

# CENTURY MIDDLE SCHOOL



## Student and Parent Handbook 2024-2025

(updated 8.13.24)

Century Middle School  
13000 Lafayette St. Thornton, CO  
720.972.5240

**Attendance Line:** 720.872.5278

Visit our website: <https://century.adams12.org/>

<b>School Calendar</b>	<b>4</b>
<b>Parent Teacher Conferences</b>	<b>4</b>
<b>No School Days</b>	<b>4</b>
<b>Bell Schedule</b>	<b>4</b>
<b>Academic Information</b>	<b>6</b>
<b>Academic Honesty</b>	<b>7</b>
<b>Assemblies</b>	<b>9</b>
<b>Attendance - Reporting Absences Attendance Line: 720-972-5278</b>	<b>9</b>
<b>Backpacks/Book Bags/Computer cases</b>	<b>9</b>
<b>Behavior Expectations, Disciplinary Action and Student Code of Conduct</b>	<b>9</b>
<b>In-School Suspension (ISS)</b>	<b>12</b>
<b>Cellular Phones/Electronic Devices (Personal Electronic Device Procedure)</b>	<b>14</b>
<b>Core Information</b>	<b>14</b>
<b>Counseling</b>	<b>15</b>
<b>Bicycles/Skateboards/Scooters</b>	<b>15</b>
<b>Books, Materials and Equipment</b>	<b>15</b>
<b>Communication</b>	<b>15</b>
<b>Communication with your student's teacher</b>	<b>15</b>
<b>Detention</b>	<b>16</b>
<b>Displays of Affection</b>	<b>16</b>
<b>Early Departure/Late Arrival</b>	<b>16</b>
<b>Field Trips</b>	<b>16</b>
<b>Grading</b>	<b>17</b>
<b>Hall Passes</b>	<b>19</b>
<b>Health Services</b>	<b>19</b>
<b>Inclement Weather/School Closure</b>	<b>20</b>
<b>Infinite Campus</b>	<b>20</b>
<b>Clubs and Middle School Sports Information</b>	<b>20</b>
<b>Late/Missing Work/Retakes</b>	<b>22</b>
During an excused absence:	22
During a truancy (unexcused absence):	22
During an out-of school suspension:	22
<b>Library Media Center Services</b>	<b>23</b>
<b>Lunch and Breakfast</b>	<b>23</b>
	<b>23</b>
<b>Parent Involvement and Engagement</b>	<b>23</b>
<b>Pets on School Property</b>	<b>24</b>
<b>Reporting Student Progress</b>	<b>24</b>
<b>School and Personal Property</b>	<b>24</b>
<b>Lockers</b>	<b>24</b>
<b>Lost and Found</b>	<b>25</b>
<b>Safety Information</b>	<b>25</b>

Student Safety	25
Reminders for Parents	26
Safety Concerns	26
School Security System	26
Safe2Tell:	26
Safe2Tell.org, 1-877-542-7233 (SAFE), Reports also may be made using the anonymous Safe2Tell Colorado mobile app available on the Apple Store and Google Play.	26
<b>Socials</b>	<b>27</b>
<b>Substitute/Student Teachers</b>	<b>27</b>
<b>Suicide Prevention</b>	<b>27</b>
<b>Student IDs</b>	<b>27</b>
<b>Tardies</b>	<b>28</b>
<b>Transportation</b>	<b>28</b>
<b>INFORMATION AVAILABLE ON DISTRICT WEBSITE</b>	<b>29</b>
STUDENT CODE OF CONDUCT	29
COMMONLY REQUESTED INFORMATION	29
STUDENT HEALTH INFORMATION	30
LEGAL NOTIFICATIONS	30

## **SCHOOL INFORMATION**

### **Important Phone Numbers**

Main Office (Hours 8:00 a.m. - 4:15 p.m.) : 720-972-5240

Fax Line: 720-972-5279

Attendance Line (available 24 hours a day): 720-972-5278

\*Please call before 8:40 a.m. if your student will be absent or tardy.

Cafeteria: 720-972-5260

Library: 720-972-5257

### **School Hours**

8:40 am – 3:50 pm

First bell: 8:32 am    2 minute bell: 8:38 am    Tardy bell: 8:40 am

If you arrive after 8:40 a.m., you are considered tardy. If you arrive 10 minutes after the start of class you are considered partially absent.

Breakfast is served in our cafeteria daily from 8:20 a.m. to 8:40 a.m. Breakfast students can enter the doors on the south side of the school at 8:20 a.m. Only students who are eating breakfast should be in the cafeteria unless there is inclement weather.

### **School Calendar**

Throughout the year, there will be many additions to our calendar. Please visit our school website for a current list of events: <https://century.adams12.org/>

## **Parent Teacher Conferences**

- Fall Conferences are STUDENT LED (in person)
  - 10/10/24 from 4:30pm-7:45pm
  - 11/6/24 from 4:30pm-7:45pm
  
- Spring Conferences are STUDENT LED (in person)
  - 2/12/25 from 4:30pm-7:45pm
  - 3/12/25 from 4:30pm-7:45pm

## **No School Days**

8.5-8.9 Staff Workdays  
8.12 First Day of School  
9.2 NO SCHOOL - Labor Day  
9.3 NO SCHOOL - Staff Workday  
10.4 NO SCHOOL - Staff Workday  
10.11 End of Quarter 1  
10.14-10.18 NO SCHOOL - Fall Break  
11.1 NO SCHOOL - Staff Workday  
11.11 NO SCHOOL - Veterans Day  
11.25-11.26 NO SCHOOL - Staff Comp Days  
11.27-11.29 NO SCHOOL - Thanksgiving Break  
12.19 End of Quarter 2  
12.20 NO SCHOOL - Staff Workday  
12.23-1.3 NO SCHOOL - Winter Break  
1.6 NO SCHOOL - Staff Workday  
1.20 NO SCHOOL - Martin Luther King Jr. Day  
2.3 NO SCHOOL - Staff Workday  
2.17-2.19 NO SCHOOL - Mid-Winter Break  
2.20-2.21 NO SCHOOL - Staff Comp Days  
3.10 NO SCHOOL - Staff Workday  
3.14 End of Quarter 3  
3.31-4.4 NO SCHOOL - Spring Break  
4.14 NO SCHOOL - Staff Workday\*  
\*High schools may pick a different day in April  
5.5 NO SCHOOL - Staff Workday\*  
\*High schools may pick a different day in May  
5.26 NO SCHOOL - Memorial Day  
5.29 Last Day of School / End of Quarter 4  
5.30 Staff Last Day

