



# BCMS STUDENT HANDBOOK

**P**erseverance **R**esponsiveness **I**ntegrity **D**aring **E**nthusiasm

## **Vision**

A Community Educating Inspired Learners

## **Mission**

The Berry Creek Middle School community believes our mission is to teach students how to learn, to prepare each student to achieve at their highest levels, and to prepare each student to contribute in the broadest sense to the betterment of the school community as well as to the community-at-large.

The Berry Creek Middle School community has identified the following learning expectations for all students:

### **Academic competencies:**

- to demonstrate P.R.I.D.E. and Learner Habits throughout the school day
- to be effective communicators in writing and speaking for a variety of purposes,
- to be critical and analytical readers,
- to be capable problem-solvers, and analyzers
- to be ethical, discerning, and able retrievers and users of information and technology
- to be persons who are globally aware and culturally competent

### **Civic and Social competencies:**

- to demonstrate P.R.I.D.E at all school and community functions
- to be culturally competent: Be aware of one's own world view. develop positive attitudes towards cultural differences and gain knowledge of different cultural practices and world views in order to appreciate, communicate with and effectively interact with people across cultures.
- to be individuals who make healthy decisions about lifestyles and future endeavors.

## **Academic and Learner Habit Expectations**

Please refer to the BCMS Grading Policy for further grading information.

**\*Please see your Learning Contract for specific attendance and Learner expectations for the 20-21 School Year**

### **Attendance**

Students who have consistent and regular attendance do better academically and socially. By law it is required that every child aged 6-17 attend school.

#### **If you are absent...**

- Your parent/guardian must call school on the day of your absence. The BCMS phone number is 328-2960.
- Students who miss school work because of excused or unexcused absences shall be given the opportunity to make up missed work. Students will, at the minimum, be allowed one day to make up work for each day missed. Although the school staff is obligated to facilitate the make-up work process, the prime responsibility for ensuring work is completed in a timely manner lies with the student and family. It should also be understood that there are activities and instruction that happen in the classroom that are experiential and cannot be made up, therefore students and families must accept the natural consequences for missing classes.

#### **Pre-excused absences...**

- Must be approved five (5) days before the day(s) you will miss school.
- Must include a note from a parent or guardian, or have his/her signature on the form.
- Forms should be completed and returned to the office two days prior to the absence.
- Check with your teachers regarding work to be done before, during and after your absence.

### **Tardiness and Chronic Absenteeism**

Students perform better academically if they are in school on time and prepared for class every day. We will take attendance in PowerSchool every period. If a student arrives to school late they are required to have an office pass to enter class. A student will be considered absent for that period if they miss 20 minutes or more.

Students who are tardy 3 or more times within a week (Thursday-Wednesday) may be assigned Saturday School from 8:00-10:00 am or another opportunity to make up the missed time. Students are considered tardy if they are not in the classroom by the time the bell rings.

We have a leveled system for chronic absences. Absences are considered unexcused when we are unable to determine a reason for the absence from parents. Parents should always call in to excuse their student from school when they are absent due to illness or family emergency.

<b># of Absences by periods (7 periods a day)</b>	<b>Action</b>
14 Unexcused or 70 Total (Excused and Unexcused)	Courtesy call from school
21 Unexcused or 105 Total (Excused and Unexcused)	Warning letter sent home from school
28 Unexcused or 140 Total (Excused and Unexcused)	Parent meeting to develop truancy prevention plan
35 Unexcused or 175 Total (Excused and Unexcused)	Summons to Truancy Court

## **Counselors**

School counselors are available for all students during the school day. Students and parents can receive assistance with academic, social, and personal concerns. Counseling groups and individual counseling sessions are offered throughout the school year. Contact the school counselors for more information or visit the counselor website located on our school website.

We also are fortunate to have a Hope Center Therapist on site to support our students. Please contact the school counselors or administration if you're interested in a referral for your child.

## **Behavior Expectations and Discipline**

As a student of BCMS you represent yourself and our school and it is expected that all students make positive choices. You are required to adhere to the expectations outlined in the [Eagle County School District Handbook titled Policies Regarding Student Behavior](#). While the expectation is that all students make positive choices, we also understand that mistakes and poor decisions happen as a natural part of growing up. The purpose of our discipline program is to ensure a safe and comfortable environment for learning. We believe we can have a safe and comfortable environment if we as a staff set behavior expectations, remain consistent and assign consequences that are natural and fair. Our leveled discipline process is designed to help students learn from their mistakes because we believe every situation is an opportunity to learn.

