

# **Columbine Middle School Staff 2024-25**

## **Main Office Staff**

Eric Sanchez-Principal  
Shawn Heaton-Head Secretary/Admin Assistant  
James Burwell-Assistant Principal  
Nicauly Gomez-Attendance/Athletics Admin Assistant

## **Counseling Office Staff**

Micaela Richmond-School Counselor  
Kelli Scheid-School Counselor  
Tara Abbott-Registrar/Counseling Admin Assistant

## **6<sup>th</sup> Grade Staff**

Greg Solseth-Science  
Leah McRae-Social Studies  
Cara Godbe-Reading  
Dana Huskey/Christine Terrell-Math  
Monica Sloan-Language Arts  
Sam Yarnell - Seminar

## **7<sup>th</sup> Grade Staff**

Jessica DeVay-Science  
Mikhael Grundhofer - Reading  
Patricia Wallace-Language Arts  
Sausha Christensen-Social Studies  
Courtney Myers-Math  
Sara Schifino - Seminar

## **8<sup>th</sup> Grade Staff**

Carrie Deisig-Reading  
Maria Martinez-Jaramillo-Language Arts  
Leslie Maddox-Math  
Ben McKie-Science  
Glen Suppes-Social Studies  
Karie Hassell - Seminar

**Exploratory Staff**

Heather Jennings-Art  
David Roth-Shop  
John White-Band  
Natasha Pratt-Music/Choir  
Russell Evans-Computers  
Jennifer Osborn-Family Consumer Studies  
Amanda Samples-PE  
Jason Killen- PE

**Exceptional Student Services (ESS) Staff**

Marcie Collins- ESS 6th Grade  
Chris Braaten-ESS 7th Grade  
Michelle Cimaglio-ESS 8th Grade  
Taylor Brown-ESS Affective Needs

**Paraprofessional Staff**

Eva Love-Support Staff/MM Para  
Ethel England-Support Staff/AN Para  
Beatriz Trevino-Support Staff/AN Para  
TBD-Support Staff/AN Para

**Custodial Staff**

John Grady-Head Custodian  
Eduardo Perez-Custodian  
Leo Spor-Custodian  
Matthew Omgig-Custodian  
David Herrera-Day Custodian

**Librarian**-Donna Knauss

**CLD**-Novie Nichols

**GATE**- Doug Fewell

**Student Advocate**-James Kelly

**Health Tech**-Brittany Safken

**Engagement Center**-Beth Nelson

**Resource Officers**-Aaron Sheedy

# THE RAM'S WAY

Members of the Columbine Community follow THE RAM'S WAY by being:

Responsible

Respectful

Safe



Keep Hands and Feet and Objects to self.

# The Ram's Way Matrix

The **Behavior Consequence Matrix** has been developed for students to learn in an atmosphere that is safe, conducive to the learning process, and free from unnecessary disruptions. According to the Montrose County School District Code of Conduct (Policy JICDA), infractions may occur while on a school bus, on school grounds, or in a vehicle, during a school sponsored activity and in certain cases, off school property. The behavior consequences listed below are grouped according to the seriousness of the infraction. Group 1 includes infractions of a less serious nature, while Group 4 includes the most serious infractions. In all instances, interpretation is left to the individual administrator to determine consequences based upon individual or extenuating circumstances, repetition, or the willful and overt nature of the infraction.

**School personnel will contact parents regarding disciplinary referrals. A parent conference or contact may be mandatory for some infractions.**

	<b>Infractions-Include, but not limited to the following:</b>	<b>First Occurrence-Include, but not limited to the following:</b>	<b>Second Occurrence Include, but not limited to the following:</b>	<b>Third Occurrence (or more) Include, but not limited to the following:</b>
<b>Group 1</b> Includes Offenses	<input type="checkbox"/> Inappropriate electronic devices <input type="checkbox"/> Throwing objects <input type="checkbox"/> Unsafe play <input type="checkbox"/> Dress code <input type="checkbox"/> Profanity	<input type="checkbox"/> Verbal warning <input type="checkbox"/> Time out, loss of free time <input type="checkbox"/> Detention <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Other appropriate consequences	<input type="checkbox"/> Additional detention(s) <input type="checkbox"/> Thurs./Sat. school/ In-school Suspension 1-2 days <input type="checkbox"/> Out of school suspension 1-5 days <input type="checkbox"/> Behavior contract <input type="checkbox"/> Possible referral for expulsion <input type="checkbox"/> Other appropriate consequences <input type="checkbox"/> Work detail	<input type="checkbox"/> Additional detention(s) <input type="checkbox"/> Thurs./Sat. school Parent conference <input type="checkbox"/> Behavior contract <input type="checkbox"/> Additional days of suspension <input type="checkbox"/> Possible referral for expulsion
<b>Group 2</b> Includes Offenses	<input type="checkbox"/> Staff Disrespect <input type="checkbox"/> Dishonesty <input type="checkbox"/> Distribution of inappropriate material <input type="checkbox"/> Truancy <input type="checkbox"/> Computer violation <input type="checkbox"/> Fighting	<input type="checkbox"/> Verbal warning <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Detention <input type="checkbox"/> In-school suspension 1- 5 days <input type="checkbox"/> Mediation <input type="checkbox"/> Out of school Suspension 1-5 days <input type="checkbox"/> Other appropriate consequence	<input type="checkbox"/> Additional detention <input type="checkbox"/> In-school suspension 1-5 days <input type="checkbox"/> Mediation <input type="checkbox"/> Behavior contract <input type="checkbox"/> Out of school suspension 1-5 days <input type="checkbox"/> Notification of law enforcement <input type="checkbox"/> Possible referral of expulsion <input type="checkbox"/> Other appropriate consequences <input type="checkbox"/> Work detail	<input type="checkbox"/> In-school suspension 1-5 days <input type="checkbox"/> Out of school suspension 1-10 days <input type="checkbox"/> Parent conference <input type="checkbox"/> Behavior contract <input type="checkbox"/> Notification of law enforcement <input type="checkbox"/> Possible referral for expulsion