## **Bell Schedule**

First day of school Monday, August 12th, 2024

Last day of school Thursday, May 29th, 2025

# **Daily Bell Schedule - 2024-2025**

Revised 8/5/24

6th grade		7th grade		8th grade	
<b>1<sup>st</sup></b>	<b>8:40-9:50</b>	<b>1<sup>st</sup></b>	<b>8:40-9:51</b>	<b>1<sup>st</sup></b> Core Plus	<b>8:40-9:31</b>
<b>2<sup>nd</sup></b>	<b>9:51-11:01</b>	<b>2<sup>nd</sup></b>	<b>9:52-11:03</b>	<b>2<sup>nd</sup></b> Core Plus	<b>9:35-10:25</b>
Lunch	<b>11:05-11:35</b>	<b>3<sup>rd</sup></b> Core Plus	<b>11:07-11:57</b>	<b>3<sup>rd</sup></b>	<b>10:29-11:38</b>
<b>3<sup>rd</sup></b>	<b>11:39-12:49</b>	Lunch	<b>12:01-12:31</b>	<b>4<sup>th</sup></b>	<b>11:39-12:48</b>
<b>4<sup>th</sup></b>	<b>12:50-2:01</b>	<b>4<sup>th</sup></b> Core Plus	<b>12:35-1:27</b>	Lunch	<b>12:52-1:22</b>
<b>5<sup>th</sup></b> Core Plus	<b>2:05-2:55</b>	<b>5<sup>th</sup></b>	<b>1:31-2:40</b>	<b>5<sup>th</sup></b>	<b>1:26-2:37</b>
<b>6<sup>th</sup></b> Core Plus	<b>2:59-3:50</b>	<b>6<sup>th</sup></b>	<b>2:41-3:50</b>	<b>6<sup>th</sup></b>	<b>2:38-3:50</b>

# Delayed Bell Schedule - 2024-2025

6th grade		7th grade		8th grade	
<b>1<sup>st</sup></b>	<b>9:40-10:40</b>	<b>1<sup>st</sup></b>	<b>9:40-10:38</b>	<b>1<sup>st</sup></b> Core Plus	<b>9:40-10:22</b>
<b>2<sup>nd</sup></b>	<b>10:41-11:40</b>	<b>2<sup>nd</sup></b>	<b>10:39-11:37</b>	<b>2<sup>nd</sup></b> Core Plus	<b>10:26-11:08</b>
Lunch	<b>11:44-12:14</b>	<b>3<sup>rd</sup></b> Core Plus	<b>11:41-12:22</b>	<b>3<sup>rd</sup></b>	<b>11:12-12:12</b>
<b>3<sup>rd</sup></b>	<b>12:18-1:18</b>	Lunch	<b>12:26-12:56</b>	<b>4<sup>th</sup></b>	<b>12:13-1:13</b>
<b>4<sup>th</sup></b>	<b>1:19-2:19</b>	<b>4<sup>th</sup></b> Core Plus	<b>1:00-1:41</b>	Lunch	<b>1:17-1:47</b>
<b>5<sup>th</sup></b> Core Plus	<b>2:23-3:05</b>	<b>5<sup>th</sup></b>	<b>1:44-2:46</b>	<b>5<sup>th</sup></b>	<b>1:51-2:50</b>
<b>6<sup>th</sup></b> Core Plus	<b>3:09-3:50</b>	<b>6<sup>th</sup></b>	<b>2:47-3:50</b>	<b>6<sup>th</sup></b>	<b>2:51-3:50</b>

# WIN Bell Schedule - 2024-2025

6th grade		7th grade		8th grade	
<b>WIN</b>	<b>8:40-9:15</b>	<b>WIN</b>	<b>8:40-9:15</b>	<b>WIN</b>	<b>8:40-9:15</b>
<b>1<sup>st</sup></b>	<b>9:19-10:19</b>	<b>1<sup>st</sup></b>	<b>9:19-10:17</b>	<b>1<sup>st</sup></b> Core Plus	<b>9:19-10:07</b>
<b>2<sup>nd</sup></b>	<b>10:20-11:20</b>	<b>2<sup>nd</sup></b>	<b>10:18-11:16</b>	<b>2<sup>nd</sup></b> Core Plus	<b>10:11-11:00</b>
Lunch	<b>11:24-11:54</b>	<b>3<sup>rd</sup></b> Core Plus	<b>11:20-12:10</b>	<b>3<sup>rd</sup></b>	<b>11:04-12:04</b>
<b>3<sup>rd</sup></b>	<b>11:58-12:58</b>	Lunch	<b>12:14-12:44</b>	<b>4<sup>th</sup></b>	<b>12:05-1:05</b>
<b>4<sup>th</sup></b>	<b>12:59-2:00</b>	<b>4<sup>th</sup></b> Core Plus	<b>12:48-1:38</b>	Lunch	<b>1:09-1:39</b>
<b>5<sup>th</sup></b> Core Plus	<b>2:04-2:55</b>	<b>5<sup>th</sup></b>	<b>1:42-2:46</b>	<b>5<sup>th</sup></b>	<b>1:43-2:45</b>
<b>6<sup>th</sup></b> Core Plus	<b>2:59-3:50</b>	<b>6<sup>th</sup></b>	<b>2:47-3:50</b>	<b>6<sup>th</sup></b>	<b>2:46-3:50</b>

## Academic Information

Century Middle School offers a diverse curriculum designed to promote intellectual growth and meet the needs of all students. Our school offers a comprehensive middle school experience that goes beyond the classroom. Here are some of the additional opportunities and resources available to our students:

*Extracurricular Activities:* Our school believes in the importance of a well-rounded education. We offer a wide range of extracurricular activities, including sports teams, clubs, and organizations. Students have the opportunity to explore their interests, develop leadership skills, and build friendships outside of the academic setting.

*Fine Arts Programs:* We value the arts as an integral part of a student's education. Our school provides a vibrant fine arts program, including visual arts, music, choir, and theater (extra curricular). Students can participate in art classes, band, choir, and further explore other creative endeavors in extracurricular school clubs and productions, fostering self-expression and artistic development.

*Technology Integration:* We recognize the significance of technology in the modern world. Students are issued Chromebooks for school and home use. Please see our [student commitments and expectations](#) for Chromebooks. Our school is equipped with up-to-date technology resources, including computer labs, interactive whiteboards, and access to educational software. Students have the opportunity to develop digital literacy skills and utilize technology for research, collaboration, and project-based learning.

*Field Trips and Educational Excursions:* To enhance the learning experience beyond the classroom, our school organizes field trips and educational excursions. These outings provide students with real-world experiences, hands-on learning opportunities, and exposure to new environments and cultures. Field trips are carefully selected to align with the curriculum and offer enrichment across different subject areas.

*Counseling and College Readiness:* Preparing students for future academic endeavors is a priority. Our school offers guidance and resources to support students in their college and career exploration. Counselors provide guidance on course selection, college applications, and career pathways. Workshops and seminars are organized to equip students with the necessary skills for success beyond middle school.

*Student Leadership and Involvement:* We believe in empowering our students to take on leadership roles and make a positive impact within the school community. Various student leadership opportunities, such as student government, clubs, and committees, allow students to develop leadership skills, promote school spirit, and contribute to decision-making processes.

