



Student & Family Handbook

2020-2021

(Updated 8/25/20)

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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 that will be kept on file in the front office.

GENERAL INFORMATION

SCHOOL AND OFFICE HOURS

Teachers and counselors 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 with him/her 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. 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 office before classes begin to obtain a temporary ID sticker to be worn all day**. As long as the student reports to the office for a temporary ID sticker, he or she may receive 3 "free" temporary ID stickers per quarter. Consequences will start with the 4th incident of not having one's ID (assessed per quarter). Once the first class of the day has begun, if a student is not wearing an ID badge or a temporary ID sticker, he or she will receive a consequence beginning with the first occurrence.

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. 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 might include: teaching coping strategies, helping students to identify positive peer relationships and effective social skills, problem solving and conflict resolution skills, decision making skills, goal setting, and career exploration.

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.

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 stay inside the main courtyard. Once on campus, students are not allowed to leave the courtyard or other supervised area, this includes walking around the building or walking off campus. At 8:00 A.M., students may wait inside the cafeteria or the Media Center.

The cafeteria opens at 8:00. Students in the cafeteria must be seated. Students eating breakfast or drinking a beverage must be seated at the row of tables nearest the kitchen. Breakfast will be served starting at 8:10. Students are required to clean up after themselves and keep the noise level low.

Students may enter the main buildings (A and C) beginning at 8:38 A.M. Students entering the building before 8:38 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 8:38 must check in at the front office and verify with the office that the staff member is in his/her room. Restroom use from 8-8:38 is available in the B- building only.

On most days, the Media Center opens at 8:00. Occasionally the Media Center may be unavailable due to a meeting, in which case, a sign will be placed on the main entrance door to Building A. The Media Center serves as a warm, quiet place to read or work on an assignment or other academic based activity. Students may enter the Media Center from the back side of A building, from the small courtyard door.

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 719-328-3810 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 either **in person or remotely** 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 including during remote learning. 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 and **unable to participate in person or remotely**, 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 excused absences excused will be considered truant. Students who are found to be skipping 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 makeup work missed.

ILLNESS DURING THE DAY

COVID Addendum

Parents are expected to monitor student health prior to departing for school. If the student is exhibiting COVID related symptoms they should remain at home for the day and attend classes remotely.

Students will be monitored for COVID symptoms during the school day and if they exhibit any they will be directed to the COVID quarantine room to await parent pick-up.

Non-COVID Symptom Illness

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 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.

Remote Learning Attendance

Attendance will be taken each class period through visual and participatory confirmation of students in WebEx (visual) and Schoology (participatory)

Parent Excused Absences:

1. If a student is going to miss live instruction, parents should follow the normal attendance reporting procedure by contacting our attendance secretary, Cathy Creapo, at 719-328-3813 before or during the day of the absence(s).
2. If a student is absent from live instruction and parents do not report the absence before or during the day of the absence(s), the student will be marked Absent by that period's teacher. Parents have up to 48 hours to contact our attendance secretary to report the absence.
3. Students may make-up the missed class time from a parent excused absence by contacting their teacher(s) to explain the absence and to coordinate a reasonable time frame for completing that work.
4. Lessons will be recorded and shared via Schoology, and students will have the opportunity to complete the work for full credit after contacting the teacher(s).

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 not be tolerated by the classroom teacher.

* Tardies are tabulated 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 work/study area
- Establish daily homework time
- Check student's agenda/planner and Schoology on a regular basis
- Use Schoology to track assignments
- Communicate with teachers if you have concerns
- Make sure you see the completed assignment
- Hold your 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**. For more information go to Great Schools Partnership (greatschoolspartnership.org), select "Presentations" and then "Colorado Seminar Series".

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%)

Translation from 4 point scale to letter grade:

(A = 4.0-3.6, B = 3.5- 3.0, C = 2.9- 2.5, D = 2.4-2.0, F = 1.9 or less)

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 Schoology. 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
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<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.
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During our transition from traditional grading practices to a more competency-based system, you will encounter both methods of reporting. Because competency-based requires a significant amount of work and time to develop, some assignments, units and standards will continue to be measured and assessed with traditional practices.