<p><b><u>Group 3</u></b> Includes Offenses</p>	<input type="checkbox"/> Tobacco use and or possession of <input type="checkbox"/> Vandalism <input type="checkbox"/> Theft <input type="checkbox"/> Defiance of authority <input type="checkbox"/> Sexual harassment Racial <input type="checkbox"/> Discriminatory <input type="checkbox"/> Threats of violence <input type="checkbox"/> Stalking <input type="checkbox"/> Fight/3 <sup>rd</sup> degree assault <input type="checkbox"/> Gang activity	<input type="checkbox"/> Detention <input type="checkbox"/> In-school suspension 1- 5 days <input type="checkbox"/> Behavior plan <input type="checkbox"/> Mediation <input type="checkbox"/> Out of school suspension 1-5 days <input type="checkbox"/> Notification of law enforcement <input type="checkbox"/> *Other appropriate consequence	<input type="checkbox"/> Out of school suspension 1-10 days <input type="checkbox"/> Behavior plan <input type="checkbox"/> Parent conference <input type="checkbox"/> Notification of law enforcement possible referral for expulsion <input type="checkbox"/> Other appropriate consequence <input type="checkbox"/> Work detail	<input type="checkbox"/> Parent conference <input type="checkbox"/> Out of school suspension 1-10 days <input type="checkbox"/> Referral for expulsion <input type="checkbox"/> Notification of law enforcement
<p><b><u>Group 4</u></b> Includes offenses of the most serious nature, which may require the involvement of law enforcement</p>	<input type="checkbox"/> *Alcohol use/possession <input type="checkbox"/> *Drug use/possession <input type="checkbox"/> Robbery <input type="checkbox"/> Assault on staff <input type="checkbox"/> Violation of criminal law <input type="checkbox"/> Weapon/facsimile <input type="checkbox"/> *Sale of drugs/substances <input type="checkbox"/> Extortion <input type="checkbox"/> Hazing <input type="checkbox"/> Fight/assault <input type="checkbox"/> 1 <sup>st</sup> /2 <sup>nd</sup> degree <input type="checkbox"/> Arson <input type="checkbox"/> Bomb threat	<input type="checkbox"/> Parent conference <input type="checkbox"/> Out of school Suspension 1-10 days <input type="checkbox"/> Behavior plan <input type="checkbox"/> Possible referral for expulsion <input type="checkbox"/> Notification of law enforcement <input type="checkbox"/> Other appropriate consequence	<input type="checkbox"/> Parent conference <input type="checkbox"/> Out of school suspension 1-10 days <input type="checkbox"/> Notification of law enforcement <input type="checkbox"/> Possible referral for expulsion <input type="checkbox"/> Other appropriate consequence	<input type="checkbox"/> Out of school suspension 1-10 days <input type="checkbox"/> Referral for expulsion <input type="checkbox"/> Notification of law enforcement <input type="checkbox"/> Parent conference

### TOBACCO

Possession of tobacco items including E-Cigarettes (Vape device) of any kind including flavored versions are strictly prohibited and will be treated as tobacco use and or possession as stated in Group 3 of our Behavior Matrix on the previous page. Offenders may be subject to a ticket issued by law enforcement.

### INAPPROPRIATE ITEMS

Students are not to bring to school any item(s) that would be considered distracting, harmful to others or targets for theft. Such items include but are not restricted to:

- Weapons/facsimile
- Pocket Knives
- Matches/lighters
- Fireworks
- Excessive candy/gum/drinks
- Wallets with chain
- Fidget Spinners
- Laser pointers
- Trading cards/Toys/Games\*
- Blankets
- Noisemakers

## Water Balloons/Water Devices to spray others

- We advise parents that family-owned band instruments be insured under their homeowner's policy.
- Selling of items at school is not permitted.
- Bikes / Skateboards should not be ridden on school grounds. Skateboards and unlocked bikes are high risk for theft. We recommend that students do not bring skateboards to school and lock their bikes at the bike rack each day. Skateboards ridden on school grounds may be subject to confiscation.
- Inappropriate items will be confiscated, and a disciplinary consequence may be assigned as well. It is also suggested that all personal items including books and clothing be marked for easy identification to prevent loss or theft. The second time an item is confiscated; it must be picked up by a parent.
- \*These items are allowed until the first bell of the day. They are not to be seen until after the final bell, or they will be confiscated.