Remember, this is just a glimpse of the comprehensive middle school experience our school offers. We encourage you to explore further within the handbook and take advantage of the numerous opportunities available to ensure a well-rounded education for your child.

### **Academic Honesty**

It is our duty as educators to provide students with the tools to identify and avoid plagiarism and cheating, identify responsible and open collaboration, and value the importance of academic honesty. Academic honesty is taught in all subject areas in order for students to take responsibility for the processes and product they create.

### **Important Terminology**

- **Academic Honesty (Integrity)** can be defined by honest academic work where (1) the ideas and the writing of others are properly cited; (2) students submit their own work for tests and assignments without unauthorized assistance; (3) students do not provide unauthorized



assistance to others; and (4) students report their research or accomplishments accurately. (School for Ethical Education)

- **Copyright** is a legal right that grants the creator of an original work exclusive right to its use and distribution, usually for a limited time, with the intention of enabling creators to receive compensation for their intellectual effort.
- **Fair Use** is the use of copyrighted material in a limited or “transformative” way. The four factors of fair use are guidelines and should be considered when using copyrighted material, both by staff and students. The four factors to consider are:
  - the purpose and character of your use
  - the nature of the copyrighted work
  - the amount and substantiality of the portion taken, and
  - the effect of the use upon the potential market.

#### **Academic misconduct includes:**

- **Plagiarism** means to present, as one’s own, the work, writing, words, ideas or computer information of someone else. (Sources could be published or unpublished.)
- **Collusion** is supporting academic misconduct by another student, as in allowing one’s own work to be copied or submitted for assessment by another.
- **Cheating** is supplying, receiving or using devices (examples: looking at/using someone else’s work; using crib notes/stolen notes; or using disallowed equipment, etc.). If unclear, always ask the teacher.
- **Unauthorized Collaboration** is talking to or sharing work with other students on assignments or tests when the teacher does not allow it.
- **Duplication of work** is the presentation of the same work for different assessment components.

#### **Roles and Responsibilities:**

Students will:

- Act with integrity in all work.
- Acknowledge when they feel they are not in a position to produce original work.
- Seek assistance from their teacher(s), parents, and fellow students so they can avoid an infraction.
- When taking an assessment:
  - keep their eyes on their own work
  - keep answers hidden from others
  - put all notes and extra items away before beginning.
- Report any violations or suspicions of violations to a teacher or administrator.

Teachers will:

- Create assessments which require creative or personal responses to questions, avoiding responses that require only recall of details
- Provide opportunities for students to practice using other people’s work in draft
- Model and teach academic integrity so that all students are able to produce original work.
- Provide exemplars of original vs. unoriginal work.
- Teach how to properly cite the work of others.
- Post research and style guidelines on the course syllabus or unit plans.

Administrators will:

- Provide the time, space for professional development and discussion on lesson planning and use of technology, and uphold consequences to violations.



### **Backpacks/Book Bags/Computer cases**

To maintain a safe and organized learning environment, our school has implemented a **no** backpack policy during school hours. This policy aims to minimize distractions and create a clutter-free space where students can focus on their studies.

Additionally, as part of our commitment to providing students with technology-enhanced learning opportunities, each student is assigned a Chromebook for educational purposes. To ensure the longevity and proper functioning of the Chromebooks, we highly recommend using a Chromebook sleeve for protection. A Chromebook sleeve is a specially designed case that provides cushioning and safeguards the device from scratches and minor impacts. It is essential to handle the Chromebooks with care and store them securely when not in use.

By following the no backpack policy and utilizing a Chromebook sleeve, students can promote a safer and more organized learning environment while protecting their assigned Chromebooks from damage. We appreciate your cooperation in adhering to these guidelines for the benefit of all students.

### **Behavior Expectations, Disciplinary Action and Student Code of Conduct**

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Staff in those circumstances will administer consequences where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- district technology and Internet usage
- student dress code
- bullying and harassment

ID's must be worn at all times and visible and above the waist.

### ***Fighting***

We have a zero-tolerance policy regarding fighting or encouraging fighting among students. Engaging in physical altercations not only poses a risk to the safety of individuals involved but also disrupts the learning atmosphere and can have lasting negative effects on the school community.

To ensure the safety and well-being of everyone, we have established clear guidelines and consequences for fighting incidents:

Automatic Suspension: Any student found involved in a physical altercation will face an automatic suspension. This means that immediate disciplinary action will be taken, and the

student will be temporarily removed from school. The duration of the suspension will be determined based on the severity of the incident and the school's disciplinary policies.

*Conflict Resolution:* We strongly encourage students to resolve conflicts peacefully and seek alternative solutions to disagreements. Our school provides resources and support for conflict resolution, including counseling services and mediation programs. Students are encouraged to communicate openly, listen to each other's perspectives, and find mutually acceptable resolutions.

*Reporting and Intervention:* It is important for students, staff, and parents to promptly [report](#) any incidents or potential fights to the appropriate school personnel. We prioritize early intervention to prevent fights from occurring and to address underlying issues that may contribute to conflicts. By reporting incidents, we can maintain a safe and supportive school environment.

*Education and Prevention:* Our school is committed to promoting positive behavior and teaching students alternative ways of resolving conflicts. We provide ongoing education on conflict management, empathy, and respectful communication. Through proactive prevention strategies, we aim to foster a culture of understanding, tolerance, and peaceful coexistence.

We strongly discourage any form of violence or aggression among our students. It is our collective responsibility to create a safe and inclusive environment where everyone can learn and thrive. By adhering to these guidelines and actively promoting peaceful resolution, we can ensure the well-being and success of all members of our school community.

### ***Encouraging a Fight***

At our school, we firmly condemn any form of behavior that encourages or promotes fighting among students. Encouraging a fight not only goes against our core values of respect, empathy, and cooperation but also jeopardizes the safety and well-being of individuals involved. It is crucial for all members of our school community to understand the serious consequences of engaging in or encouraging such behavior.

Encouraging a fight can manifest in various ways, including but not limited to:

**Provocation:** Deliberately provoking or taunting another student in an attempt to incite a physical altercation.

**Spreading Rumors or Gossip:** Spreading false or harmful information about individuals to incite conflict or encourage others to engage in confrontations.

**Peer Pressure:** Pressuring or coercing peers to engage in physical altercations or supporting and glorifying violence as a means of resolving conflicts.

**Social Media Influence:** Using social media platforms to instigate or promote fights, such as sharing videos, images, or messages that incite violence or ridicule others.

### ***Consequences for encouraging a fight:***

Encouraging a fight is a serious violation of our school's code of conduct. The following consequences may be implemented:

*Disciplinary Action:*

Students found encouraging fights may face disciplinary action, which could include but is not limited to detention, suspension, or even expulsion, depending on the severity of the behavior and the school's policies.