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	The student has completed 25 – 69% of all assigned work	The student has completed 70% or more of all assigned	The student has completed 85% or more of all assigned	The student has completed 100% of assigned work

	assigned tasks on Schoology or email daily.	and tasks including homework, classwork, and group work (graded and non-graded) on Schoology or email daily.	work and tasks including homework, classwork, and group work (graded and non-graded) on Schoology or email daily.	work and tasks including homework, classwork, and group work (graded and non-graded) on Schoology or email daily.	and tasks including homework, classwork, and group work (graded and non-graded) on Schoology or email daily.
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 in the lesson for all class activities 25 - 69% of the time. This requires being visually present when available in class, bringing essential materials for the class and a positive attitude.	Effectively engages in the lesson for all class activities 70-84% of the time or more. This requires being visually present when available in class, bringing essential materials for the class and a positive attitude.	Effectively engages in the lesson for all class activities 85-94% of the time or more. This requires being visually present when available in class, bringing essential materials for the class and a positive attitude.	Effectively engages in the lesson for all class activities 95% of the time or

DISTRICT PROVIDED DEVICE EXPECTATIONS

All students receive a district provided device (Chromebook) to be used as their primary learning tool. It is the responsibility of the student to have their device with them daily to optimize their learning.

Care for your district provided device should include nightly plug-in. Student should safely store and carry device to include the charger. There should be no personalization (stickers, writing on, or etching) of a district provided device. Student may personalize a device cover if they have purchased one for their district provided device.

While utilizing **Webex** during live instruction students are expected to have their camera turned on and microphone muted until you are called upon or if you have a question. Your learning location and attire should be appropriate for public viewing. Participation during live instruction will support your HOW score.

Schoology expectations are to log onto your account daily. Student should complete class assignments, discussions and/or exit tickets daily. All typed responses should be in proper grammar and not in text format. Discussion posts and uploaded pictures should be school appropriate. Schoology should never be used as a social media platform.

Students should check **email** daily and reply to all teacher communication within a 24-hour period.

Office 365 will be the one stop shop for every student's email, document creation, document storage, notetaking, PowerPoint, and Calendar. All student work will be saved to the cloud via Office 365. Students are expected to appropriately title each document, per teacher guidelines. (Never leave a document with the generic given title. You and your teacher will not know what it contains.) Make sure to use folders and subfolders to organize your documents to make it easier to find them when needed.

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. Core teachers will give mid-quarter reports to students after the fourth week of each quarter. These reports will include the grade to date, attendance and comments. The purpose of the reports is to keep parents informed of their student's progress. Reports are all accessed through Parent Connect.

REPORT CARDS

At the end of the 1st, 2nd and 3rd quarter, as well as at mid-quarter, student report cards will be available on Parent Connect. The 4th quarter report cards may be mailed home in addition to being on Parent Connect.

Q - Parent Connect

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)

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 (*see additional qualifications below)
- 8th Grade Celebration (*see additional qualifications below)
- Year Book Distribution/Signing Parties
- Excellence Picnic (*see additional qualifications below)
- 4th quarter Incentives/Celebrations

*** 8th Grade Breakfast and Continuation Additional Qualifications**

To qualify for the 8th Grade Continuation, 8th grade students must receive a passing grade of a D or above in 75% (18 out of 24) of their classes based on quarter marks, and a 93% or higher attendance rate for the school year.

***Excellence Picnic Additional Qualifications**

To attain eligibility for the Excellence Picnic students must maintain for the first three quarters and on the fourth quarter progress report: citizenship scores of 5's and 4's with no more than one 3, Academic grades at A's and B's with no more than one C. Students must also maintain a 93% or higher attendance rate for the school year.

Students will have the opportunity to appeal to the Administration if they did not qualify based on the given parameters.