### **BCMS Leveled Behavior System**

#### **Level I Behavior Examples: Teacher Assigned Consequences**

- Tardies- Document in PowerSchool
- Dress Code Violations
- Minor Class Disruptions (talking, off-task, not prepared) Student can get back on task with a warning.
- Peer conflicts (arguing, name calling, rough-housing) Refer to counseling if needed
- Inappropriate language not specifically directed at someone
- Littering
- Minor Technology Violations

### **Level II Behavior Examples: Office Assigned Consequences**

- Insubordination or disruption that does not prevent the teacher from continuing class effectively
- Habitual offense of any Level I Behaviors
- Peer conflict (pushing/shoving, shouting)
- Accidental Dangerous Behaviors (Ex: horsing around that results in an injury...send to clinic if appropriate)
- Theft that does not need to be immediately dealt with (item was recovered, no need for investigation)
- Minor destruction/ unintentional vandalism of property
- Skipping class and/or leaving campus without permission

### **Level III Behavior Examples: Office Assigned Consequences**

- Insubordination or disruption that prevents the teacher from continuing class effectively
- Peer conflict resulting in a fight (punches thrown, student injured).
- Bullying (on-going name calling after warnings/Level I referrals, physical intimidation, either in person or cyber- email, text, social media, phone apps)\*
- Sending, receiving, possessing inappropriate photos\*
- Propagating misinformation via social media\*
- Malicious or suspected malicious/dangerous behavior\*
- Threatening statements involving injuring another person\*
- Swearing directly at a staff member or another student
- Tobacco violation
- Theft that needs to be dealt with quickly (investigation needs to happen)
- Major destruction/intentional vandalism of property

### **Level IV Behavior Examples: Office Assigned Consequences**

- Suspected or verified possession/under the influence of alcohol or drugs\*
- In possession of drug paraphernalia (Vapor pens, hookah pens, eCigarettes, pipes, bong, rolling papers, etc)\*
- In possession of oils used in vapor or hookah pens (nicotine, THC, flavoring)\*
- Suspected or verified possession of a weapon or dangerous item\*
- Assault\*

\* Indicates behaviors eligible for out of school suspension at administration's discretion also may be recorded as a Habitually Disruptive Behavior. Any habitual Level III behavior is also eligible for out of school suspension. Level IV behaviors and/or 3 or more Out of School Suspensions for Habitually Disruptive Behaviors may be eligible for an expulsion recommendation.

## **Dress Code**

Berry Creek Middle School's strategic plan strives to develop students who are respectful and compassionate. We want students to respect themselves and others and while we encourage individuality, our dress code aims to foster a positive and healthy environment for everyone.

### **Allowable Clothing and Accessories**

- Students and staff should dress comfortably for school, while wearing clothing that is well-suited for a school environment (including specialized classes such as physical education).
- Clothing must cover torso, midriff, private parts and buttocks at all times. Tops must have sleeves or straps
- Clothing must cover all undergarments.

- Fabric covering private parts must be opaque (non see-through).
- Shoes must be worn at all times.

### **Non-Allowable Clothing and Accessories**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts
- Clothing may not use or depict hate speech or images targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.
- No hats, bandanas or hoods (except on designated dress down days) Appropriate headgear may be worn outdoors.
- No pajamas or slippers (except on designated dress down days)
- Clothing must not promote any activity prohibited by the ECSC Student Code of Conduct

A violation of the dress code will require a change of clothing. Habitual violations will constitute defiance and will be subject to progressive consequences. If the clothing or accessories threatens the health or safety of any other person, then discipline for these dress code violations should be consistent with discipline policies for similar violations.

For the 20-21 School Year, facial coverings are required whenever a student is in the building or when outside and not able to maintain physical distance. Violations of this dress code will result in the following actions:

1. Reminder to wear mask and/or provide one to the student if they forgot
2. For habitual offenses, a parent meeting will be required.
3. A student will not be allowed to attend in-person classes until they can properly wear a facial covering.

If a student refuses to wear a facial covering, they will not be allowed in the building and will be enrolled in our remote learning program.