*Parental Involvement:*

Parents or guardians of students who engage in encouraging fights may be notified, and a meeting may be arranged to address the behavior and discuss appropriate interventions.

*Education and Counseling:*

Students involved in encouraging fights may be required to participate in educational programs, counseling, or restorative justice practices to understand the impact of their behavior and learn more constructive ways of resolving conflicts.

*Community Service:*

As a way to promote accountability and reflection, students may be assigned community service hours related to conflict resolution, anti-bullying initiatives, or other activities that foster a positive school climate.

We believe that fostering a culture of empathy, understanding, and peaceful conflict resolution is essential for the well-being of our students. It is our collective responsibility to create a safe and supportive environment that encourages positive interactions and discourages any behavior that may harm others physically or emotionally.

By raising awareness about the consequences of encouraging fights and promoting alternatives such as communication, empathy, and conflict resolution skills, we can create a school community that thrives on mutual respect and cooperation.

***No Body Sprays or Perfume/Cologne Bottles: Allergy Awareness***

We prioritize the health and well-being of all students, including those who have allergies or sensitivities to certain scents and fragrances. To ensure a safe and inclusive environment, we have implemented a policy that restricts the use of body sprays and perfume/cologne bottles on school premises. The following information explains the rationale behind this policy and the importance of allergy awareness:

*Allergy Sensitivities:*

Many individuals, including students and staff members, may have allergies or sensitivities to certain scents or fragrances. These allergies can lead to a range of symptoms, including respiratory issues, headaches, dizziness, and skin irritations. By avoiding the use of body sprays and perfume/cologne bottles, we aim to minimize the potential for allergic reactions and promote a comfortable environment for everyone.

*Health and Safety:*

Our school is committed to maintaining a healthy and safe environment for all students. The use of strong scents and fragrances can be disruptive and may cause discomfort or adverse reactions in individuals with allergies or sensitivities. By refraining from using body sprays and perfume bottles, we create a more inclusive space that supports the well-being of all members of our school community.

*Alternative Options:*

While we discourage the use of body sprays and perfume/cologne bottles, we understand that personal hygiene and self-expression are important. Students are encouraged to explore alternative options that are less likely to cause allergic reactions. Mild, unscented personal care products, such as deodorants and lotions, are generally acceptable choices that minimize the risk of triggering allergies.

### **In-School Suspension (ISS)**

For certain infractions, a student may be assigned to in-school suspension (ISS) instead of being assigned out-of-school suspension. In this case, the student will be expected to complete all assignments that are provided by teachers. Students assigned to ISS may not attend nor take part in any extracurricular or after school activities on days of suspension, unless special arrangements are made. Staffing and supervision availability may impact the administration's ability to offer ISS.

### **Flex Lab**

We are excited to announce that we will be offering flex lab after school this year after school at our building. This is a time where students can work with teachers for tutoring. We will send out more information when we are able to confirm dates at times with the district.

### **Cellular Phones/Electronic Devices (Personal Electronic Device Procedure)**

Our goal is for students to be responsible digital citizens with their personal electronic devices (PED). This means understanding and working within the parameters of the school expectations in regards to use and allowance of electronic devices while on school property or at a school sponsored activity.

We ask all students to adhere to the following school expectations.

- All teachers and staff have the authority to collect electronic devices from any student immediately upon request.
- Electronic devices may be used during morning entry before storing the device in the locker and while exiting the building after the last period. No cell phones during lunch.
- Students not feeling well should report to the nurse's office and call parents if needed from there – not from a personal electronic device.
- Parents/guardians needing to communicate with a student should contact the main office.
- Students are only allowed to use wired earbuds/headphones with their chromebooks. Wired earbuds/headphones can be purchased in the main office for \$1.
- Students with a 504 plan/health care plans are permitted to have access to their cell phone in accordance with their plan.

\*Smart watches are allowed at this point - if it becomes necessary we may prohibit smart watches.

Century Middle School is **not** responsible for any lost, stolen or destroyed personal electronic devices on district property or at a school sponsored activity away from campus. School administration, teachers, or staff will not investigate incidents.

1st Offense - Phone (or wireless earbuds) confiscated, brought to the office. Administration contacts parent/guardian to pick up the device at the end of day. Documented at the school level.

2nd Offense - Phone (or wireless earbuds) is confiscated and brought to the office. Administration contacts parent/guardian to pick up the device at the end of day. Documented at the school level.

3rd Offense - Phone (or wireless earbuds) is confiscated and brought to the office. Administration contacts parent/guardian to pick up the device at the end of day. Parent/guardians are advised that students must either leave a phone (regardless of whether the offense is for phone or earbuds) at home or check the phone in/out of the office each day. Documented at the school level.

4th Offense - Phone (or wireless earbuds) is confiscated and brought to the office. Admin contacts parent/guardian to pick up the device at the end of day. Parent/guardian is advised that the student **is required** to check the phone (regardless of whether the offense is for phone or earbuds) in/out of the office each day. Students will be called to the office at the start of the day if the phone is not turned in. Parent/guardian is advised that any further offense with a phone or earbuds will be considered defiance and will be officially written up with additional consequences. Documented at the school level.

5th Offense - Student receives an official referral and consequences for defiance.

## **Chromebook Policies**

### **Responsible Use**

Your Chromebook belongs to Adams 12 Five Star Schools, which means that you are expected to keep the Chromebook and charger in good condition.

- You have Chromebook insurance that protects you from **accidental** Chromebook damage. Here are the fines, if you accidentally break your Chromebook.
  - 1st time = \$5
  - 2nd time = \$50
  - 3rd time = \$75
  - 4th time or more = \$250
- Intentional damage is not covered by insurance. Intentional damage includes picking off keys, punching a screen, drawing on your Chromebook, peeling off the barcode, etc. If you intentionally damage the Chromebook, you could be charged the full cost of replacing the Chromebook, or \$280
- Lost Chromebook? Tell the library immediately. It's \$150 to replace the Chromebook.
- If you treat your Chromebook recklessly, we will contact your parents, who may need to come in for a meeting with you and an administrator to review these expectations. You may also lose the privilege of having a chromebook.

### **Device Care**

- Charge your Chromebook every night.
- Shut it down at least once a week. Just pressing the power button on your Chromebook is not enough. You need to shut down by clicking on the power button in the clock menu.
- Wipe the screen and body down with a soft cloth regularly. You can use a little bit of water if it's really dirty, but don't get the Chromebook too wet or you could damage it.
- Keep food or drinks away from your Chromebook.
- Don't put stickers or gum wrappers on your Chromebook. Don't write on your Chromebook.