## **THINK TANK**

Think Tank is a behavior intervention process designed by Columbine's staff and administrative teams to remove disruptive students from the learning environment for a specific period (typically, one class) while emphasizing the use of positive behaviors in our classrooms. A student who is sent to Think Tank based on repeated disruptive behaviors is required to complete a reflection form to recognize what behaviors caused the removal from the classroom, who was affected by the unwanted behaviors, and a plan by the student on how to improve the unwanted behaviors. Think Tank allows for students to continue with their scheduled school day, once their Think Tank period has concluded, and allows for students to "reset" their behaviors. If students are unable to improve their behaviors after being sent to Think Tank for a class period, additional Think Tanks may be assigned and/or office discipline may be implemented. Think Tank may also be used as a "refocus" room for students who struggle with completing assigned work during a specific class period. The consequences for accumulating multiple Think Tanks in a quarter are as follows: Three Think Tanks within a quarter will result in an after-school detention or two lunch detentions, based on coverage availability. Six Think Tanks within a quarter will result in multiple after school detentions, one day of ISS (In School Suspension), or a 4-hour Saturday School (8a-12p). Nine or more Think Tanks within a quarter will result in up to 3 days of ISS or OSS (Out of School Suspension) and possible behavior plan for the offending student. Parents/Guardians will receive contact via email or phone from the staff member (or designee) who sends a student to Think Tank explaining the situation that resulted in the removal from the classroom. **ACCESS TO CELL PHONES WILL NOT BE ALLOWED DURING ANY ASSIGNED THINK TANK AND MUST BE TURNED IN TO THE SUPERVISING STAFF MEMBER UPON ARRIVAL TO THE THINK TANK CLASSROOM. FAILURE OF A STUDENT TO TURN IN THEIR CELL PHONE UPON ARRIVAL MAY RESULT IN ADDITIONAL CONSEQUENCES.**

## **STUDENT DETENTION**

An administrator or teacher may require a student to stay after and/or come before school for additional instruction or for work detail because of inattentiveness in class or misconduct. If a student is assigned a detention their parent/guardian will be notified. Such detention takes precedence over all club and athletic activities, including practices. Students, who ride a bus or have another urgent need, may have one day to arrange for transportation before doing their detention. Students should report directly to the individual teacher on the correct day. A student who does not report to an assigned detention will be referred to the Principal or Assistant Principal for direct discipline. Detention time may be doubled for the disobedience of not showing up for an assigned detention. Students should bring reading and writing materials to all detentions and are encouraged to make positive use of this time. **ACCESS TO CELL PHONES WILL NOT BE ALLOWED DURING ANY ASSIGNED DETENTION AND MUST BE TURNED IN TO THE SUPERVISING STAFF MEMBER UPON ARRIVAL TO**

THE DETENTION CLASSROOM. FAILURE OF A STUDENT TO TURN IN THEIR CELL PHONE UPON ARRIVAL MAY RESULT IN ADDITIONAL CONSEQUENCES.

### **SATURDAY SCHOOL**

Saturday School is another alternative that may be assigned for truancy or other major infractions. Students assigned to Saturday School are required to attend. It is a supervised study time and students are required to bring reading and writing materials. Assignments may be obtained from regular classroom teachers. Parents are responsible for transportation to and from the school. Failure to attend or being late to Saturday School may result in either an in-school suspension, out of school suspension, or additional detentions/Saturday schools. ACCESS TO CELL PHONES WILL NOT BE ALLOWED DURING ANY ASSIGNED SATURDAY SCHOOL AND MUST BE TURNED IN TO THE SUPERVISING STAFF MEMBER UPON ARRIVAL TO THE CLASSROOM. ACCOMMODATIONS WILL BE MADE IN ORDER TO COORDINATE STUDENT PICK UP ONLY. FAILURE OF A STUDENT TO TURN IN THEIR CELL PHONE UPON ARRIVAL MAY RESULT IN ADDITIONAL CONSEQUENCES.

### **PHYSICAL CONTACT**

Students are expected to keep hands to themselves at all times. Any incidents of physical contact including horsing around, pushing, slapping, play fighting, or other aggressive looking behavior will not be tolerated. Students that are utilizing devices to film fights or are found to be encouraging others to fight will face disciplinary consequences for their participation in the incident.

Additionally public displays of affection between students is not permitted while at school, this includes but is not limited to holding hands, hugging, and kissing.

### **DRESS CODE**

Student Dress Code- JICA- Draft Revision 12-14-22

The Board affirms that the primary responsibility for student attire resides with the student and parent(s) and it recognizes the right of students to express themselves through their choice of personal attire as supported by the student's parent(s). The purpose of this policy is to provide guidelines, standards, and implementation procedures for student dress during the school day and during other school-related activities. The Board of Education is committed to providing a safe, inclusive, and nurturing educational environment conducive to student learning.

The Board is committed to equitable educational access for all students, and this student dress code will be implemented equitably and prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religious, ancestry or need for special education services.

The Board of Education believes that:

1. All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
2. Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
3. Students should not face unnecessary barriers to school attendance.
4. Reasons for conflict and inconsistent identification of possible infractions should be minimized whenever possible.

While student dress and appearance are the responsibility of students and their parents, the Board believes that dress and appearance should not interfere with any aspect of the educational process and expects that dress and appearance are consistent with Board policy. Student attire may not interfere with the health or safety of any student, nor contribute to a hostile or intimidating atmosphere for any student.

