AM and they will post the closing on the district website, District 11 social media (i.e. Facebook,) and on local news stations
- If school is canceled, all after-school and evening meetings, activities and community classes will also be canceled.

FIELD TRIPS

Field trips by different groups or classes are conducted at various times during the year. The trips are most often in conjunction with class curriculum and should enrich the student's study. It may be necessary for the price of some trips to be borne by students. Any field trips offered by our school for social purpose are entirely optional. Students are expected to display appropriate

behavior on all field trips, as they are representatives of Holmes Middle School. Teachers may allow cell phones and hand-held electronic devices (such as music devices) on field trips. **If so, they may be used only with advanced permission from the trip supervisor and students are solely responsible for these items.** All school rules apply on field trips. All students must turn in a signed permission form and fees before departure on a field trip.

MEDICATION AT SCHOOL

Medication cannot be administered by any school personnel, including the nurse, except on the written orders of a physician. No medication, prescription or over-the-counter, may be possessed by students while on school grounds, at school activities, on school buses or at the school bus stop.

If your student must receive medication while at school, you will need to obtain a Student Medication Form from the office. This form will need to be filled out by the parent/guardian and the prescribing physician and returned to the office with the medication. Medications must be brought to the school by the parent and in the original, properly labeled container-- either the prescription bottle with all information on the label or, for over-the-counter medication, in the original, unopened container. Medications sent in baggies or unlabeled or containers will not be accepted.

1. All medications must be ordered by healthcare providers with prescriptive authority.
2. All medication forms must be renewed each school year.
3. Written permission by parent/guardian and physician in all cases.
4. Medications must be in the original, properly labeled container. Medications sent in baggies or unlabeled containers will not be given.
5. All medications must be kept in the health room, except for students whose doctors require them to carry medications on their person as per school policy (for example, epipen, inhalers, etc).
6. Health care plan must accompany this form as per school policy.

STUDENT ATTENDANCE

ATTENDANCE POLICY

The Colorado School Attendance Law is compulsory. Students are required by law to be in attendance for a minimum of 1056 hours per school year. Students are expected to be in attendance unless they are ill or have family emergencies. Pre-arranged absences for essential appointments or family concerns are possible, but parents are encouraged to schedule all appointments and trips outside of school hours. Students are responsible for attending and participating in the instructional program. If the parents and/or students fail to follow through on their responsibilities, written notification from the district administrative staff will be given with referral to the juvenile court system for civil action.

For academic success, every student is encouraged to have regular attendance at Holmes Middle School. **Attendance is also a high priority at school because it is a life-long requirement for future ambitions and careers.** Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum. As required by the Board of Education, we will follow D11's policies regarding make -up work for absences.

Absences will affect a student's Habits of Work HOW scoring.

ATTENDANCE PROCEDURES

Parents should **call the school at 328-3813** on the day their child is to be absent stating the reason their student is not attending school that day. The school's voice mail will take calls when the school office is not open. Parents may also send a note with their child when he or she returns. If the student is not in attendance and the school's attendance secretary has not received a call or a note, either she or the attendance machine will call the parents. It is very important that absences are defined appropriately. If the reason for the absence is not in accordance with state policy, the absence will be defined as unexcused.

ATTENDANCE TYPES

Holmes shall keep a record of absences based upon the following classifications:

Unexcused Absences (A)... Any unexcused absence shall be considered as "truant." Truancies will be counted toward a student's declaration as "habitually truant," as defined in BOE file JH & JH-R.

Excused Absences (E) Any absence that is excused by a parent or guardian within 48 hour of an absence. Some absences may require documentation to be excused, especially if the student has had numerous absences from school.

Prearranged Absence (P) any time a student is knowingly going to be absent for 3 days or more parents must contact the Attendance Office and prearrange the absence. This should be done at least several days prior to the start of the absence, if possible.

School Related Absences (F) Absences related to school activities (i.e. field trips, athletic and musical events, etc.) may be classified as fully excused or excused with reservation on a case by case basis.

Weather related Absence (W) Absences due to severe weather conditions may be excused on a case-by-case basis, at the Administrator's discretion, depending on the student's attendance record. Parents/guardians may exercise their best judgment to keep their child home from school due to severe weather conditions. Please remember to call in these absences.

EXCESSIVE ABSENCES

Students who miss excessive amounts of school will be contacted by one of the Assistant Principals or other school personnel to ascertain if there is a concern in which the school may be of help. Parents will receive a letter updating them on the number of absences their student has had when the number of absences exceeds four unexcused absences per month or ten per year, or when excused absences become excessive. Students may be deemed as Habitually Truant or Chronically Absent and will be required to provide a doctor's excuses in order to have additional absences excused. Students may be placed on attendance contracts and/or behavior plans or be taken to attendance hearings. We know you realize that regular attendance is a very important factor in academic success and that you will encourage your child to attend school regularly.

TRUANCY

Students who choose to not attend school, skip class, or do not have absences excused will be considered truant. Students who are found to be skipping classes/school will receive discipline.

Students who accrue 4 days of unexcused absences in a month or 10 days in a year will be identified as **Habitually Truant**.

GRANTING EXCUSED ABSENCE FROM PHYSICAL EDUCATION

Long-term excused absence from physical education may be granted on written request of a licensed medical practitioner. Such requests must state that participation in the physical education program would be detrimental to the student's physical health.

LATE ARRIVAL OR EARLY DISMISSAL

If it is essential that a student leave school during school hours, parents must call or send a note with the student, who should present this note to the attendance secretary. Alternatively, a parent may sign out the student from the attendance office upon picking up their student. Likewise, if a student arrives to school late due to an appointment or family emergency, they **need to check in with the attendance secretary** to receive a slip to be taken to their class. The parent/guardian will need to sign students in and out with the attendance office if arriving late, being dismissed early, or checked in or out during a school day.

ATTENDANCE AND MAKEUP WORK

Classroom attendance is directly related to learning and overall educational success. To reinforce the importance of consistent attendance the following regulations for makeup work are in effect:

A student will be given the opportunity to makeup work missed for full credit, whether the absence is excused, unexcused or due to suspension. It is the responsibility of the student and the parent to initiate requests for makeup work. Makeup work should be requested from the attendance office if the student has been absent from school for three or more days or if it is known in advance that he/she will be out three or more days. When the student returns, makeup work should be turned in and the student should check with their teachers to see if any other work is due. Students have 1 day for every day they are absent to make up work missed without it being considered "late."

ILLNESS DURING THE DAY

If a student becomes ill at school, he or she should report immediately to the office. A staff member will contact the parent, if needed. **Students should not call a parent about illness without permission from the office. This way, the office will know whether to expect a parent, should a parent need to come pick up their child due to illness.** A student will be allowed to spend 15 minutes in the infirmary and a parent may be contacted. After this time the student may be sent back to class. The student is NOT ALLOWED TO LEAVE UNTIL THE PARENT OR GUARDIAN COMES TO THE ATTENDANCE OFFICE AND SIGNS THE STUDENT OUT. This is for the student's protection. Should a student feel too ill to come to the office, they may send someone to the office to get help. Students will not be excused for illness if they stay in the restroom for an extended period of time or the entire period. It will be considered truancy if this is done.

TARDINESS TO CLASS

Tardy is defined as not being in the classroom and prepared for class at the appropriate time. Tardiness is considered a disruption and will be documented by the classroom teacher.