## **Privacy & Safety**

- You must respect the privacy of others and not record, photograph, or share personal information about other people unless you have their permission
- The District uses filtering features such as GoGuardian. This extension is installed on all district devices, and filters content that might be inappropriate or harmful. You are expected to abide by the restrictions and filtering on your district Chromebook and not attempt to bypass any limits set by the district, your school, or your family. You are expected to use the district network to access the Internet while on school property.
- Students are expected to use their Chromebook for school work, and may be asked to remove any content from the device that is not school-related.
- Adams 12 filters internet content on district-managed devices at all times in a similar way that they would experience at school, even when the computer is being used at home.

## **Core Information**

A student's schedule contains six classes, four of which are considered "Core" classes. These classes consist of math, language arts, science, and social studies. The teachers of these four classes work together as a team, called a core, to ensure that student needs are being met. The core teachers meet together regularly to discuss issues and plan together. It is important that if a student or parent/guardian begins to have concerns about any of these classes, the core teachers should be contacted immediately to make the proper interventions. Core plus classes include: band, choir, art, P.E. (Physical Education), Spanish, German, etc.

## **Counseling**

Your counselors are interested in helping students in any way they can. They will listen to concerns and guide students in making decisions regarding school, classes, home, or relationships involving other students. If a student is having a problem with student(s), the student should come to the office to discuss and seek resolution to the problem. Students must have written permission, signed in advance by the counselor, to be out of class or students need to have completed a counselor contact form. Students reporting to a counselor must [check in](#) with the registrar.

## **Bicycles/Skateboards/Scooters**

All bikes ridden to school should be locked in the racks on the south side of the school grounds. Bikes should not be locked to trees on or near school property. Scooters and skateboards may be stored in the racks in the main foyer (student provides lock). Rollerblades may be stored in your locker.

Due to safety concerns, bicycle/scooter riding, rollerblading and skateboarding are prohibited on school property. The school does not assume liability for bicycles, skateboards or scooters.

## **Books, Materials and Equipment**

All textbooks are provided by the school. The student must pay for lost or damaged books before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund. School equipment damaged by a student because of carelessness will be paid for at the time it occurs.

## **Communication**

An email with our Comet Connections will be sent home on a weekly basis to remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages.



Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- when requested by their teacher
- when requested by an administrator
- when requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by arranging for after school pick-up prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

### **Communication with your student's teacher**

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

### **Detention**

After school detention for middle school students is a disciplinary measure implemented to address and correct inappropriate behavior or rule violations. It is a supervised period of time that takes place from 3:55 pm to 4:25 pm, immediately following the regular school day. During this period, students who have been assigned detention are required to remain in a designated location, perform beautification of the school under the supervision of a staff member.

### **Displays of Affection**

Students are not allowed to express affection through holding hands, hugging, kissing, inappropriate embracing or walking in the halls with arms around each other's waist or shoulders.

### **Drop off and pick up**

Students should not be dropped off more than 20 minutes before the official school start time and should leave campus immediately after school unless meeting with a teacher or participating in a school-sponsored club or activity. There is no supervision outside of these times and this is when students tend to get into trouble.

Parents should utilize the southernmost traffic loop to pick up students. At no time should the northernmost loop be used - that area is exclusively for buses. Also, parents should not park in the small parking lot by the flagpole. Parents should use the large parking lot.

Please know that we have several students whose families need to utilize the limited number of handicapped parking spots we have available. We implore you not to park in those spots unless needed.

### **Early Departure/Late Arrival**

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from his or her classroom until someone has signed the student out. Students cannot be released to leave school alone, unless authorized by the principal in accordance with District Policy. Students are involved in instruction until the end of the school day.

If a student needs to be picked up from school early, please call ahead to the office so we can arrange for a pass to be delivered to the student. Your student will then be ready to go when you come to pick them up.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If you do need to pick your student up early please do so before 3 p.m.

### **Field Trips**

Though limited in number, field trips serve as an extension of the learning going on within the classroom. In order for a student to be eligible to attend a field trip, he/she must be in good standing behaviorally at school. In addition, a parent/guardian permission slip must be signed and returned to school prior to the day of the field trip. It is expected that students attend the entire day, both before and after the field trip, in order to continue with participation. Behavior while on the field trip must meet or exceed the expectations already established at Century. All students must have a school issued student ID to ride district transportation. Any student absent from regular classes will be responsible for **any** assignment or assessment due for the next regularly scheduled class.

### **Grading**

#### **Guidance for Performance Levels and Points Based Grading System**

Student performance is based on four Levels/Score Descriptors with the associated points:

<b>Rubric Level/Score</b>	<b>Level/Score Descriptor</b>
<b>10–A</b>	<b>Above the Grade Level Standard</b> The student demonstrates mastery of the standard above the grade level standard.
<b>8.5–B</b>	<b>Meets the Grade Level Standard</b> The student demonstrates knowledge of the standards at the grade level.
<b>7.5–C</b>	<b>Approaching the Grade Level Standard</b> The student demonstrates some knowledge of the standard at grade level and is making progress toward the standards.
<b>6.5–D</b>	<b>Below the Grade Level Standard</b> The student has not yet demonstrated sufficient understanding of the grade level standards.
<b>5</b>	<b>Insufficient Data</b> The student has attempted the work, but there is not sufficient evidence to determine an appropriate level of understanding

M	<b>Missing</b> The student has not completed or turned in the assignment
T	<b>Turned In</b> The student has turned in the assignment, but it will not count in the total points
<b>Summative Tasks</b> Summative tasks will have a <b>multiplier of 5</b> . This will give a higher weight to the summative task score than a formative assignment.	
<b>Grades will be considered in progress (live to parents) until they are posted at the end of each quarter and semester.</b>	
The following percentage scale will be used to communicate the posted quarter and semester grades which are cumulatively calculated by GRC:	A–100-89.5%
	B–89-79.5%
	C–79-69.5%
	D–69-59.5%
	F–Below 59%

### Focus on Learning Standards:

Our teachers design assessments and evaluate student progress based on clearly defined state and district learning standards or objectives. These standards outline what students should know and be able to do within a specific subject area or skill set. Assessments are aligned with these standards to provide a comprehensive and accurate representation of student learning. Grades and assessment scores must be based solely on achievement of standards. Factors such as effort, growth, attendance, behavior, and attitude will be reported separately.

**What about students who are English Language Learners? How will their progress be represented through criterion related grading?** Grading principles and tenets are equally as applicable and appropriate for students who are learning English as they are for their native English-speaking peers. English Language Learners may have **modified** grade-level expectations for any oral language and/or communication standard within various content areas. The modification within these criteria should be adjusted based on the student's current placement along the language acquisition continuum.

**How will I know what progress my student is making and if he or she is on track to meeting the standard(s)?** The IC gradebook with the parent portal will be live at all times. Please contact your child's teacher directly with questions about grades and assignments.

**Teacher Support** - Students needing extra help and support need to arrange to meet with their teacher(s) during study sessions.. Teachers are available, on a limited basis, before and after school. Teachers are eager to give extra assistance to students who want to succeed. To meet with your teachers before school please make sure you obtain a pass to enter into the building in the morning. You can view the schedule of teacher's study sessions on the Century Website.