Dress Code Standards:

1. Students will wear attire that contributes to a safe school environment conducive to learning.
2. Students may wear attire of their choice that is otherwise not prohibited.
3. Students may be asked to adhere to specific dress code requirements for specific courses where skin exposure could result in student injury (ex. Science labs, etc.)
4. Students may wear religious attire without fear of discipline or discrimination.
5. Certain body parts must be covered for all students. The chest, pelvic/groin area and buttocks must be covered with opaque (not transparent or see through) material.
6. Prohibited attire includes, but is not limited to:
  1. Attire that depicts profanity, hate speech, obscenity, or violence.
  2. Attire that promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
  3. Attire that promotes, implies or contains sexually suggestive messages.
  4. Attire that exposes or reveals the chest, pelvic/groin area, and buttocks.
  5. Visible undergarments or bathing suits (Visible waistbands or straps on undergarments worn under other clothing are not a violation.)
  6. Hats and head coverings are permitted with the following exceptions:
    1. The student's face should always be visible.
    2. Hats or head coverings should not interfere with instruction and student safety.
    3. Students may be required to remove hats or head coverings during instructional times or times that require an increased measure of respect or supervision (guest speakers, field trips, assemblies, assessments, patriotic moments, or events)
7. Attire that depicts gang affiliation
8. Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others.
9. Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, or an invasion of the rights of others.

If a parent or student believes that the student, for religious obligations or medical reasons, must wear attire prohibited by this policy, the parent or student will consult with the principal. The principal may render a final decision.

Athletic gear is regulated by the Colorado High Schools Athletic Association (CHSAA).



Enforcement:

- Students, at the discretion of the teacher, principal or building leader, may be asked to briefly leave the classroom to change clothes or to cover or remove attire that does not comply with this policy.
- Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment or poses a hazard to the health and safety of the wearer or others.
- Students shall not be referred to as “a distraction” based on their appearance or attire.
- All staff will use reasonable effort to avoid speaking to students about their attire in the presence of other students, staff, or other adults unrelated to the student. Discussions with students about violations of this policy should be done in a manner that does not cause embarrassment to the student.
- All efforts should be made to ensure students are not teased, harassed, bullied, sexualized, or discriminated against based on their attire.

A classroom teacher or school staff member still has the right to ask any student to remove their hat/hood while in class to preserve the learning environment for all students. In common areas during passing periods/lunch/recess hats and hoods will be allowed if the student's face is clearly visible. If a student's face is not clearly visible, the student will be asked to remove the hat/hood or make their face clearly visible. Building safety will continue to be the top priority and school personnel may make a request of any students wearing a hat or hood so that the safety of the building is preserved (even if this conflicts with the MCSD dress code policy). If a student refuses to follow school personnel requests with regards to the dress code, and the request is reasonable and made to ensure safety guidelines are being followed, school disciplinary action may be implemented.

### **PERSONAL CELL PHONES/TABLETS/HEADPHONES/ EARBUDS**

\*Based on teacher/parent/student feedback and disciplinary data, this policy is subject to change at any time.

**CELL PHONES/TABLETS:** All student's personal cell phones are to be silenced and put away when a student walks into any classroom. If the teacher in that class deems it necessary and appropriate for a student to use their phone or gives direct permission to a student to use their cell phone during class, then it is permissible for a student to have it out in that classroom. Teachers have the authority to remove a cell phone from a student's possession during a class period if the above criteria are not met. The first infraction will result in the teacher taking the phone and returning it to the student at the end of the class period. For the second infraction, the teacher will remove the phone from the student's possession and turn it into the office for the student to pick up at the end of the day. For three or more infractions, a parent/guardian of the offending student will need to pick up the cell phone from the front office and a plan may be put into place limiting the student's ability to have a cell phone at school.

Students will have the right to use their personal cell phone during passing periods/recess/lunch if the cell phone use does not become a distraction and/or causes a campus disruption. If the use of a cell phone by a student during a passing period/recess/lunch creates a distraction, campus disruption, or is deemed inappropriate by school staff, the cell phone will be removed from the student's possession, turned into the office, and can be picked up at the end of the day. If a student is using their cell phone inappropriately during acceptable use time on a consistent and/or regular basis, a plan may be put into place to limit the student's ability to have a cell phone at school.

Inappropriate cell phone use will be managed at both the classroom and administrative level for the infraction that occurs and may result in disciplinary action as stated above. If school administration becomes involved in the inappropriate use of a cell phone by any student, the school discipline matrix will be followed, up to the possibility of an out of school suspension.

Parents still need to contact the front office if their student needs to be communicated with during school hours.

**HEADPHONES/EARBUDS:** Many teachers allow students to use headphones/earbuds during class time and will continue to do so. Headphones/Earbuds will be allowed in classrooms **ONLY WITH** teacher permission. Once the class period in which the headphones/earbuds are being used is over, students are required to remove the headphones/earbuds from their ears to ensure safety in the hallways and common areas. Students will not be allowed to use headphones/earbuds during passing periods/recess/lunch as this can create a safety issue in case of a school wide emergency. Students who are using headphones/earbuds at improper times are subject to the same disciplinary action as inappropriate cell phone use. Students are encouraged to bring headphones/earbuds that are inexpensive as these items tend to get lost or damaged on a frequent basis.