* Tardies are assessed per class and on a quarterly basis

- **1st tardy** - verbal warning by teacher and review expectations to avoid future violations
- **2nd tardy** - verbal warning and parent contact by teacher
- **3rd tardy** - the teacher issues a classroom referral and parent contact is made by the teacher
- **4th and subsequent tardies** - the teacher issues an office referral and the office will assign a consequence

Students who are 10 minutes or more late to class, without a valid excuse, will receive an unexcused absence and possible disciplinary consequences. Deliberate tardiness to class will be addressed by administration on a case-by-case basis, particularly if it occurs often or is more than a few minutes past the start of class.

ACADEMICS

PARENT'S/GUARDIAN'S ROLE IN SUPPORTING ACADEMICS

- Set up a proper study area
- Establish daily homework time
- Check student's agenda/planner and teacher web sites on a regular basis
- Use Power School to track assignments
- Communicate with teachers if there are concerns
- Make sure to see the completed assignment
- Hold the child accountable for turning in assignments.

During the designated homework time, the child should first do any assigned homework for that night before doing late work. To maintain good study habits, parents are encouraged to provide a consistent study atmosphere. A minimum of fifteen minutes a night should be devoted to recreational reading.

Holmes MS Family Learning & Grading Guide

What does it mean to be an educated person truly prepared for higher education or the workforce? As educators attempting to prepare students for a very dynamic and rapidly changing world, we recognize the necessity that students acquire much more than content knowledge. To thrive in the 21st Century, a much more dynamic set of skills and knowledge is required. Technology and scientific advancements continually change the landscape of the immediate future. In order for individuals to be confident, competent and ultimately successful, they must truly become **life-long learners** who are adaptive **problem-solvers** capable of **working both independently or collaboratively**.

Developing Academic Competency, Habits of Work, and essential Non-academic Skills

It is our belief that Academic Grades should be an accurate representation of a student's content knowledge and skills as consistently measured against clearly established Scoring Criteria for student performance identified in each course and/or grade level. Academic grades are not to be part of a reward, motivation or behavioral contract system. Non-academic behaviors such as work habits, collaboration, communication, self-direction, and creativity are skills that will be measured and reported separately, and will replace what was formally known

in D11 as Citizenship. These non-academic competencies are immensely important as they represent the skills and qualities that employers and colleges look for. By making this delineation between academic and non-academic competencies, we can more strategically support the academic and behavioral needs and skill development for each student as an individual.

Simply stated: Student learning and development will be targeted and assessed in three basic areas: 1. **Academic Competencies** (content knowledge and skills), 2. **Habits of Work** (HOW – task completion, meeting due dates, attendance, and participation), and 3. **Essential Non Academic Skill Sets** (self-direction, collaboration, communication, and creativity). Each will be described in greater detail below.

Grading Language and Scale

Course Standards: Holmes Middle School course standards are derived from the Colorado Academic Standards set by the Colorado Department of Education. A course standard is a description of concepts or skills that can be achieved during a particular course; they represent the essential things students must know or be able to do in that course. Report cards communicate a student's achievement level of assessed course standards.

Learning Targets: Projects and daily lessons are built around learning targets, which are stepping-stones towards meeting course standards. Learning targets are discussed with students, so they have a clear picture of what they are learning through doing the work.

Traditional Grades: The grading system that is historically most common in public education in the United States. Often generated by averaging the percentage correct on multiple pieces of work over a period of time.

(A = 90-100%; B = 80-89%, C = 70-79%; D = 60-69%; F = 0-59%)

Competency-based: Students are assessed against specific Scoring Criteria on a 4-Pt. Scale that is built from specific grade-level performance expectations for that course. At Holmes Middle School, these detailed student knowledge and skill expectations will be developed and housed in the Learning Management System called Power School. This competency-based grading language and scale is comparable to the 4.0 scale which is used in many schools and colleges.

0 = No Evidence. Does not meet the standard.

1 = Beginning. Does not meet the standard.

2 = Approaching the Standard

3 = Meets the Standard

4 = Exceeds the Standards

Competency-based Scoring Descriptions

For each major assessment, teachers will develop Scoring Criteria or rubrics that make clear the criteria that a student will have to meet in order to receive a 2, 3 or 4. The chart on the next page describes the grading scale in more detail.

Possible Variations: On many assessments, especially those that are less complex (e.g.: a quiz), only the grades 1, 2, 3 or 4 are possible. (On occasion, on assessments of crucial factual knowledge (e.g.: science lab safety), only grades 1, 2 or 3 may be possible.) On more complex assessments that include rubrics with multiple criteria for a standard, a grade between 3 and 4 is possible. The indicators within the rubric define the qualities a student's work must have in order to earn a score between 3 and 4.

On an assessment of a course standard, this means in addition to meeting the criteria for a 3...

3.25: A student's work meets about 25% of the Exceeds criteria.

3.5: A student's work meets about 50% of the Exceeds criteria.

3.75: A student's work meets about 75% of the Exceeds criteria.

For overall grades, students may receive grades between 3 and 4, which means...

3.25: Consistently or lately, the student's work has met about 25% of the "Exceeds" criteria.

3.5: Consistently or lately, the student's work met about 50% of the "Exceeds" criteria.

3.75: Consistently or lately, the student's work has met about 75% of the "Exceeds" criteria.

Score	Description	For an overall course grade on a report card this means...	On a classroom assignment this means...
0	No Evidence. Has not yet begun to demonstrate any aspect of the standard.	A student's body of work has not yet begun to demonstrate any level of mastery of the standards assessed. <i>This is <u>not</u> a passing grade.</i>	The student has not submitted the assignment, or the student's work does not demonstrate any understanding of even beginning to accomplish the standard. <i>This is <u>not</u> a passing grade.</i>
1	Just Beginning. Does Not Meet the Standard	A student's body of work has not met the majority of the standards assessed. <i>This is <u>not</u> a passing grade.</i>	A student's work does not demonstrate substantive progress towards meeting the standard or criteria of a given assessment by an established deadline. This may mean that a student has not met the majority of performance indicators or criteria for that assessment, or student has not made an attempt to meet criteria. <i>This is <u>not</u> a passing grade.</i>
2	Approaching the Standard	A student's body of work has met a majority of the standards assessed, but has just partially met one or more of them. <i>This is the lowest passing grade.</i>	A student's work demonstrates a substantive attempt to meet the standards of a given assessment by the established deadline, but needs more time to achieve competency and meet all the criteria for the assessment. <i>This is the lowest passing grade.</i>
3	Meets the Standard	The student has met (earned a 3) on each and every one of the course standards assessed during the quarter. This does <i>not</i> mean that a student has to pass each and every assessment, but his/her body of work demonstrates competency in each of the assessed standards. <i>This is a soundly passing grade.</i>	A student's work fundamentally and competently meets the standard being assessed. <i>All</i> of the criteria for Meets the Standard (e.g., in the Scoring Criteria rubric) are demonstrated in the work. <i>This is a soundly passing grade.</i>
4	Exceeds the Standard	A student's work has consistently and/or lately Exceeded the Standard in each and every course standard assessed up to that point. <i>This is the highest grade possible, demonstrating significant skill beyond the standard.</i>	The student's work goes substantially above and beyond the course standards in quality and rigor. Sometimes, a student will have to opt to complete a particular task(s) or prompt(s), not required of all, in order to be eligible for an Exceeds. <i>All</i> of the criteria for Exceeds the Standard (e.g. in the Scoring Criteria rubric) are demonstrated in the work <i>This is the highest grade possible, demonstrating significant skill beyond the standard.</i>

Scoring Criteria: A scoring matrix for each Course Standard that describes the specific student performance outcomes that must be demonstrated to earn a 1, 2, 3, or 4 for that specific academic

skill or set of skills. An example of scoring criteria is provided below. The performance indicator on the left comes directly from the Colorado Academic Standards. The subsequent descriptors define the student performance necessary to earn a 1, 2, 3, or 4.