### **Hall Passes**

If a teacher feels that it is necessary for a student to leave class, the student must sign out using the digital hall pass, Minga. It is encouraged that students bring a personal water bottle. Students should not gather in large groups (more than 3) in the restrooms. No more than one student in a stall at a time, multiple students in a stall may receive consequences.

### **Health Services**

A health aide staffs the School Health Office and is responsible for providing minor first aid to those students who become sick or injured while at school, administering prescribed medications, and maintaining health records. Other designated staff provide coverage in the health office when the health aide is not on duty.

### **Illness or Injury at School**

You will be seen in the health office if ill or injured at school. Students should not call or text a parent to come to school to pick them up without going to the health office first. The health aide, or office staff, will determine if you need to go home for illness or injury. If you need to go home, you will be contacted as soon as possible. The school has no facility to keep ill children for long periods. Therefore, **it is essential that parents/guardians keep the school informed of any change in address and/or telephone numbers.**

For questions and information about immunizations, administration of medications, food allergies, or other health-related issues, please contact the Health Aide or visit the [District Health Services website](#).

### **Inclement Weather/School Closure**

Information on emergency school closures due to severe overnight storms or other emergencies is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

The best way to receive information about late starts or closures is to sign up for the district text alerts.

- Text “YES” to 68453\*  
\*Your cell phone number must be up-to-date in the Infinite Campus System
- With this free service, you will receive text messages notifying you of safety alerts, or other important information affecting the Adams 12 Five Star Schools system.  
\*\* Message and/or data rates may apply.
- You can opt-out from alerts at any time.
- Reply with HELP if you need assistance

Major television and radio stations will also broadcast closures and late start information.

### **Infinite Campus**

Parents and students have up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the log-on by going to the school’s website, select “Useful Links”, then select “Infinite Campus Student and Parent Portal.” Please contact the school registrar with any questions or concerns.

***Logging onto the Infinite Campus Parent Portal is critical to keeping up-to-date on your student’s attendance and academic progress. Please plan on checking it at least once per week.***

## Clubs and Middle School Sports Information

The school is proud to offer a variety of student activities outside the regular school program. Students are encouraged to become involved in such activities. Involvement fosters school pride, a stronger sense of belonging at school and better appreciation of the total school program. Because of this, we encourage every student to participate in at least one activity outside of the regular classroom. These activities are held before or after school and may require parents to sign permission forms or provide transportation to and from the activity. For safety and supervision reasons, it is important that students arrive and be picked up promptly at prescribed times. To contact club sponsors, visit our school website at <https://century.adams12.org/clubs-activities>.

School-sponsored clubs are designed based upon student interest. A student must attend at least four full classes during the school day to take part in student activities. Any student with an unexcused absence will not be permitted to appear at or in a school activity of any type. A suspended student may not attend or participate in any student activities during the period of suspension.

Adams 12 is thrilled to offer some middle school sports starting this fall. We know that many of you and your students are excited and are eager for more information. With that in mind, here are some important details we want to share with you. For the most current information, forms, schedules, and handbooks, please see our school website at <https://century.adams12.org/clubs-activities>

### **Sports offered**

- 2024-2025 sports seasons-
  - Fall August-October
    - 6th, 7th and 8th grade [cross country \(coed\)](#)
    - 7th and 8th grade [girls soccer](#)
  - Fall/Winter October-December
    - 7th and 8th boys basketball
  - Winter January-March
    - 7th and 8th girls volleyball (Jan-Mar)-
  - Spring March-May
    - 7th and 8th girls basketball
    - 7th and 8th grade [boys soccer](#)
  - 6th Grade intramurals
    - Girls soccer, boys basketball, girls volleyball, girls basketball, boys soccer

### **Eligibility and Registration**

Before the start of the school year, we will share information with you about how to officially register your child for sports.

- **Fees for athletics:** \$50 student participation fee (per sport) for our student athletes as well as \$3 adult and \$2 student spectator fees for our team sports. These funds will support the ongoing costs of middle school sports programs. **Any student who qualifies for free- or reduced-price lunch will have these participation fees waived or reduced.**
- Participating in athletics is a privilege and we want our student-athletes to demonstrate great character both in sports and in the classroom. Student-athletes are expected to be respectful and participate in the classroom.
  - Attendance

- A student-athlete with 3 or more unexcused absences (per class period) or 6 or more unexcused tardies (per class period) will not be eligible for the next scheduled competition day. Attendance will be pulled between competition dates and if a student is found to have more than the number of unexcused absences or tardies listed above, they will be ineligible for the next scheduled competition date.
  - Behavior
    - If a student-athlete is suspended (ISS or OSS) at any time during the season, they will be ineligible for the next scheduled competition day.
- Sports physicals will be required for any student interested in participating in middle school sports.
  - Students may be cleared to play sports through an annual sports physical completed by their primary care physician or through a third party such as the Little Clinic at King Soopers or Urgent Care if they offer sports physicals.

### **Other important information**

- There will be an athletic fee to participate in middle school sports. This fee will be added to your student's Pay For It account.
- Students are responsible for returning their school-issued uniform in clean and good condition.

### **Late/Missing Work/Retakes**

Whenever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards. Multiple opportunities may mean the retaking of a summative assessment on which the student has not demonstrated proficiency. However, it may also mean that a particular concept can be reassessed later in the unit or another unit as part of a spiraling learning process without the actual retaking of an assessment.

### **Retakes**

Students are eligible for a retake on most assessments\*, provided they meet the following:

1. The student participates in a form of relearning decided upon by the teacher. Additional learning may be required of the student, as well as possible additional instruction from the teacher.
2. The student has completed all required and associated formative coursework.
3. The student has not demonstrated understanding at a proficient level (2 or higher).

\*Students will not be allowed to “redo” or “retake” a summative assessment such as products, projects, extended writing assessments, etc. that have periodic formative checkpoints leading to the summative assessment.

Students must complete retakes no later than two weeks following the receipt of summative assessment results and/or within two weeks of unit completion. The score on a retake will not replace the original score; however, it will be used as another piece of data when analyzing the body of evidence before assigning an overall mark on the report card.

**Make-up Work and Tests: It is the student's responsibility to contact the teacher to receive missed work.**

### **During an excused absence:**

- Students shall be allowed to make-up work missed during excused absences for full credit.

- Students will be given the same number of days they were absent plus one additional day to make up assignments, which were assigned on the day of the absence. The make-up period begins on the next school day following an absence. Individual teachers may grant extra time for make-up in hardship cases and will plan with students to set up appropriate due dates for work.
- Projects that are assigned prior to a student's absence are to be turned-in on the due date or upon the student's return date to school. Students can work with individual teachers to receive an extension if needed.