### **Hallway Passes**

All students are required to have a Wildcat Hallway Pass or other official pass when outside of the classroom.

### **Electronic Devices**

BCMS recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following cell phone and personal electronic devices policy:

- Cell phones and electronic devices shall be TURNED OFF when the morning bell rings at 8:40 am and not turned back on until 3:50 pm.

- Cell phones and electronic devices shall be kept in a student's locker – not in clothing pockets.
- Cell phones and electronic devices are not allowed to be used on school grounds (inside nor outside) between the hours of 8:40 am-3:50 pm
- Cell phones and electronic devices can be turned back on at the end of school after the bell rings and used to communicate directly with parents/friends who are assisting in transportation and/or after school activities.
- Cell phones and electronic devices are not allowed to be used during transition times, at lunch or between classes
- If a student needs to make an emergency call during the day, they are to come to the office or use a classroom phone with teacher permission

### **Consequences for violation of the above policy:**

- 1st Offense: Teacher confiscates device, gives it to the office as soon as possible and the student can retrieve it at the end of the day.
- 2nd Offense: Teacher confiscates device, gives it to the office as soon as possible and a parent must retrieve the phone. Students will be required to reflect on their phone usage either in a conversation with administration or in writing.
- 3rd Offense: Student will be required to turn in their device to the office at the beginning of each day and may pick it up at the end of each day. Parent meeting may also be required. Repeat offenses or failure to turn phone into the office may be eligible for further school consequences up to and including suspension.

BCMS is not responsible for any lost or stolen electronic devices. Students are encouraged to leave these items at home, but if a student chooses to bring these items to school they are responsible **for them at all times**.

Parents may call the school office at (970) 328-2960 during school hours if they need to get a message to their child. If a parent needs to speak with their child, we will arrange for the student to call the parent back using an office phone.

## **Internet Use**

Students are expected to use the Internet and computer network in an acceptable and appropriate manner and only with permission and supervision. Failure to do so can result in loss of privileges. **This includes Internet usage both at school and at home when using a School Account.**

## **Lockers**

Each student is given his/her own locker and are expected to not share lockers or combinations, or exchange locks and lockers, with another student. If a student loses his/her lock, they should contact the office secretary immediately. Replacement locks cost \$10.00.

Lockers and locks are the property of Berry Creek Middle School. Only school locks are allowed on lockers. Other locks will be removed. Students are responsible for the upkeep of their locker and will be responsible for any damages. Students may be removed from their locker for any misuse and not be reassigned another locker. Since lockers are the property of the school, school personnel may search them at any time, with "reasonable suspicion" as determined by the administration, without student permission.

## After School Activities

We have a wide variety of after school activities available for students. Students must have permission to stay after school and must be with a coach, sponsor or teacher to stay after school.

If a student wants to participate in Study Club, Girl PowHer or Soccer, they must be enrolled in the PwrHrs program through Youth Power 365.

## Athletics

### **BCMS will follow the revised CHASSA and High School calendar and guidelines for athletics for the 21-22 School Year**

Each sport costs \$35 and students must have an active physical (within the calendar year) on file in order to participate. BCMS offers the following school sports:

- Cross Country
- Football
- Girls Volleyball
- Boys Basketball
- Girls Basketball
- Wrestling
- Track

## Athletic Eligibility and Academic Probation

Students earning a 2.5 or higher will be considered in good academic standing and eligible to participate in sports and other after-school activities and clubs. 8th graders failing 4 or more classes over the course of their 8th grade year, will not be eligible to participate in the Continuation Ceremony.

Students earning two 2.0's or lower in any classes will be on Academic Probation for one week (Monday-Sunday). Students will be required to participate in any academic support opportunities as directed by staff (lunch bunch, study club, goal setting, tutoring, etc.) until they are off of Academic Probation.

Student athletes who are on Academic Probation may work with their teachers and coaches in order to participate in practices but must complete all of the following requirements and completely and accurately fill out the *Eligibility Appeal* form in order to be eligible for participation.

- Complete all eligible missing work and receive teachers' signatures indicating completion
- Re-do or retake any assessment below a 3 if within the timeframe for retakes
- Attend the Academic Probation goal setting sessions and make plans as to how you will pass your classes
- Attend at least one Study Club when in session