Performance Indicator	0. No Evidence	1. Beginning	2. Approaching	3. Meets	4. Exceeds
<i>Compare the major regions of the Earth and their major physical features and political boundaries using a variety of geographic tools.</i>	I cannot yet locate the major regions of the Earth and their major physical features and political boundaries. -OR- I have not yet begun on this standard	I can locate the major regions of the Earth and their major physical features and political boundaries.	I can describe the major regions of the Earth and their major physical features and political boundaries.	I can compare the major regions of the Earth and their major physical features and political boundaries using a variety of geographic tools.	I can analyze and evaluate connections among the major physical features and political boundaries of the Earth using a variety of geographic tools.

Homework and Practice

The staff at Holmes still adheres to the Board of Education policy that recognizes the importance of encouraging homework as part of the learning activities initiated in the classroom. Homework serves a valid purpose because it provides practice in needed skills, enriches and extends the school experience, develops responsibility, and brings students in contact with out-of-school learning resources. In addition, “homework and practice” has a strong correlation with student achievement. ***It is important to note that not all pieces of student work and practice will receive a grade.*** Often, during the process of learning, a student will be provided only feedback that is intended to guide his/her academic and skill development before receiving a more accurate final/summative grade.

Late Work

If a student misses a due date, it is still expected that the work is completed to the best of his/her ability and turned in to the teacher as timely as possible. Late work still receives full credit for purposes of an academic grade that provides accurate documentation of student learning and the development of academic competency. However, it must be realized that *missing due dates will have a significantly negative impact on the student’s grade for **Habits of Work**.*

Attendance and Make-up Work

Every student is encouraged to have regular attendance at Holmes Middle School. Attendance is a high priority at school because it is a life-long requirement for future ambitions and careers. Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum. Whenever a student is absent from school, the student will be given the opportunity to make up work. For “Pre-arranged Absences” or work assigned before the absence is due upon return. When the student returns, he/she should take responsibility to clarify with the teacher what work needs to be made up. Likewise, during absences, students and parents can access **Schoology** for assignments, lessons, and resources.

Habits of Work (HOW)

Quality habits of work as outlined below are an essential part of students' future successes in high school, college, and/or career. Students receive a separate HOW grade in each course. There is a clear correlation between quality Habits of Work, academic achievement and learning. The better one's Habits of Work, the more he/she will achieve and learn.

*Habits of Work are regularly assessed in each course and each marking period, using the same grading scale (1-4). It is important to note that the HOW score for any course is determined by the most limiting factor. For example, if a student receives a 4 in Work Completion, a 2 in Meeting Due Dates, and a 4 in Participation, the final quarterly HOW grade for that course is "2" (the most limiting factor). This clearly identifies the Habit of Work that requires the greatest amount of improvement. (Note: There is a **HOW Excellent Picnic** for all students who earn a 3 or higher for a HOW grade in every class during first, second, and third quarters; as well as on their quarter four mid-term progress report.)*

Due Dates versus Deadlines

Due Dates: Each assignment will have a specific date when it is expected to be turned in to the teacher and considered to be "on time." The ability to meet such Due Dates is an important skill for continuing education, college, and career. Even though late work is accepted, each student's ability to meet due dates is tracked and used as an important factor to determine a student's HOW grade (See below).

Deadlines: Deadlines are the end of the grading period ultimately determined by the end of each quarter. Once the end-of-quarter deadline has passed, incomplete work for the quarter can no longer be made up. The only exceptions are two-week extensions for those students who have earned an extension at the deadline by receiving a HOW grade of 3 or 4 in that specific course for that quarter, or due to extenuating circumstances that are reviewed on a case-by-case basis.

Redo's and Retake's: Individual students have the opportunity to "redo" or "retake" any graded assignment or summative assessment only if his/her HOW grade in that course demonstrates he/she is working hard indicated by a HOW grade of 3 or 4.

Incomplete: A grade of "incomplete" may be granted at the end of a quarter in the event of an extended excused absence, or a HOW grade of 3 or higher. Barring exceptional circumstances, students who have not met the standard of performance indicated by a grade of 0, 1 or 2, will have an additional two weeks to attempt to meet the remaining standards. However, if a student has a HOW grade lower than 3 and is not meeting academic standards, the student will not be granted two additional weeks and must receive a 0, 1 or 2 in that particular academic area on his/her report card.

(Important Note: The communication of extenuating circumstances that interfere with meeting the attendance and due-dates requirements may provide allowances and will be reviewed on a case-by-case basis.)

(Refer to Table on Next Page)

Habits of Work (HOW)

HOW:	0 Insufficient Evidence	1 Beginning	2 Approaching	3 Meets	4 Exceeds
Completing Assigned Tasks	Student has completed less than 25% of the assigned tasks.	The student has completed 25 – 69% of all assigned work and tasks including homework, class-work, and group work (graded and non-graded).	The student has completed 70% or more of all assigned work and tasks including homework, class-work, and group work (graded and non-graded).	The student has completed 85% or more of all assigned work and tasks including homework, class-work, and group work (graded and non-graded).	The student has completed 100% of assigned work and tasks including homework, class-work, and group work (graded and non-graded).
Meeting Due Dates	The student has met less than 25% of the assigned due dates.	Turns in satisfactorily completed tasks and assignments on time 25 - 69% of the time.	Turns in satisfactorily completed tasks and assignments on time at least 70% of the time.	Turns in satisfactorily completed tasks and assignments on time at least 85% of the time.	Turns in satisfactorily completed tasks and assignments on time 100% of the time.
Effective Participation	The student has effectively engaged less than 25% of the time.	Effectively engages (on task, good behavior) in all class activities 25 - 69% of the time. This requires bringing essential materials for the class and a positive attitude.	Effectively engages (on task, good behavior) in all class activities 70-84% of the time or more. This requires bringing essential materials for the class and a positive attitude.	Effectively engages (on task, good behavior) in all class activities 85-94% of the time or more. This requires bringing essential materials for the class and a positive attitude.	Effectively engages (on task, good behavior) in all class activities 95% of the time or more. This requires bringing essential materials for the class and a positive attitude.

ACADEMIC REPORTING

MID-QUARTER REPORTS

The primary purpose of evaluation and grading student performance, work and behavior is to communicate to students and parents how well students are doing with their school responsibilities. Mid-quarter reports for students will be posted after the fourth week of each quarter. These reports will include the grade to date, attendance and comments. It is very important that parents keep track of their student's progress so as to help them manage work completion and seeking assistance as needed.

REPORT CARDS

At the end of each quarter, as well as at mid-quarter, student report cards will be available on Power School.