**WHEN A STUDENT IS ASSIGNED ANY DETENTION (BEFORE SCHOOL, AFTER SCHOOL, OR LUNCH DETENTION), THEY ARE REQUIRED TO TURN THEIR CELL PHONE AND EAR BUDS/HEADPHONES IN (UNLESS AUTHORIZED THROUGH THE 504/IEP PROCESS) IMMEDIATELY UPON ARRIVAL TO THE DETENTION CLASSROOM. FAILURE TO DO SO WILL RESULT IN THE PHONE BEING REMOVED FROM THE STUDENT'S POSSESSION AND PLACED IN THE OFFICE FOR THE REMAINDER OF THE SCHOOL DAY. ALSO, FAILURE TO HAND OVER THE PHONE IN A TIMELY FASHION MAY RESULT IN ADDITIONAL DISCIPLINE BEING ISSUED TO THE STUDENT.**

### **FOOD ORDERING/DELIVERY POLICY (updated 8-17-23)**

- Food ordered to Columbine Middle School for students to eat during lunch time must be delivered by 11:15am for 6<sup>th</sup> and 7<sup>th</sup> grade students, and 12:00pm for 8<sup>th</sup> grade students.
- All delivered food items will be held in the office for the student to eat at their designated lunch time.
- Group orders will not be allowed and the student for whom the food was ordered will be the only one allowed to have access and eat the delivered food.
- All delivered food will be eaten in the office by the student's name given to the office when the delivery takes place, so as to not cause a disruption or distraction to the lunchroom or food serving process at CMS.
- If the delivered food does not arrive at Columbine by the above designated times, or after the completion of the lunch period, the food will be held in the office until the final bell at 3:35p for the student to pick up after school.
- **UPDATED 8/17/23: Any student who orders food for themselves using any food delivery service (DoorDash, Uber Eats, etc.), while they are at school, will have the food held in the office until the 3:35p bell, so as not to disrupt the school's food serving process and lunch room environment. If a parent/guardian orders food for their student using any food service delivery, ONLY that student whom the food was ordered for will be allowed access to the food and the food will be eaten in the office area during the assigned lunch period.**

### **LIBRARY**

The library will be open for students' use before and after school and at lunch time. Students may check out one item at a time. Students will be responsible for the replacement cost of lost books (refundable if found later). We encourage students to contact the librarian if a problem arises pertaining to a book. Students will be charged \$ 0.10 a day for overdue books. \*If any textbooks are checked out to students, these books will be assigned to each student and are pre numbered. Both the number and condition of the books are noted. Damage to or loss of books is the responsibility of the student. Fines are assessed if the book becomes damaged through carelessness or abuse. If the book becomes lost, the student must pay for another book of equal value before another textbook will be issued. Assessment of fines and/or damages to books will be determined by the teacher.

## LOST AND FOUND

Lost and found is in the counseling office hallway. Lost clothing or other articles may be found at that location. Students should mark all items with their name to ensure their return. **Unclaimed items will be donated.**

## HEALTH SERVICES

The school district will provide screening tests on vision, hearing, and scoliosis at various times during the school year. There is no school nurse available at the building level, but there is a health technician available in the building. A student who becomes ill in school must get permission from a teacher to report to the sickroom. **All sick related phone calls must be made from the health tech office/Main Office. No student is to leave the building without first reporting to the office.** If a student is too ill to remain in school, his/her parent or guardian will be contacted to pick the student up. Students with no fever or other obvious signs of illness will not be allowed to stay in the sick room past the next class period. The student can call to go home or return to class. **Students must bring any prescription medication to the office. A medication form from a doctor with directions must be on file for a student to take prescription medication / non-prescription medication at school.**

## HALL PASSES

If a student leaves a classroom for any reason during the class period, the teacher must send the student with a pass. Students in the hallway without a pass will be returned to the classroom. The teacher may allow students, one at a time, to use a pass. Students will also need a pass to come to the health tech. and will need to sign in at time of their arrival. Students are not to be in unsupervised areas at any time. Each student will be allocated 12 hall passes per quarter. Additional passes will be afforded to students on a case-by-case basis. **Food and drinks are not allowed in the hallway.**

## PASSES FOR LEAVING SCHOOL

**COLUMBINE MIDDLE SCHOOL IS A CLOSED CAMPUS.** Once students arrive on school property, they are not permitted to leave the school grounds at any time during the school day without permission from the office. If a student must leave the building because of illness or any other emergency, **a parent must sign out the student from the office.** Direct parent/guardian notification to the office by phone or note is required for check out. Failure to follow the proper procedure will be considered an unexcused absence. Students who leave and plan on returning the same day must receive a pass from the office. **Students are only allowed to leave school with their parents or guardians.** Students are not allowed to ride home during out-of-town events with anyone other than a parent or guardian.

## VISITORS

**Any visitor must always check in at the main office and wear a visitor's badge.** Students are **NOT** allowed to have friends visit them during school hours or Activity days/nights. If students have friends from out of town in their homes, these friends should remain at home during the school day. Parents or visitors must request for students to be called from class by office personnel.

## ELECTIVES/P.E. PARTICIPATION

Each elective teacher, including P.E. teachers, will send correspondence home at the beginning of each quarter to clarify participation requirements for each specific elective as student is scheduled in. Students will be held accountable for the requirements outlined. If participation in a specific elective needs to be adjusted or amended, communication with the classroom teacher is required.