STUDENT ASSESSMENTS

Galileo Assessment

These tests are given in the fall and spring of each year 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 assessments are changing in order to accurately assess student mastery of the updated Colorado Academic Standards. With the standards being more focused, coherent and rigorous, assessments must adapt to align with the standards. Colorado's new assessment system is called the Colorado Measures of Academic Success (CMAS). It incorporates new science and social studies assessments developed by Colorado and new English language arts and mathematics assessments developed by the Partnership for Assessment of Readiness for College and Careers (PARCC).

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.
- 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 must have prior approval. Students must not wander halls or go to any other classroom than the one on their pass. * ***Students who eat in a classroom will need to check with a peer for any announcements they may have missed from the courtyard line up time.***
- 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. This 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 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.
- Physical activity must be kept safe and respectful.
- Keep off the trees, off the fences, and out of the bushes.
- 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 expectations are:

- 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 Administrations approval.

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 CONDUCT

- Students will show respect to and follow directions from guest instructors. Disrespect or class disruptions will not be tolerated.
- Students are expected to behave as well, 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 (updated for 2020-2021)

Students must abide by the following guidelines during school hours (from first bell to last bell; of the school day).

Cell phones/other electronic devices should not be used or seen during the school day except for as a medical assistance device that must be documented in a health plan.

Students with a medical assistance exception will need to work with school administration to communicate the student's health plan to staff and set device expectations.

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.

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

Possession of device during the day (device is seen on a student during the school day)

First Offense: The phone or other electronic device will be confiscated and held in the Main Office until 3:45. A lunch detention will be assigned, documented in Q as an Office Referral.

Second Offense: The phone or other electronic device will be confiscated and held in the Main Office, and only returned to a parent or guardian. Lunch detentions will be assigned, documented in Q as an Office Referral, and parent contact made.

Third Offense: The phone or other electronic 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 in Q as Repeated Defiance.

Any Further Offense: The student will be suspended for repeated disobedience and will no longer be allowed to bring his/her device to school.

Use of device during the day (student uses a device during the school day)

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. Discipline will be assigned at the discretion of administration, documented in Q as an Office Referral, and parent contact made.

Any Further Offense: The student will be suspended for repeated disobedience and will no longer be allowed to bring his/her 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 schoolwork, 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.
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 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.
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.
17. **Laser pointers are classified as “standard weapons.”** Per BOE policy, they will be confiscated and result in disciplinary action.
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.
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, 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 search 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 cooperate 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 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.

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 entered in Q.

Office Referrals are those infractions that are to be addressed by the Principal or Assistant Principals and for which documentation in Q shall occur and disciplinary action may follow; suspension may be an option in the event of an office referral.

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.

LEVELS OF DISCIPLINARY ACTIONS

Classroom Referrals: 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: 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: 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 Office of Student Discipline for 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 can 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 whom 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.

School District 11 Student Conduct, Discipline, and Attendance Code may be accessed at <http://www.d11.org/StudentServices/StudentDiscipline/Documents/Student%20Conduct%2c%20Discipline%20and%20Attendance%20Handbook.pdf>

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. (see chart on next page)

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.
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- 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.

Personally Owned Electronic Devices Agreement

Colorado Springs School District 11 and Holmes Middle School recognize and appreciate that students and staff are willing to bring in electronic devices that are personally owned to be used for schoolwork and to enhance educational opportunities. Users are expected to use the District 11 network and Internet access through the district system to further educational and personal goals consistent with the mission of the District 11 and the district policies. Accessing the District 11 wired and wireless network and access including the use of the Internet is a privilege, not a right. Responsibilities come with this privilege:

A privately owned electronic device can be connected to the District 11 wireless and wired network, including to the Internet, under the following conditions:

- Users of the electronic device must adhere to the D11's Acceptable Use Agreement (AUA).

- Privately owned computers must have updated virus detection software prior to accessing the network or internet. The device will not be allowed to connect without virus detection software.
- Access passwords are changed frequently so see your teacher or library technology staff for current password.

Hardware Expectations

- Each User must supply all necessary hardware, software and cabling for use of their electronic device.

Uses of Electronic Devices

- Staff and students may use personally owned electronic devices on the District network, wired and wireless, for professional or career development, classroom activities and other defined educational purposes.
- Staff and student may use the District's educational technology resources primarily for educational purposes, however, personal incidental use is allowed on a limited basis except for, but not limited to, the downloading or streaming or digital content such as videos and music for entertainment purposes.
- Some uses or access to information may not be acceptable when utilizing the District network that are considered acceptable on a user's private account at home or on another system. Users should be cognizant of educational uses on the District network.

Virus Protection Software

- Antivirus software must be installed and up-to-date on personally owned electronic devices.
- When logging into the network, wired and wireless, the personally owned electronic device will be scanned for virus protection software. If this software is not apparent, the device will not be allowed to connect.
- User will be prompted to go home, purchase virus protection software, return the next day and log in again.

Copyright and Pirating

- Software residing on privately owned devices must be personally owned, including but not limited to programs, applications (apps) and music.

Misuse

- Students and staff will conduct themselves within the guidelines of the Acceptable User Agreement (AUA).
- Violations of the Acceptable User Agreement on personally owned electronic devices when using the District network, wired and wireless, may also result in disciplinary action in coordination with policies set forth by School District 11's Board of Education and/or by the individual school; this may include but is not limited to removal of all access rights to School District 11's network or the confiscation of the electronic device.

- If a student is suspected of inappropriate use with their personally owned electronic device, the student will be asked to power down the device and hand it to the person of authority (i.e. teacher or principal). The parent or designee will be notified, and it is the responsibility of the parent or designee to pick up the student's electronic device from the school.
- If deemed necessary, the Colorado Springs Police Department will become involved with the investigation of the violation.

Security

- Personally owned electronic devices that are accessing the D11 network, wired and wireless are expected to follow all policies in line with the Acceptable User Agreement (AUA).
- The student / staff person is responsible for the security of personal equipment when it is not being used.
- District 11 does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

Network Stability As it relates to privately owned computers being used in the School District 11 facilities or on School District 11 networks wired or wireless, School District 11 schools reserves to the right to:

- Monitor activity, either Internet access or intranet access, through the school district's proxy server or intranet access on the school's file servers.
- Make determination on whether specific uses of the device are consistent with the District's Acceptable User Agreement.
- Log network use and monitor storage disk space utilized by users of personal devices on the School District 11 network. □ Deem what is appropriate for use of personal computers on District property or on the School District 11 network.
- Remove the user's access to the network and suspend the right to use the personally owned devices in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable User Agreement.
- Violation of the Acceptable User Agreement on personal electronic devices may also result in disciplinary action in coordination with policies set forth by District's Board of Education or by the individual school; this may include but is not limited to removal of all access rights to District network.
- Any damage to personal devices caused by use on the District network is the responsibility of the owner.

Liability for Personal Property

- A student or staff person who brings their personally owned electronic device to school is solely responsible for the equipment.
- Any damage to the equipment is the responsibility of the individual.
- The procedure with any theft in the District is to inform the front office of the school, who will call District 11 Security Department at 719-520-2287. A security officer will be dispatched to the location to take a District 11 case report. The victim of the theft must then contact the Colorado Springs Police Department to file a criminal theft report. If the theft occurs at a high school or middle school, the victim can contact the school campus security officer and the police school resource officer to assist them.

- Any user accessing the District’s educational technology via a personally owned device releases the District from liability for any damage, loss or injury caused or indirectly caused to the personally owned device by the use of the educational technology (i.e. a virus).

Repairs and Upgrades

- Responsibility for the maintenance and repair of the equipment rests solely with the student/staff person.

Student and parent signature are required on the Holmes Student Handbook Acknowledgment form.



Colorado Springs School District 11 Board of Education Policy JS-E-1, Appropriate Use of District Technology Resources and Internet Safety Responsible Use by Students Revised May 29, 2019

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

		District Provided Device Expectations
		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
		Personally Owned Electronic Device Agreement
		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 or designated core teacher.