Power School

Parents will be able to access student information via the internet, they will have access to student; assignments that are updated weekly, attendance, discipline. Parents will need to provide a valid ID at the Media Center to obtain a pin number.

QUARTERLY INCENTIVES

At the end of each quarter students may earn admission to a Quarterly Incentive. Each Core and Grade Level determines their own qualifications for the Quarterly Incentive.

END-OF-THE-YEAR EVENTS

The end of a school year is a culminating time to recognize and celebrate student successes and contributions throughout the school year. **In order to be eligible to participate in these events, students must meet the following minimum requirements:**

- Have no outstanding library books or fees
- Return all athletic uniforms and equipment (for sports)
- Attendance rate for 4th quarter 93% or higher, active participation in all 3 Galileo ADB, and behavior expectations for 4th quarter

Please note that any classroom or core incentives, celebrations or parties may have additional requirements that will be determined and communicated by staff members. Staff will communicate these at the start of the qualification period.

Events

- 8th Grade Breakfast
- 8th Grade Celebration
- Year Book Distribution/Signing Parties
- 4th quarter Incentives/Celebrations

*** 8th Grade Continuation**

Students may be exempted due to behavior on or around this date

STUDENT ASSESSMENTS

Galileo ADB Assessment

These tests are given each quarter to determine each student's instructional level and measure academic growth throughout the school year, and from year to year in the areas of mathematics, reading and language usage. They are aligned with the district curriculum for the three content areas.

State Assessments

Colorado's state assessment system is called the Colorado Measures of Academic Success (CMAS). Typically, all grades will take Math and Language Arts. In addition, 7th grade will take Social Studies, and 8th grade will take Science. CMAS is administered in the Spring semester, during the month of April. We ask that, if at all possible, you avoid scheduling appointments or pre-arranged absences during this time.

STUDENT BEHAVIOR AND EXPECTATIONS

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

We promote and endorse a safe and secure learning environment for all students through the implementation of Positive Behavioral Interventions and Supports (PBIS). PBIS is a proactive approach to discipline that creates the climate where students are encouraged and recognized for doing things the right way. Students may receive SOAR tickets (from all staff members) that can be used in the Hawk Shop or traded in for various classroom incentives. PBIS integrates the teaching of valued outcomes and social skills, re-teaching and practicing these skills, and reinforcing the demonstrated use of these skills and outcomes through positive student recognition.

Hawks SOAR

Safety—Behavior that keeps you and everyone else physically and emotionally safe

Ownership—Being accountable for your own choices regarding academic success and behavior contributing to a positive school climate

Achievement—Knowing the school expectations and doing your personal best academically and behaviorally

Respect—Showing respect for all staff, peers and community members

VOICE LEVELS

Students may be asked to follow voice level expectations during the school day.

0 - Silent (with attention on the adult)

1 - Small Group (voice should not carry beyond the group)

2 - Large group (voice should be loud enough that the entire class can hear)

HALLWAY CONDUCT

- Cell phone use is NOT permitted.
- There will be no games played while in the halls (tag, chase, trip, hit, touch, etc.)
- There will be no loitering or congregating at others' lockers during passing periods.
- Walking is the only acceptable mode of movement (this includes between buildings).
- Please walk on the right side of the hall and use the right door when entering or exiting a building.
- Please keep the halls clear and moving, do not stand and converse in the middle of the hall or in large groups.
- If you are going between buildings, you should be using the main access doors. If a door is locked, do not pound on the door to gain entrance. You may need to seek help from the office to get in the building.
- Hall passes are required if you are in the hall during class time.

LUNCH CONDUCT

- Get to the cafeteria as soon as possible; do not loiter in the halls.
- You must have a pass from a teacher **before lunch** in order to leave the cafeteria during lunch.
- Students who choose to eat lunch in a class with a teacher may only do so if the teacher is present and has given prior approval and a pass. Students must not wander halls or go to any other classroom than the one on their pass. * ***Students who eat in a classroom must return to the courtyard for lunch line up announcements.***
- Keep voice levels at a 1 or below while in the cafeteria.
- Cell phone or other electronic device use is NOT permitted
- Go directly to a table if lunch is brought from home.
- Join the end of a line if getting a hot lunch. No standing in line or changing lines to socialize.
- Have ID ready to swipe when approaching the cashier.
- Once seated, remain at one location (no socializing from table to table) and raise hand to get up for any reason (bathroom, trash, napkin, utensils, condiments) and raise hand to be excused.
- Students will be excused (raise your hand) to go outside individually; please do not leave until you have been excused. Excusal to the courtyard will not be permitted until at least 15 minutes of the lunch period has elapsed.
- Clean the area including crumbs and put trash in the trash and recyclables in the recycling can. (Empty plastic [1-7] and aluminum)
- Students may not go to their lockers during lunch/courtyard time without permission.

COURTYARD CONDUCT

- Stay within the designated areas and in plain sight.
- Cell phone or other electronics use is NOT permitted in accordance with school policy.
- No open food or drinks outside, unless administration has granted a special exception ahead of time. All trash must be picked up!
- Physical activity must be kept safe and respectful. Equipment must be used properly. Let an adult know if equipment needs maintenance or has gotten stuck on the roof or in a tree.
- Keep off the trees, off the fences, and out of the bushes. Use tables properly.
- Avoid ice and snowy areas when possible. Students should not touch or play with ice or snow.
- When the whistle blows, return any school equipment to its proper location, walk to line up in your assigned location--single file, facing front and bring your voice level to a zero. Students are to line up quickly.
- When announcements are made, give your full attention to the person talking.
- When released, keep your volume at a voice level 1 or below as you enter the building.

LOCKER USE CONDUCT

Students are expected to keep lockers clean at all times. If Security or Administration notices a disorderly locker they may have you clean it and take away your locker privileges if the disorder continues.

The following are expectations for lockers use:

- Never kick or slam lockers in an attempt to shut a locker.
- No stickers or tape may be used on the inside of the locker to decorate—use magnets only.
- Decorating the outside of lockers is not permitted.
- Only notices placed by a staff member may be on the outside of the locker (WEB, FCCLA, etc.).
- It is the responsibility of the locker owner to keep the outside of their locker clean of any tape or pencil/ pen marks (ask for help if needed).
- Spin your lock each time you close your locker to reset your lock.
- Never share your combination with another student.
- There will be no changing of locker combinations. (So do not share yours)
- No changing or sharing lockers without Administrator approval.
- Students will not be permitted to go to lockers during short passing periods for MTSS flex time. Students are expected to have materials for both core classes within the block with them to avoid the need to access lockers during this short transition. Any additional needs for MTSS flex time will be accessible from Chromebooks or materials in the classroom.

Opening another student's locker or attempting to open another student's locker for any reason is absolutely forbidden and will result in a referral.

GUEST INSTRUCTOR (Substitute Teacher) CONDUCT

- Students will show respect to and follow directions from guest instructors. Disrespect or class disruptions will not be tolerated and will result in disciplinary procedures.
- Students are expected to behave as well as, or better than, they do for their normal teacher.
- **Cell phone use while there is a guest teacher is strictly prohibited.**
- Students who are causing a disruption to the learning environment may be sent to the office or reported to the teacher or administration for disciplinary action.

CELL PHONES and OTHER ELECTRONIC DEVICES

Students must abide by the following guidelines during school hours (from first bell to last bell; or 8:40 a.m. — 3:45 p.m.)

Cell phones/other electronic devices should not be used or seen during the school day. Cell phones and other electronic devices may not be kept in backpacks, pockets, or anywhere outside of a locker except for as a medical assistance device that must be documented in a health plan. It is advised that students with this exception call it to the attention of administration at the start of the year to avoid unnecessary confusion. Administration will verify the student's health plan. Electronic devices kept in lockers must be powered off to prevent noise-making from the locker.

Cell phones, watches with cell phone capabilities, any device that can act like a cell phone with text and online features, and music playing or streaming devices must be kept in the student locker during the school day. (Students may not wear headphones or ear buds outside of classes. Students may only wear these in class if the teacher has given permission and it is as part of an assignment.)

Devices are expected to be turned off while in lockers to aid in preventing temptation to engage in non-educational and/or disruptive activities and to prevent noises in the hall such as ringing, dinging, or alarms going off. If an electronic device is making noise in a locker, school staff will enter the locker to locate the device and the device will be brought to the office. The student will be notified and a first offence of possession will be documented.

Violations of the Cell Phone and Personal Electronic Device guidelines will result in the following if student cooperates with staff:

Possession of device during school (device is seen on a student during the school day or device is making noise in a locker)

- **First Offense:** The phone or other device will be confiscated and held in the Main Office until 3:45. A verbal warning is given and documented as an Office Referral.
- **Second Offense:** The phone or other device will be confiscated and held in the Main Office until 3:45. A lunch detention will be assigned, documented as an Office Referral, and parent contact made.
- **Third Offense:** The phone or other device will be confiscated and held in the Main Office, and will only be returned to a parent/guardian. An Office Referral will be documented. Lunch detention will be assigned and parent will be contacted.
- **Fourth Offense:** The phone or other device will be confiscated and held in the Main Office, and will only be returned to a parent. A "Check-in/Check-out" routine will be implemented with the Main Office. The parent is contacted and the infraction is documented as Repeated Defiance.
- **Any Further Offense:** The student will be suspended for repeated disobedience and will no longer be allowed to bring the device to school.

Use of device during school hours

- **First Offense:** the phone or other electronic device will be confiscated and held in the Main Office, and only returned to a parent or guardian. An Office Referral will be documented, parent contact made, and discipline will be assigned.
- **Any Further Offense:** The student will be suspended for repeated disobedience and will no longer be allowed to bring a device to school.

*Students who don't cooperate with confiscation may face an additional referral for insubordination.

Holmes Middle School and the District are not liable for lost, damaged or stolen personal electronic devices. Students and parents assume all responsibility for phone charges and the cost of a lost or stolen phone or device. It is advised that insurance be purchased for these items.

A student's cell phone may be searched by administration for a specific item related to an ongoing

investigation if they become suspect. It is expected that the student cooperate with administration in looking for the desired information.

Holmes Administration reserves the right to adjust the policy on electronic devices as needed.

***Any cell phone usage that is determined to have taken place during school hours, even after the fact, will count as a violation as listed above.

Holmes Middle School Dress Code

We at Holmes believe that the way students dress affects their behavior and the quality of their school work, and serves as a reflection of the Holmes community. We strongly encourage professional dress that supports a serious attitude and level of respect towards education.

Students are expected to dress in a manner that fosters a respectful, positive and academically focused environment. Students should exercise good judgment and be appropriately attired for the classroom. Any clothing accessories or body adornments that may interfere with or disrupt the educational environment are unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency.

D11 Board of Education Policy JICA:

1. Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back and breasts is unacceptable school attire.
2. Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
3. Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable school attire. (based on the discretion of school staff)
4. Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e. boxer shorts, bras, underwear, etc.) is unacceptable for school.
5. Cut-off t-shirts, half shirts, midriffs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.
6. Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire
7. Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.
8. Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
9. Items considered sleepwear or lounge pants are considered unacceptable school attire.
10. Sunglasses and hats are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

The administration may establish additional guidelines and reserves the right to exclude other types of clothing or accessories during the school year if deemed necessary.

A student who is not following the dress code will be given the opportunity to solve the violation (change, borrow, call home) before continuing with their day.

Students who are uncooperative or have repeated violations will receive a documented referral.

THINGS TO KNOW (to avoid disciplinary situations)

1. Students must remain in supervised or assigned areas on campus at all times.
2. Gum, candy, food, or drinks other than water are permitted in the hallway provided students are responsible (Do not share with others. Clean or report any messes made.)
3. In the classroom, gum, candy, food and drinks other than water are only permitted at the teachers' discretion.
4. **Energy drinks are prohibited on campus.**
5. Students should leave items not used for school purposes at home. **The administration reserves the right to ban any item at school, which may be a distraction to the learning environment.**
6. Skateboards and scooters shall not be ridden on campus and must be stored in students' lockers. Skateboards shall be carried; and scooters and bikes must be walked. Scooters and bikes may be locked at the bike rack in the front of the building by the flagpole.
7. Students are required to keep heavy jackets and other outdoor wear in their lockers throughout the academic day except when going to lunch.
8. Large bags and backpacks cannot be brought to class and should remain in lockers. Students may carry a string backpack to and from classes.
9. Students shall not be a disruption to teaching or learning.
10. Students are expected to act in a manner that supports learning and teaching in classrooms, halls or during any school sponsored activities.
11. Students will use speech and written communication free of abusive, derogatory, or profane language.
12. Students will refrain from any "games" disruptive to the environment during the school day particularly touching, hitting, or "roasting" games.
13. Students are expected to refrain from fighting or instigating, promoting, or recording a fight anywhere on or off school grounds, school buses, at the bus stop or with another D11 student. Report any fights or rumors of fights immediately.
14. Students will refrain from any situation that could be considered disorderly conduct, harassment, assault, knowingly making a false allegation of child abuse, or alleged criminal offense directed toward a teacher or school employee.
15. Students are expected to refrain from throwing any objects during the day unless it is part of a lesson or structured activity and the teacher has allowed such actions.
16. Playing with snow or ice in any manner before, during or after school, or at the bus stop is not permitted. Throwing snowballs is never allowed. Leave the snow and ice alone, or you may end up having to help shovel it!
17. **Laser pointers are classified as "standard weapons."** Per BOE policy, they will be confiscated and result in suspension.

18. Students will not use or possess tobacco, cigarettes, e-cigarettes, vape devices, nicotine delivery devices, lighters, or alcohol while on school grounds, school buses or at the school bus stops.
19. Students will not possess, use, sell or buy marijuana products, drug paraphernalia, Schedule 1-3 drugs, or any substance represented as a drug on school grounds, school buses or at the school bus stop. Students are not to possess any kind of prescription or over-the-counter medications unless they have permission through the nurse's office.
20. Students will not tamper with the fire alarms or fire alarm covers unless there is an actual fire.
21. Defacing of school property, graffiti or writing on the building or any other school property is not allowed and must be reported if it is seen.
22. Students will refrain from public displays of affection (PDA) including holding hands, hugging, kissing, walking with arms around shoulders, sitting in laps, etc.

WEAPONS IN SCHOOL

School District 11 and Holmes Middle School will not tolerate weapons of any kind at school, on school grounds or at any school event. Any student with a weapon in school, on school grounds or at any school event will be immediately suspended and may be referred to the Office of Student Discipline for consideration for expulsion. Weapons include but are not limited to any pistols, revolvers, rifles or shotguns any facsimile thereof; brass knuckles or any facsimile thereof; any knife any facsimile thereof or sharpened instrument; Mace, sprays, or other dangerous chemicals or substances; firecrackers or fireworks; any instrument or item altered or modified to represent any of the aforementioned weapons. **Laser pointers are classified as standard weapons per BOE policy.**

STUDENT SEARCH

At times it may become necessary for Administration to search a student or their belongings. A search will be done if there is suspicion of a discipline infraction that has occurred and the student or their belongings has become suspect.

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and searches pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration.

Students shall be responsible for whatever is contained in desks, computers, and lockers assigned to them by the school.

A student's cell phone may be searched for a specific item related to an ongoing investigation if they become suspect. It is expected that the student cooperates with administration in looking for the desired information.

OFF-CAMPUS BEHAVIOR

According to H.B. 93-1093, behavior, which takes place off school grounds, may properly be subject to suspension or expulsion where the behavior is detrimental to the safety or welfare of persons at the school. This may also include electronic communications. If your interactions online, through text, through social media, is illegal, etc. or causes a substantial disruption to the learning environment the school will become involved. Discipline may be issued and the school and may involve CSPD or other necessary agency.

CONFLICT RESOLUTION

Students are strongly encouraged to request an appointment with their counselor or administrator for a “Problem Solving Meeting” if experiencing conflict with others. Appointment requests may be filled out with the counseling secretary, counseling webpage, or main office secretary. These staff members are available to listen, suggest ideas, support during a mediation, or arrange another resolution. Appointments for conflict resolution may be kept confidential upon request. Students utilizing the “Problem Solving Meeting” before the conflict escalates will have a greater likelihood of preventing the necessity of discipline.

BULLYING AND HARASSMENT

Holmes Middle School does not condone or tolerate bullying or harassment of any kind. We encourage students to be an upstander to bullying and harassment rather than just being a bystander. To promote a positive culture, Holmes Middle School uses a variety of mediums to develop and maintain a caring community. Through media rich lessons and activities, our students improve social skills such as considering another’s perspective, being an ally and/or upstander for another, using calming techniques, action steps for solving problems and resisting peer pressure.

Bullying is defined in **(BOE Policy JICDE)** as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

As defined by *PacerTeensAgainstBullying.org*:

“Bullying is a behavior with the intention to hurt, harm, or humiliate; and the person targeted is not able to make it stop.”

Bullying is not...

- single episodes of social rejection or dislike
- single episode acts of meanness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights

“Playing around” or “just messing around” does not excuse bullying or harassing behavior.

How can you help make Holmes bully-free/ mean-free?

Holmes Middle School wants to be Bully-Free/ Mean-free. It takes your involvement to notify staff and Administration for us to be able to address the issue. If we do not know about the bullying/harassment, it is difficult for us to address.

How can YOU help?

Students– if you see bullying or mean behavior occur take ACTION and be an UPSTANDER. Go to an adult to get support for yourself or others. If you talked to an adult and the problem has continued, tell that adult and/or other adults.

Parents– If it comes to your attention and you don’t think the school knows about it please notify the school to look into the situation.

Staff– If a student brings it to your attention, address it with documentation and/or pass the information on to a counselor or an administrator. If you see bullying or mean behavior occur be an upstander.

Be an Upstander

What behaviors would make someone an upstander? Examples of upstander behavior include: stepping in, standing next to a victim, telling the bully to stop, empathizing with the victim, not passing rumors along, walking the victim away from the situation, taking the victim them to an adult, getting help from an adult, and reporting the situation.

SEXUAL HARASSMENT (BOE Policy JBB)

This policy applies to individuals and activities on 1) all district property, including but not limited to school buses and electronic communication and access resources; 2) any non-district property on which a district- or school-sponsored activity or event occurs; and 3) any other non-district property or location where the behavior engaged in may have a direct impact on school discipline or be detrimental to the welfare or safety of students or staff.

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute sexual harassment:

1. Sexually oriented "kidding" or inappropriate references to sexual matters
2. Continued or repeated offensive sexual flirtations, advances or proposals
3. Continued or repeated verbal remarks about a person's body
4. Making sexual or lewd gestures
5. Displaying sexual material, such as cartoons, photos of nudes or pornography, or placing such material in someone's locker or desk
6. Pressure to engage in sexual activity
7. Unwelcome sexual touching, such as offensive brushing against a person, patting or pinching in a sexual manner
8. "Rating" students on the basis of physical characteristics
9. Conduct or communications, which, while not overtly sexual, would not have occurred except for the student's gender (e.g., vandalizing the property of a female student)
10. Verbal abuse of a sexual nature or using sexually degrading words to describe a person;
11. Sending sexual material, such as cartoons, photos of nudes or pornography
12. Sexually violent behavior involving a physical act perpetrated against a person's will or where a person is incapable of giving consent

Whether or not conduct constitutes sexual harassment will be determined on a case-by-case basis, depending on the totality of the circumstances.

Sexual Harassment is an office referral with a 5-day suspension minimum.

STUDENT DISCIPLINE

DUE PROCESS

No student shall be suspended, expelled, or otherwise disciplined without an appropriate level of due process.

LEVELS OF DISCIPLINARY ACTIONS

Classroom Referrals: are those infractions that are to be addressed by any staff member or guest teacher present when the infraction occurs and are handled by that staff member. Documentation will be made by the teacher or staff member. Consequences may include, but need not be limited to one or more of the following:

- Verbal warning and re-teaching by a staff member or an administrator
- Parental contact
- Lunch detention with the teacher
- Teacher detention before and/or after school with parent contact to arrange transportation.

Office Referrals: are those infractions that are to be addressed by the Principal or Assistant Principals, and for which documentation in the student's file shall occur and disciplinary action may follow; suspension may be an option in the event of an office referral. Consequences may include but need not be limited to one or more of the following:

- Parental contact
- Lunch detention, after-school detention/ community service
- In-school detention
- Saturday School
- Development of a Student Behavior Contract
- Suspension

Material and Substantial: Infractions are those infractions that are to be addressed by the Principal or Assistant Principal and for which suspension shall be mandatory and further disciplinary action, including a hearing with Student Discipline services may be necessary.

Shall include a suspension and may include but need not be limited to the following:

- Five-day suspension from school
- Charges filed with civil authorities
- Administrator/parent/student conference
- Development of a Remedial Discipline Plan
- Referral to the District level for a Student Discipline Hearing
- Expulsion, transfer of schools, or other alternative placement
- If three or more Material and Substantial infractions occur during a school year, the student may be recommended for expulsion.

Disruptive Behavior in School

State measures provide that students who cause a disruption in the classroom, on school grounds, on school vehicles, or at school activities or events will be subject to disciplinary action.

Habitually Disruptive

A Habitually Disruptive Student is defined as a student who repeatedly causes disruption in the classroom, on school grounds, on school vehicles, or at school activities and events during the school year because of behavior that is initiated, willful and overt, and which requires the attention of school personnel to deal with the disruption. Students who are Habitually Disruptive will receive (Material and Substantial) discipline.

Alternative to Suspension

As an alternative to suspension for some Office Referral infractions, the Principal (or designee) may permit the student to remain in class with the consent of teachers if the parent attends

class with the student for a period of time specified by the Principal. If the Principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment then this alternative to suspension shall not apply.

If parents are visiting under an alternative to suspension, they must meet with an administrator and sign an agreement prior to visitation.

ATHLETIC PROGRAMS

GENERAL INFORMATION

*Each athlete must have a current physical/yellow card and emergency blue card on file before the season begins in order to try out or participate.

*To compete, each athlete must pay the sports fee and must meet the school eligibility requirements.

*Athletic Eligibility- Eligibility will be achieved by meeting the teachers' expectations in work completion, classroom behavior and individual academic performance.

Eligibility	1 Beginning	2 Approaching	3 Meets	4 Exceeds
Completing Assigned Tasks	The student has completed 25 – 69% of all assigned work and tasks including homework, class-work, and group work (graded and non-graded).	The student has completed 70% or more of all assigned work and tasks including homework, class-work, and group work (graded and non-graded).	The student has completed 85% or more of all assigned work and tasks including homework, class-work, and group work (graded and non-graded).	The student has completed 100% of assigned work and tasks including homework, class-work, and group work (graded and non-graded).
Classroom Behavior	Behaves in a manner that requires frequent redirections of minor infractions and/or office referrals.	Behaves in a manner that requires frequent redirections of minor infractions.	Behaves in a positive manner most of the time with very few redirections of minor infractions.	Behaves in a manner that promotes a positive teaching and learning environment 100% of the time.
Individual Academic Performance	Does not have a passing grade, is working well below their academic ability and/or putting forth little to no effort towards their learning.	Does not have a passing grade, is working below their academic ability and/or putting forth little effort towards their learning.	Has a passing grade, is challenging their academic ability and putting forth effort towards their learning.	Has a passing grade, is performing at the upper limit of their academic ability and putting forth a maximum effort towards their learning.

- Prior quarter eligibility- students must complete the quarter prior to the start of the season with no more than one F on their quarter report card to be eligible to join the team or to try out for the team. Fall sports will be based on 4th quarter from the previous year.
- Eligibility will occur on Wednesday of each week during the sport's season and must be turned in to the front office by the end of the day.
- Eligibility requires scores of 3 or above with no more than one 2 each week.
- If a student is suspended the day of an event, they may not participate in that event. If they are suspended on Friday, they may not participate in the weekend events.
- If there is a Substitute, the student will write "substitute" on the teacher signature line.
- If a student is absent on Wednesday, they will complete a form on Thursday.

- If an athlete is deemed ineligible, they will be ineligible for the following week (Friday to Friday). In the case of two games/meets in a week, if the athlete can improve their score and provide proof to Mr. Ulrich by the first game/meet then they may be granted permission to participate in the second game/meet of the week.
- If an athlete is ineligible, they are still expected to practice with the team and to support the team at games/meets while out of uniform. Students must be at school 4 of the 7 periods on the day of an event.
- Basketball and Volleyball are cut sports and there will be only 14 players for A –squad and 14 for B-squad. Tryouts will be held and teams will be selected using a rubric.
- Students will be evaluated on skill, game sense, coachability, and academic performance.

ATHLETIC AND CLUB SCHEDULE

1st Quarter: 7th & 8th Grade Football
 Girls' Track (Boys' Club Golf)
 Wrestling

2nd Quarter: Girls' Basketball

3rd Quarter: Boys' Basketball

4th Quarter: Girls' Volleyball (Club Volleyball) (Girls' Club softball)
 Boys' Track (Girls' Club Golf) (Coed Club Golf)

WALL OF CHAMPIONS

To be eligible for the Wall of Champions, a student must complete all interscholastic sports offered for all three years at Holmes. (Boys: football 7/8, wrestling 6-8, basketball 6-8, track 6-8; Girls: track 6-8, basketball 6-8, volleyball 6-8). Cross Country and Golf can be substituted based on level of participation.

Spectator Expectations

Students, parents and guests are expected to display appropriate behavior while attending any sport associated with Holmes Middle School. **All school rules and expectations apply at sporting activities.** The following are expected by all who attend a Holmes athletic event.

- Middle School Sports is a learning experience which encourages participation by all players in a positive atmosphere.
- Your actions, words, or behavior should not have a negative impact on players, coaches, officials or fellow spectators.
- If you do not abide by the expectations, you may be asked to leave and possibly barred from future events.
- Clean up any trash in the athletic area.
- Concerns about an event should be brought to the attention of an administrator on duty.
- Concerns can also be addressed with the coaches or Athletic Director the following day.

INTRAMURAL PROGRAMS

This program is an extension of the instructional program. The intramural program will offer a broad range of activities to supplement and complement those offered in the regular academic and physical education program. Many different activities will be offered and every student will play regardless of skill level.

USE OF TECHNOLOGY

(Colorado Springs School District 11 Board of Education Policy JS, Technology Resources and Internet Safety Responsible Use for Students)

TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE FOR STUDENTS

Technology and electronic resources provide access to a wealth of information and services to students and staff. Colorado Springs School District 11 (the "District") believes technology should be used in schools as a learning resource to educate and inform. The District supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials. For purposes of this policy, "District technology device" means any District-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet. Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourage an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

BLOCKING OR FILTERING OBSCENE, PORNOGRAPHIC AND HARMFUL INFORMATION

To protect students from material and information that is obscene, child pornography or material or information otherwise harmful to minors, technology that blocks or filters such material and information shall be installed on all District computers having Internet or electronic communications access prior to issuing to students. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

The District reviews and evaluates electronic resources throughout the school year that comply with Board policies that govern the selection of instructional materials. Students may be able to navigate beyond instructional resources that have been evaluated prior to use.

STUDENT USE IS A PRIVILEGE

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and District technology devices is a privilege, not a right. Students will practice digital responsibility when using devices and electronic systems including Internet and email. Open attachments only from trustworthy sources, and be mindful of spams or scams. Chain emails shall not be forwarded to District users. Failure to follow the use

procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action and/or legal and/or disciplinary action including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The District may deny, revoke or suspend access to District technology or close accounts at any time.

AUTOMATIC ACCESS

Student access to the internet in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing that they are opting their student out of automatic Internet access, as required by Board Policy IMBB, Exemptions from Required Instruction. (see Board Policy IMBB and Exhibit JS-E-3).

NO EXPECTATION OF PRIVACY

District technology devices are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using District technology devices and technology systems such as productivity tools, email and file storage. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District technology devices shall remain the property of the District.

UNAUTHORIZED AND UNACCEPTABLE USES

Students shall use District technology devices and electronic resources in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of District technology devices and electronic resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community

- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the District-level system administrator

Security on District technology devices is a high priority. Students who identify a security problem while using District technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to District technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or District technology devices.

PERSONAL DEVICES

Personal devices are allowed, and their educational use is encouraged. Students who elect to use their own device must conform to this and other District policies while the device is using District network/Internet resources. Students are responsible for keeping device updated, daily operation and safety of their device.

SCHOOL DISTRICT MAKES NO WARRANTIES

The District makes no warranties of any kind, whether expressed or implied, related to the use of District technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy, age appropriateness, or quality of information received. The District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

It is possible to access material that students (or parents/guardians of students) might find inappropriate. While the District will take reasonable steps to restrict access by minors to

harmful material including the use of an Internet content filter, it is impossible to guarantee that such access cannot or will not be gained.