### **During a truancy (unexcused absence):**

- Students with unexcused absences shall **NOT** receive credit for class work missed. However, they will be held responsible for the content and the completion of class work covered during their unexcused absence.

### **During an out-of school suspension:**

- Students will be allowed to make-up work during an out-of-school suspension in order that they may reintegrate into the educational program.

### **Library Media Center Services**

- The primary objective of the Library Media Center (LMC) is to provide information, literacy instruction and integrate appropriate materials with the curriculum. The LMC collection at CMS provides a wide variety of materials, which present different points of view that are appropriate for a broad range of ability and maturity levels.
- Students are allowed to have three items checked out at any one time. If a student has overdue books attached to her/his record for one thirty (30) days or more, the electronic circulation system will bill the student for the item(s).
- Replacement cost is charged for lost items and must be paid before yearbooks are issued. Students will not be able to attend special end-of-year activities if they have a book fine.
- All students must have a pass from classroom teachers to use the LMC, except when scheduled with a class.
- Students are encouraged to share any reading materials they would like to have added to the collection.
- The LMC is a great place for students to find and use a variety of materials when they are working on a research project. The librarian can assist students in helping find information that will be needed to create a successful product.

### **Lunch and Breakfast**

Thanks to Colorado voters passing proposition FF, *all* students are eligible for a free breakfast and lunch. We still need eligible families to fill out the applications for free or reduced priced meals. Visit the school's [website](#) for the application process and information.

Students must have an ID to enter the lunchroom or go to the office to get a temporary ID.

- Line up appropriately, keep hands to self, and have a reasonable amount of people per table
- Students who do not bring their ID to lunch will be assigned to sit at the no ID table and may miss recess
- No running or wandering from table-to-table,
- When a student is done eating, he or she should make sure to have removed all of his/her trash (including anything under the table), wiped down his/her table area with the provided cloth, and raised his/her hand to be dismissed by an adult.

- Students caught leaving without cleaning are assigned one lunch detention
- Any students refusing to go outside will be assigned cleaning duty
- No more than 2 students will be dismissed to restroom at one time
- No students will be allowed to go to their lockers, under any circumstances
- No food or drinks are to be taken outside
- Follow the directions given by Supervisors in the cafeteria and outside
- Do not go past the 50 yard line when outside
- When the whistle blows, line up to return into the building. Limit talking and voice levels as you go to your next class.

### **Parent Involvement and Engagement**

Parent and family involvement are critical to the success of our students and our school. Families can be involved and engaged by reviewing their child's work and assignments, talking with their child about their day and learning, volunteering, attending school events and functions, belonging to PTA, etc. If you are looking for ways to become more involved and engaged, please visit the school's website.

Our School Accountability Committee is called Parent Cafe. Parent Cafe is a platform for parents and school personnel to aid in communication. Parent Cafe will be held once a month. These meetings will be held in-person and available via Zoom or Google Meets unless otherwise stated.

### **Pets on School Property**

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

We do have at least one staff member this school year who has a service dog at the school.

Teachers who have pets in classrooms will notify all parents and students at the start of the school year.

### **Reporting Student Progress**

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal. Please plan on checking the Parent Portal at least once a week to keep track of how your student is progressing academically.

### **School and Personal Property**

We are proud of our school and show our pride by taking care of our building. You can add to our pride by keeping classrooms, lockers, halls and restrooms clean. You can help make the school a pleasant place to be by respecting students and staff's personal property.

Large amounts of money, expensive jewelry or watches and other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables. All lost and found items (other than clothing) are to be turned in to the school office. Clothing items should be placed in the box in the cafeteria and any unclaimed items will be donated to a local charity.



## Lockers

Lockers are the property of the District. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to students free of charge to store books, coats, backpacks/bags, school supplies and school related items.

Students are only allowed to access their lockers before and after school and during the day at the following times:

6th Grade	7th Grade	8th Grade
Before School Before lunch After lunch After 4th period After school	Before School Before lunch After lunch After school	Before school After 2nd period Before lunch After lunch After school

Students may decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc., as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. All pictures and posters hung in lockers must meet District standards. Students having troubles with lockers should report problems to the main office before or after school.

It is suggested that you do not keep valuable items in your locker. **Locker combinations should not be shared and should remain private.** Moving to another locker without permission from the main office is prohibited and will result in assignment of consequences. Private locks are prohibited, unless approval is given by school administration, and will be cut off the locker. The school is not responsible for items contained in lockers. Items found in lockers not assigned to students will be discarded.

**A student will lose his or her locker privilege if he or she:**

- Fixes (jams) a locker so that a combination is not needed to open it.
- Uses a locker not officially assigned to him or her.
- Damages a locker by applying stickers that will not come off, writing on or scratching the locker, etc.
- Damages or interferes with someone else's locker.
- ***Allows others to use his or her locker.*** Students do not share your locker combination or locker with anyone.

## Lost and Found

Every year, CMS students lose thousands of dollars' worth of personal items. There are several ways to avoid losing your things:

- Put your name on ***all*** personal belongings (coats, hoodies, P.E. clothes, school supplies, musical instruments, etc.)
- Do not bring unnecessary or very valuable items to school
- If you lose something, immediately retrace your steps
- Check the lost and found by the student store/outside the cafeteria for lost items.
- Do NOT store items in the lost and found when you are in the gym or cafeteria
- Check with the main office for lost valuables.

Unclaimed items are periodically donated to a charitable organization.

## **Safety Information**

### **Student Safety**

Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb of the southernmost traffic loop only, so they do not have to cross traffic other than at the crosswalk.
- Avoid picking up or dropping off students in the parking lots and the northernmost loop which is exclusively for buses.

Do not park in the small parking lot by the flagpole - you will get trapped by the buses

Do not park in handicapped spots unless it is necessary for the student you are picking up - these spots are limited and we have students' families that absolutely need to use them!

There is NO parking in the fire lane.

- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.
- Remind students that they should NEVER open a secured door in the school for any person or individual without the permission of a staff member.

### **Reminders for Parents**

Please keep the following traffic safety information in mind as you are driving near our school:

<https://www.youtube.com/watch?v=tqqPuANPRYo>

- Refer to the map of our school for designated drop-off locations.
- Watch for children running into the street, particularly from between parked cars.
- Be alert for children at designated school crossings and other crosswalk locations.
- Obey speed limits, especially school zone speed limits during school hours. Take your time!
- Do not stop or park on or near crosswalks or other designated "NO PARKING" zones.
- Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- Respect the "NO PARKING" and "NO STOPPING OR STANDING" signs. They are there to ensure the safety of your children.
- Do not make U-turns in school zones or within crosswalks.
- Consider carpooling to reduce the amount of congestion around the school

### **Safety Concerns**

In any event, where you have safety concerns for yourself or others, you can:

- Contact school Administration
- Contact a member of the school's Social Emotional Learning Team
- Contact a trusted adult
- [Submit a Safe2Tell report](#)

### **School Security System**

In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located inside the main foyer next to the doors on the left hand side.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

### **Safe2Tell:**

[Safe2Tell.org](https://www.safe2tell.org), 1-877-542-7233 (SAFE), Reports also may be made using the anonymous Safe2Tell Colorado mobile app available on the [Apple Store](#) and [Google Play](#).