## CLASS/SCHEDULE CHANGES

For students wishing to change their schedule including individual classes they must follow these steps:

1. Student contacts their counselor.
2. Student meets with the teacher and completes a schedule change form.
3. Student and Parent meet with Teacher.
4. Student, Parent, Teacher meet with Administrator

## ACADEMICS

### GRADING SCALE

#### LETTER PERCENTAGE QUALITY

**A 90 – 100% Excellent**

*Excellent scholarship, which far exceeds the achievement of all basic standards: Always exhibits independent initiative and cooperative, positive attitude.*

**B 80 – 90% Good**

*Above average scholarship which meets all and exceeds most standards: Show significant individual improvement in acquiring knowledge & skills: A self-motivated and cooperative learner.*

**C 70 – 80% Average**

*Meets most standards in acquiring knowledge and skills: Evidence of average achievement with normal initiative, attitude, and cooperation.*

**D 60 – 70% Below Average**

*Not achieving many standards: Minimal marked individual improvement: Extra study or remediation needed for student to meet all standards.*

**F 0 – 60% Failing**

*Meets or exceeds few if any standards: Very minimal growth or achievement: Lack of initiative, cooperation, and individual improvement.*

An incomplete grade is given only when work has been missed because of an excused absence. Incomplete grades which occur at the end of regular grading periods and appear on the report card automatically become an **F** in **two weeks** after given, except at the end of the school year.

In case of an extended absence for illness, etc., a student is required to do what work he/she can do and he/she will be evaluated by his/her self-improvement and not with regard to the rest of the class.

It is the student's responsibility to plan with the teachers for any work he/she may have missed during the absence. Work must be made up to receive a grade.

## ACADEMIC HONESTY/HONOR CODE

Students are expected to complete their own work when any classroom assignment is assigned. While group work will be done collaboratively, independent work is the responsibility of each individual student. Any acts of cheating, plagiarism, copying another student's work, or academic dishonesty of any kind may result in a student not receiving credit for the work (a score of "zero") that is not authentically their own. If academic dishonesty becomes a repeat offense for any student, administrative discipline may be implemented.

## **HONOR ROLL ELIGIBILITY**

**Minimum GPA is 3.5 - 4.0**

Honor Roll is posted by the Counseling Office and in the Daily Press each Quarter.

**Students must be attending no later than 5 days into a specific term to qualify for Honor Roll.**

Grades from a previous school may be considered (if provided) if a student starts later within a current term.

## **CLASSWORK/HOMEWORK**

Students are expected to complete all classwork assigned during the class time allotted. Typically, teachers provide sufficient time in class to allow students successful completion of any assignment/project/test/quiz. If a student fails to use the time allotted to successfully complete their daily tasks, then the work that does not get completed will need to be finished outside of class. Students who have an extended time accommodation (based on an IEP or a 504 plan) will continue to have the extended time attached to any assigned classwork.

## **STUDENT I-PADS**

Upon registering at Columbine Middle School, and by signing off on the district technology agreement, student I-Pad use agreement, and paying the required technology fee, each student will be assigned an MCS D I-Pad for their educational use. Students and parents/guardians will be held accountable to all requirements included in the use agreements, including repair and/or replacement fees. 8th grade students will be allowed to take their school I-Pad to and from home with them, unless a request is made to keep the I-Pad at school. 7th and 6th graders will be required to keep their I-Pads at school, and not take them to and from home. Charging carts will be available in every 6th and 7th grade classroom to ensure a fully charged I-Pad is available to every student, every day. Keeping I-Pads at school will eliminate the issues of students arriving without their i-Pad or forgetting to charge it in the evenings while at home. This will also provide a more timely collection of student I-Pads for the required district and state assessments. Any student will have access to check out an I-Pad for their educational use outside of school, when necessary. This policy is subject to change based on feedback from students, staff, and parents/guardians.

## **STUDENT USE OF SCHOOL SERVICES AND AMENITIES**

### **SCHOOL COUNSELING**

Students are encouraged to go to the counseling office for assistance needed in dealing with school or personal problems. They may ask their teacher or the counseling secretary to help them arrange a good time to see one of the counselors. Except in an emergency, students should have a pass from either the teacher or the counselor to visit the counseling office during class time. Counselors also collaborate with other staff members to provide various effective education, transition, and career exploration activities throughout the school year.

### **CONFLICT RESOLUTION**

Conflict between students disrupts the learning environment and can affect students in and out of school. Parent involvement is crucial in solving conflict between students. In the event students become involved in a conflict, the first interventions will be parent contact and an individual counseling session for the student. If the intervention fails, the counselor and an administrator and/or the school resource officer will meet with the student and parent as well as hold a mediation session with the involved students. If the conflict resurfaces or continues, the students involved will face consequences that may include suspension.

### **LOCKER PROCEDURES**

Lockers are provided for all students to utilize to secure their personal items. Students are given secure locker combinations and are expected to utilize the locker for its intended purpose. If a student chooses to set the locker so they do not have to use a combination, it is a chance that they are taking with their items. It is each student's responsibility to secure their locker and their possessions. Locker change requests must come through the counseling office to keep accurate records in Infinite Campus. Requests can be based on conflicts with locker partners, organizational problems which affect relationships with locker partner, etc. Combination changes must also come through the Counseling office for accurate record keeping. **Students are not allowed to move lockers without approval from the counseling office. If students are in a locker, they are not assigned, there will be consequences.** Locker inspections are performed by administrators or teachers at unannounced times. Students should keep their lockers neat and clean. Books, coats, and papers should be placed in the locker in such a way as to prevent interference with the locker mechanism. Loss of books/iPad and other property is the responsibility of the student. **Please do not bring valuable items or large amounts of money to school.** Do not go to the office first if you have locker trouble. Please check in with your classroom teacher and get permission to go back to the locker. No food or drink other than a sack lunch is allowed to be stored in or above the student's locker. Students are not allowed to bring open drinks into the locker area.

## ***EMERGENCY EVACUATION / LOCKDOWN PROCEDURES***

***CMS will practice fire/lockdown drills monthly during the school year. The fire alarm system, which is located throughout the building, is for our protection. All drills are to be taken seriously, because only through such precautions will we be familiar with the evacuation/lockdown procedures in case of a real emergency.***

## IMMUNIZATION

The Colorado School Entrance Immunization Law now requires **ALL** students to provide proof of immunization to attend school. A record must be presented when you register your child for school.

### **For 2023-2024 school year all students entering 6<sup>th</sup> Grade:**

Will be required to have a dose of Tdap. Students who have received Tdap at an earlier age (minimum age to receive Tdap is 7 years) have already met this 6<sup>th</sup> grade Tdap requirement)

**Any Exemptions** must go to the following website: [www.cdphe.colorado.gov](http://www.cdphe.colorado.gov)

## 2023-2024 FEES

ACTIVITY CARD \$20.00

YEARBOOK \$20.00

TECHNOLOGY (iPad) \$30.00

SHOP \$15.00

FAMILY & CONSUMER STUDIES \$20.00

CAREER EXPLORATION \$5.00

MUSIC \$10.00

BAND \$10.00

PE SHIRT \$12.50

PE SHORTS \$12.50

SPORTS 7<sup>th</sup> & 8<sup>th</sup> Grade (Per student/per sport) \$50.00

(Helmet reconditioning-football only) \$25.00

TARJETA DE ACTIVIDAD \$20.00

ANUARIO \$20.00

TECNOLOGÍA (iPad) \$30.00

TIENDA \$15.00

ESTUDIOS DE FAMILIA Y CONSUMO \$20.00

CARRERA EXPLORACIÓN \$5.00

MÚSICA \$10.00

BANDA \$10.00

EN CAMISA \$12.50

EN PANTALONES CORTOS \$12.50

DEPORTES 7<sup>th</sup> & 8<sup>th</sup> Grado (Por estudiante/por deporte) \$50.00

(Solo reacondicionamiento de cascos) \$ 25.00

\*Fees go to offset cost of supplies and are subject to change

## STUDENT LUNCH PROGRAM

“As a result of recent legislation, school meals are free for all students and your child can receive a free breakfast and lunch at Columbine Middle School. However, just like in previous school years, families should continue to provide their household income information to the school district. While meals will be provided for free to all MCSD students, it's important for our district to continue gathering family information to receive full access to federal funding.

- Funds will go directly to schools to help cover the cost of meals and will also support after school programs and other nutritional programs for students.
- Plus, families who qualify may receive discounted school fees, class materials, bus passes, utilities support, home internet assistance, and more.”

There are a few ways to access the new form/application-

- Pick up a paper copy at your school office.
- Print off a paper copy from the MCSD website, [www.mcscd.org](http://www.mcscd.org), Nutrition Services, Free/Reduced Meal Application.
- Complete an online application through parent portal on the MCSD website, [www.mcscd.org](http://www.mcscd.org) - log onto parent portal, select “more,” select meal application.

## ATTENDANCE

The School Board, administration, and faculty of District RE-1J provide the facilities, learning environment, instruction, and effort to offer the best possible education for each individual student. A student must satisfy two basic requirements to achieve acceptable class work and good attendance. The State of Colorado mandates that children 6 years of age and under 17 years of age shall attend school. The parents or legal guardians and the students are responsible for regular school attendance. Students must attend regularly if they are to develop habits of responsibility and self-discipline. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately if students miss such educationally sound activities as (1) lectures, (2) special instruction and individual help on skill development, (3) group discussion, (4) performance tests, (5) and films.

### Excused Absences

The following will be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. **School policy requires notes from a doctor for 3 or more days absent due to an illness.**
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health concern. **School policy requires notes from a medical professional for extended lengths of time or the absences will be unexcused.**
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. Other prearranged absences when approved by the building administration.
6. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. School policy requires notes from a doctor for more than 3 days of time or the absences will



be unexcused. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.

#### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally, in writing, or via automated message by the district of the unexcused absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsions will not be imposed for any unexcused absence. The administration will develop procedures to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days per semester during any calendar year or school year. After 8 days of unexcused absences, the parents and students will meet with school personnel to develop an attendance contract and plan to assist the success of the student's attendance. Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line programs, such student is not considered a dropout and shall not be reported.

#### **Chronic Absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 18 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is identified as "chronically absent," the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to an individual attendance plan, counseling and parent/contacts student specific interventions. At the 15th absence, parents, students and school personnel will meet to develop a contract and plan to assist the success of the student's attendance.

Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law. In addition, referral to the Department of Health and Human Services may occur if the student and parents are not in contact with the school and progressing towards attendance goals set forth in the contract and plan developed or if parents will not respond to school personnel and a home visit has occurred.

#### **MAKE UP WORK**

Students will be allowed one (1) day for everyday missed to complete make up work for the day/days the student was absent--to a maximum of 10 days. Also, if homework is due on the day of your absence it will be due the day you return, it is not subject to extended time. Homework is accessible in students' Google Classroom.

## **TRUANCY POLICY**

Truancy is an unauthorized absence during which the student's location is not known by the parent or school officials. If a student does not arrive in their designated scheduled class within the first 10 minutes, they will be considered truant. Truancy is considered an unexcused absence and requires students to make-up the time missed from school according to the following: **STUDENTS OF AGE 6 TO 17 YEARS OLD WILL MAKE UP THE TIME MISSED FROM SCHOOL AS SOON AS IT CAN BE ARRANGED BY THE ADMINISTRATOR IN CHARGE, EITHER AFTER REGULAR SCHOOL HOURS OR ON SATURDAY.**

## **BUSES**

Buses load and unload in designated bus loop outside the main GYM entrance (Mesa St.). When loading, students will sit in designated areas outside GYM doors. A staff member will supervise the bus loop area. Students who leave school grounds after school will not be allowed to return to the school's campus and board a bus. The buses run on a schedule between schools and will not wait for late arrivals. Misconduct in the bus area may result in revoking of bus riding privileges. Students not riding a bus are not allowed in this area. Violation of this policy will automatically result in disciplinary action.

## **MORNING ARRIVAL PROCEDURES**

Students will enter the playground on the west side of the building, or from the bus loop, and wait on the basketball courts until the first bell rings at 8:08 a.m. Starting at 7:45a students that eat breakfast at the school will enter using the front doors, bus students eating breakfast will walk through the playground area out the front gate to the front entrance. Once a student has completed eating their breakfast, they are to go outside until the 8:02a bell. Students are not to be in grade level hallways or the main hallway until 8:08a. Adjustments will be made to this policy, as weather dictates, and will be communicated to students in real time.

## **PRE-EXCUSED ABSENCE – EARLY DISMISSAL**

When a student needs to be absent other than illness, parents must contact school by phone or written note with expected dates their student will be absent. Any assignments issued for the absence(s) will follow the make-up work policy.

## **TARDINESS**

For students arriving late to school, parents can escort their child to the front desk, or they can write a signed and dated tardy excuse that morning for their child to receive an excused tardy. All students arriving late to the building must report to the office for a late pass, whether they are excused or unexcused. If detained in the office or by a teacher, late passes will be issued.

### **Tardies**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, a three-tier checkpoint/consequence system is put into place. This system is designed to provide an opportunity for tardy students to make up for the learning missed during their missed class time.

### **Tardy Consequences**

5-10 tardies in a semester	Warning letter/phone calls home/conversation with student
11-15 tardies in a semester	Lunch detention (one per tardy). Students can opt to bring a sack lunch or eat a school-provided sack lunch.

Over 15 tardies in a semester	Two (2), One (1) hour after school detentions will be assigned. Individualized interventions and parent meetings.
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Parents or guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class.

Teachers will honor passes presented in accordance with this policy. The provisions of this policy will be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

### **Late Tardy**

Students who come to class 10 or more minutes after the tardy bell, are considered a late tardy. Late tardies are counted as an absence. This absence is included in the total absences.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must contact the **counseling office**. There the student will pick up the necessary forms needed to withdraw from school. The student's parent/guardian should notify the school when moving and sign the proper form. Fines will be assessed if students have any missing or damaged school property such as books, textbooks, iPad/charger, or damaged or missing sports equipment.

## **ATHLETICS**

### **PHILOSOPHY**

All three middle schools in the district, Centennial, Columbine and Olathe, share the same Athletic Philosophy. Our athletic program includes 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls (6<sup>th</sup> grade Cross Country and Wrestling). We concentrate on participation and skill development. All participants will receive playing time in each sport in which they choose to participate. We do not have a cut policy; therefore, all players will participate. Coaches will focus their instruction on skill development and understanding of the sport. This will build a strong foundation for their athletic opportunities in the future.

### **ELIGIBILITY**

Students must complete and submit the following forms, along with their sports fee, to the office before being allowed to participate in practice:

- Current Physical Form
- Parent Consent Form
- Insurance Form
- Training Code

Before being allowed to participate in an athletic contest, a player must:

- have participated in a minimum of five practices
- meet academic eligibility requirements (**students may not have more than one F to meet eligibility requirements**)

**Academic eligibility will be done on a weekly basis. Ineligible students are expected to be at practice and sit with the team during home games. Failure to attend practice will be considered an unexcused practice.**

### **ABSENCES**

Sport seasons are very short for middle school; therefore, we will remove a player from the team after a second unexcused absence. This is only fair to the players who attend practice all the time. A player must be in school from noon until 3:30 p.m. the day of a game to participate. A pre-arranged excuse will be the only exception to this rule. Missing practice, excused or unexcused, will affect playing time.

### **TRANSPORTATION**

Each player will ride the bus with the team to all away games. A player may only leave the game with their parent or legal guardian, and the parent or legal guardian must see the coach to sign his/her child out before leaving with the student. If a student needs to travel home with someone other than their legal parent/guardian, written permission must be given to the school's athletics director prior to the student departing school for that contest.

### **COSTS**

The fee for each sport is \$50.00; Football has an additional \$25.00 helmet reconditioning fee.

### **SPECTATOR EXPECTATIONS**

Student spectators not accompanied by their parents who leave the gymnasium area (to include the bathroom) will not be allowed to return. Students are expected to remain in their seats, leaving only during intermissions. CMS student spectators are not allowed to dress up or bring props to games. Parents are encouraged to attend with their student spectator. Students who commit behavioral infractions will not be allowed to attend future events unless a parent is present.