SAFETY

Students shall not reveal personal information or personal information of other individuals, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

VANDALISM

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the operation of any network within the District or any network connected to the Internet. Vandalism is also defined as any malicious or intentional attempt to harm the operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

ASSIGNING STUDENT PROJECTS AND MONITORING STUDENT USE

The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

UNAUTHORIZED CONTENT – SOFTWARE AND APPLICATION PROCESS

The District requires that all software applications used on District devices be submitted for testing and approval to appropriate personnel before installation. Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

USE OF SOCIAL MEDIA

The District realizes the changing methods of communication and teaching include social media. Social networking websites have the potential to support student learning, and staff and students can participate in online social networks where people all over the world share ideas, collaborate, engage community and create new learning. The District schools and programs may have a presence in social networking sites. As such, the District seeks to provide both a safe, secure learning environment and the opportunity for students to learn. The District adopts the approach of helping students become responsible users of digital media and personal

responsibility is expected. Teacher/Student interactions online must only occur within the context of educational usage. For the protection of both students and staff, the District strongly advises that staff do not “friend” students in public social media sites, since the lines of personal and professional boundaries are not as clear in the social networking sites. “Friending” or “Following” students on private or school-based networks for educational purposes is acceptable within the context of educational usage (i.e. Library software, Learning Management Systems, etc.)

STUDENT ELECTRONIC DEVICE LETTER OF AGREEMENT

Colorado Springs School District 11 (the District) will provide students with an electronic device to use in their educational pursuits. The device remains District property and requires that the student and parent/guardian sign a letter of agreement before a device is issued. The student (and parent/guardian) are responsible for any damage to this device (see Exhibit JS-E-4, Standard Repair/Replacement Prices). Unexplained disappearance of the device is not covered by the District’s property policy and therefore would be the financial responsibility of the student and parent/guardian. If repair or replacement becomes necessary, the school will work with the student and parent/guardian for such cost plans.

Student devices will also include items checked below:

- Battery pack
- AC adaptor power cord
- Patch cord
- User license for Microsoft Office, Windows, and web browser

Procedures to be followed:

- Will follow device sign-out and sleep procedures.
- Will comply with Board of Education policies, regulation and procedures, including any user agreement when using this device.
- Will use District technology devices and electronic resources in a responsible efficient, ethical and legal manner.
- Will immediately report any malfunction to the school library technology staff member and/or District Support Center at 520-2211 as soon as there is a problem.
- Will keep District 11 configuration and software and will not install personal applications, software, games, etc.
- Will only use my assigned device in my educational pursuits in the District.
- Will comply and understand that this device is subject to inspection at any time, including without prior notice.
- Will not mar or mark device including with stickers.
- Will not loan this device to anyone including other students and/or family members.
- Will not conduct personal business activities for personal gain using District resources or devices.

- Will not access or store pornographic or obscene materials on this device.
- If the student is no longer a student in the school that issued this device, the student and parent/guardian understand this device is the property of Colorado Springs School District 11, and will return it to the originating library technology staff before their last day at that school.

In the event of a loss:

- If this District device is lost, damaged or stolen while assigned to the student, the student or parent/guardian will immediately notify the school library technology staff member and/or School Administration.
- The parent/guardian is to notify the appropriate police agency and provide District Security and Risk Management with the police report if device is stolen or lost.
- The student and parent/guardian understand that they are responsible for reasonable replacement costs if there is damage, loss, or theft and will reimburse the District for the loss within 30 business days (see Exhibit JS-E-4, Standard Repair/Replacement Prices).
- The parent/guardian may choose to file a claim under their personal homeowner or auto insurance coverage to reimburse the District or they will reimburse the District directly for the loss within 30 business days



APPROPRIATE USE OF DISTRICT TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE BY STUDENTS

The Internet and electronic communications have vast potential to support curriculum and learning. A variety of accounts are provided to improve learning through interpersonal communication, access to information, research, and collaboration. Student access to the Internet and electronic resources in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing as required by Colorado Springs School District 11 Board of Education Policy IMBB, Exemptions from Required Instruction. User accounts are to be used mainly for identified educational purposes. Limited personal use is permitted if the use imposes no tangible cost on the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. Students shall use District devices and resources in a responsible, efficient, ethical and legal manner. Users will be held responsible at all times for the proper use of accounts, and may not record or post instruction or interactions or any other situations with students and/or staff without consent of the person or persons being recorded.

The District adopts the approach of helping students become responsible users of digital media. All users of District devices, electronic resources and networks are expected to abide by all District policies.

Appropriate use of technology, Internet and electronic resources includes:

- Abiding by all Internet filtering applications designed to protect from harmful material and information.
- Access only my authorized accounts and therefore not allowing others access to my passwords, etc.
- Keeping all personal information about myself and other confidential.
- Protecting District devices and systems from vandalism, damage, and viruses designed to hinder performance. Ensuring all copyrighted information has proper permission granted before use including software.
- Protecting the destruction of property and life against violence.
- Respecting school and District resources ensuring device and systems are used for instructional purposes.
- Utilizing only permissioned access to information and systems.
- Obtaining express permission from the Director of Technical Services or designee to move technology equipment to another building.
- Accessing and using only provided instructional systems, wireless and wired networks, peripherals and other devices such as printers and hosted servers.
- Keeping device(s) intact.

Inappropriate use includes but is not limited to:

- Posting, sending, accessing, or displaying, transmitting, retransmitting or forwarding information electronic mail, chat rooms and other forms of direct electronic communication that are abusive, obscene, sexually oriented, threatening, harassing, cyber bullying, or other illegal activity.
- Recording instruction or interactions or any other situation with students and/or staff without consent of the person or persons being recorded. Students may not post any sort of recordings without consent to social media or anywhere else, as such an action may subject the student to disciplinary action by the District and/or criminal action by law enforcement.
- Conducting business activities for personal gain using District resources and devices.

I agree to abide by the provisions listed above and understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account and/or other disciplinary or legal action in accordance with the Student Conduct, Discipline and Attendance Handbook and applicable laws.

Holmes Middle School

Student & Family Handbook Acknowledgement

Parents and students, please make sure that you have read the Holmes Middle School Student & Family Handbook on the Holmes web site or ask to read a hard copy before completing this form. All students and parents are required to sign this form acknowledging that they have read and understand the contents of the Holmes Middle School Student & Family Handbook and items within. Signing this form does not imply that you agree with the expectations, simply that you have read them and understand.

Please initial next to each section that you have read.

Student initials	Parent initials	
		General Information
		Student Attendance
		Academics/HOW
		End-of-the-Year Events
		Student Behavior and Expectations
		SOAR, Voice levels & Area Conduct
		Cell Phones and Other Electronic Devices
		Holmes Middle School Dress Code
		Things to Know & Conflict Resolution
		Bullying/ Harassment
		Student Discipline
		Athletic/Intramural Participation
		Use of Technology
		Acceptable Use Agreement for Students

Signing this form indicates that you are aware of all the items that are located in the Holmes Student & Family Handbook.

Student's Name Printed: _____

Student's Signature: _____ Date: _____

Parent (Guardian) Name Printed: _____

Parent (Guardian) Signature: _____ Date: _____

Please return it to the office staff