Safe2Tell is an anonymous reporting system designed to allow students to report bullying, self-harm, or threats to others that a student has been made aware of. The system sends a report to both the school and the appropriate law enforcement agency and should be used for serious situations.

***Safe2Tell CO is for serious reports only. False reports and blatant misuse of the Safe2Tell CO resource will be investigated.***

### **Socials**

School socials are open to all Century Middle School students and their parents/guardians. Unless otherwise specified, they are not open to the public. Normal school dress is appropriate for socials. Formal attire, such as a tuxedo, is not allowed. Students are expected to follow the District Dress Code. Adult chaperones are present at all socials. Students must wear their IDs to attend school socials.

### **Substitute/Student Teachers**

Substitute teachers and/or student teachers are guests in the building and are to be given the same respect as regular teachers. Students need to make sure they continue to follow classroom and core rules. Students who mistreat substitute teachers or have inappropriate behaviors will receive appropriate consequences from administration.

### **Suicide Prevention**

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow District Policy and respond accordingly.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:

- **The National Suicide Prevention Lifeline phone number 988**
  - **www.suicidepreventionlifeline.org**
  - **The Trevor Lifeline – 1.866.488.7386 - www.thetrevorproject.org**
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need have help.
  5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.

### **Student IDs**

*Each student is required to wear his/her present year Century ID badge at all times.* The staff at Century finds this to be most helpful because the student identification is printed on the ID badge. The ID badge is also important to have for the following reasons:

- Safety: in case we have an emergency at Century students can be identified and helped promptly.
- Students need to have their ID in order to receive their breakfasts and lunches and enter the cafeteria.
- Students surrender their IDs to check out playground equipment.
- Student's ID is required to check out books and materials from the library.
- Several teachers use a student's ID if students want to borrow materials in the classroom to make sure the additional supplies are returned at the end of class.
- Student's ID is used to permit students into co-curricular activities and sporting events both at CMS and other Adams 12 schools.
- Students need to have their ID to ride the bus. This is a transportation department policy.
- The first lanyard and ID is free. Replacement ID, lanyard, and plastic sleeve are available for purchase in the counseling office for \$5.00.
- Students who forget, lose, or do not have an ID must go to the office for a temporary ID. The following consequences are in place:
  - 1<sup>st</sup> - 4th time – student receives a temporary wristband. Students will sit at the No ID table at lunch and not attend recess outside.
  - 5th time - students will receive a replacement ID and a \$5.00 charge will be added to their school account. Parents/Guardians can pay this fee through payforit.

### **Tardies**

- As per Policy 5020, *a tardy is defined as the student entering or departing a class within 10 minutes of the scheduled start or end time. Excessive tardies may result in consequences at the discretion of school officials.* Students are expected to be seated with all appropriate materials and assignments and ready for instruction at the end of the passing period. Consequences for tardies are as follows:
- Tardies will be monitored by the office consequences will be issued when a student has 3 or more tardies. A tardy plan will be issued for excessive tardies.

*If my attendance does not improve, the following consequences may be used:*

- 1st warning-Loss of Minga Passes and parent called
- 2nd warning-Tardy tank at lunch and recess

- 3rd warning-Loss of passing periods to class and parent called
- 4th warning-Out of School suspension and parent called

## Transportation

### **Waiting at the Bus Stop:**

- Arrive on time, but not too early (five minutes before scheduled time).
- Stay off private property. Nearby homes and yards are not part of the bus stop. Please do not throw trash or papers on the nearby lawns. Impress the neighbors with good behavior!
- Do not roughhouse near or stand in the street.
- Remember, no matter how late the bus is, all stops will be made. Sometimes, buses are late because of mechanical failure or weather, but the bus will complete its route.

### **Getting on the Bus**

- When crossing the street to or from a stopped bus, cross at least ten feet in front of the bus. (NEVER rush behind the bus.)
- Wait in line for an approaching bus at least six feet from where the school bus is to come to a complete stop. NEVER *rush toward a moving vehicle or crowd and push to board the vehicle*. If you are not going to cross the street after leaving the bus, move back from the curb to allow the bus to continue on its route without danger to you. Bus stops are scheduled and students assigned to that particular stop based on the number of students expected to ride the bus from that neighborhood, therefore STUDENTS MAY LOAD AND UNLOAD THE BUS ONLY AT THE LOCATION TO WHICH THEY HAVE BEEN ASSIGNED. Otherwise, our buses could become overcrowded.
- A student ID is required of every middle school student for every ride in order to identify students who are eligible to ride on that bus route, both for protection of the student and for capacity control on the bus. Each ID is coded to indicate which route the student is eligible to ride. Failure to show a student ID consistently can result in the loss of riding privileges. Temporary bus passes may be obtained in the school office or from your bus driver.

### **Riding on the Bus**

- Obey the directions of the driver.
- Did you know it is a state regulation, when crossing railroad tracks, and upon signal from the driver, all passengers are to be quiet and remain quiet until all railroad tracks are crossed?
- Students need to remember not to damage district vehicles. Students and their parents are financially responsible for the damages they cause on the district vehicles, so writing on, damaging seats or walls of the bus is unacceptable, and it could be expensive.
- No exiting through windows, emergency hatches or emergency doors without permission.
- Flame or spark-producing devices are not allowed on the school bus.
- Due to limited bus capacity, a student may not ride another bus to and/or from school without prior permission. A written notice from a parent/guardian of both parties is required 24 hours prior to the change and approved by an Administrator.
- ***The following items may NOT be transported on the bus:***
  - Animal/pets, living or otherwise.
  - LARGE ITEMS (i.e., band instruments, science projects. “Rule of Thumb”—items that protrude into the aisle, extend above the seat back, or occupy the space of another student cannot be transported.

- NO SKATEBOARDS, SCOOTERS, OR ROLLER BLADES may be transported at any time.

Additional information is available in the *Resource Guide for Parents & Students* booklet available at your school. **Transportation Office Hours: 4:45 am-6:00 pm - 720-972-4299**

### **Visitor/Parent Check-In**

District Policy requires that all parents and visitors must present a driver's license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

## **INFORMATION AVAILABLE ON DISTRICT WEBSITE**

### **STUDENT CODE OF CONDUCT**

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student [dress code](#) (district policy 5060)
- bullying and harassment

### **COMMONLY REQUESTED INFORMATION**

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

### **STUDENT HEALTH INFORMATION**

Information about student health and wellness, including immunizations, health screenings and when to keep your child home from school, is available on the District's [website](#).

### **LEGAL NOTIFICATIONS**

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)

- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions