



**MANY PIRATES, ONE CREW  
ENGLEWOOD MIDDLE SCHOOL**



**ENGLEWOOD LEADERSHIP ACADEMY**

**STUDENT HANDBOOK 2022-2023**

**ENGLEWOOD LEADERSHIP ACADEMY  
ENGLEWOOD MIDDLE SCHOOL**

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Principal

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Assistant Principal

**Mr. Samson Barrios**  
Restorative Dean of Students

**Ms. Lindsay Martinez**  
Academic Counselor

**Ms. Mikayla Malabanan**  
School Psychologist

**Ms. Rian Raduege**  
MTSS Interventionist

**Ms. Karen Saginak**  
Principal's Secretary

**Ms. Misty Gossom**  
Registrar/Front Office

**Ms. Stephanie LaScala**  
Health and Attendance

Welcome to Englewood Middle School! You will find a dedicated staff at Englewood Middle School who want to do all that we can to help you make the most of this school year. We are enthusiastic about the educational programs offered and our many supporting activities.

As we begin this school year, we encourage you to study, learn, participate, contribute, and make a difference at Englewood Middle School. We want you to look forward to many enjoyable and worthwhile experiences as a member of our learning community.

**DISTRICT VISION STATEMENT**

The Englewood School District strives to graduate the leaders, thinkers, and explorers of tomorrow. Englewood Schools values high expectations, accountability, integrity, respect and community.

**ENGLEWOOD MIDDLE SCHOOL MISSION**

**The mission of Englewood Middle School is to support each student in the transition from elementary to high school by cultivating the habits and skills that will ensure their success.**

**ENGLEWOOD MIDDLE SCHOOL VALUES**

**Achievement** in our school means...

**Community:** authentic relationships

**Respect:** belief in ourselves and each other

**Engagement:** active participation and commitment

**Work Ethic:** Perseverance

***"A crew achieves by rowing together"***

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**Englewood Middle School  
Englewood Leadership Academy  
Bell Schedule  
2022-2023**



**BLUE Day** - Every Monday and Wednesday (Friday if there is a Monday 'no school' day)

**WHITE Day** - Every Tuesday and Thursday

**PIRATE Day** - Every Friday during a 5-day school week (No CCR)

<b><u>Blue Day (EMS)</u></b> <b><u>Red Day (ELA)</u></b>	<b><u>White Day (EMS)</u></b> <b><u>Gold Day (ELA)</u></b>	<b><u>Pirate Day (EMS)</u></b> <b><u>Phoenix Day (ELA)</u></b>
Soft Start 8:00-8:20	Soft Start 8:00-8:20	Soft Start 8:00-8:20
Pirate Time 8:20-8:42	Pirate Time 8:20-8:42	Period 1 8:20-9:14
Period 1 8:44-10:14	Period 2 8:44-10:14	Period 2 9:16-10:10
Period 3 10:16-11:46	Period 4 10:16-11:46	Period 3 10:12-11:06
Lunch/Recess 11:51-12:08	Lunch/Recess 11:51-12:08	Period 4 11:08-12:02
Lunch/Recess 12:08-12:25	Lunch/Recess 12:08-12:25	Lunch/Recess 12:07-12:24
Period 5 12:26-1:56	CCR 12:26-1:56	Lunch/Recess 12:24-12:41
Period 7 1:58-3:28	Period 6 1:58-3:28	Period 5 12:42-1:36
		Period 6 1:38-2:32
		Period 7 2:34-3:28

### Englewood School District 2022-2023 School Year Calendar

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3								1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

  

DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4				1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31	

  

APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

  

<ul style="list-style-type: none"> <li>New Teacher Orientation – {8/1 – 8/4}</li> <li>Teacher Work Day – {8/5, 8/10, 10/7, 12/21, 1/5, 2/17, 5/26}</li> <li>Site Based PD – {8/8, 9/16, 11/4, 4/28}</li> <li>District Based PD – 8/9</li> <li>Combined District and Site PD – {1/6, 3/27}</li> <li>Elementary Assessment Days – {9/1 – 9/2}</li> <li>Elementary Conferences (Night) – {10/18, 3/1}</li> <li>Elementary Conferences (Day/Night) – {10/19, 3/2}</li> <li>Secondary Conferences (Night) – {10/18, 10/19, 3/1, 3/2}</li> <li>Conference Compensation Days – {10/20, 3/3}</li> <li>Graduation – {CFHSC – 1/14, 5/20, EHS – 5/20}</li> </ul>
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<ul style="list-style-type: none"> <li>Green = First Day of School</li> <li>Purple = No School for Students/Staff</li> <li>Red = Last Day of School (1/2 Day)</li> <li>Yellow = Non-Student Contact Days</li> <li>Blue = Conference Days</li> <li>Light Green = First Day of Semester 2</li> <li>Pink = Last Day of Semester 1</li> </ul>
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## School Operation and Hours

~The main office will open by 8:00 am on regular school days.

~Students will only be able to enter through two designated doors. The main office entrance or the cafeteria doors for students wanting to eat breakfast (free to all Englewood students). Breakfast is available from 8:00 am to 8:20 am.

~Students must enter the main office entrance if they do not have an ID (they will be required to get an ID sticker for the day) or if they come after 8:20 am.

~Students report to their first class or the cafeteria for breakfast once arriving at the building. Classes begin at 8:20 a.m.

~Students will be dismissed and the buses will be available at 3:25 pm.

~Students who are not involved in a school sponsored activity, will be asked to leave the building by 3:40 pm.

**There is NO supervision outside prior to 8:00 am, students should not arrive prior to 8:00 am unless requested to by a teacher.**

If a “snow day” occurs an auto dialer may be sent out. Also please check your local news stations for school closures.

## Attendance

**Parents/Guardians are requested to call (303) 806-2300 by 8:30 a.m. if their child is going to be absent from school that day or is planning to arrive late.**

Englewood Middle School expects students to be present at least ninety-five percent (95%) of the school year. This means a student must not miss more than one (1) day a month, excused or unexcused.

**EXCUSED ABSENCES** - An absence excused by the parent/guardian within 48 hours of the absence.

1. Parents/Guardians are the only adults who can excuse students from school
2. After 48 hours the absence becomes an unexcused absence.
3. A doctor's permit for re-admission may be required for absences caused by a contagious or infectious illness or disease.
4. Prearranged absences such as vacations are those that are anticipated and should be pre-arranged with the school. The student should make provisions in advance with his/her teachers to complete the work that would be missed. Upon return it is the student's responsibility to turn in the completed work immediately.

**EXTENDED ABSENCES**- Absences for three or more consecutive days are considered extended absences. Building administration will determine whether an extended absence will be considered excused or unexcused. For illness, a doctor's note will be required to excuse an extended absence.

**EXCESSIVE UNEXCUSED AND EXCUSED ABSENCES** - Students who desire to obtain the greatest benefit from public education must recognize that regular attendance is essential. Further, students enrolled in the Englewood Schools are required to attend classes in accordance with Colorado's Compulsory Attendance Law (22-33-104). Students, parents/guardians, and school staff share the responsibility for attendance.

1. 3 total days unexcused or 10 excused --- Personal phone contact by the attendance secretary as well as a follow up attendance concern letter
2. 5 total days unexcused or 15 excused --- Personal phone contact from an Administrator
3. 6 total days unexcused or 20 excused --- A meeting with school administration and/or District Nurse to create a School Attendance Improvement Plan
4. 10 total days unexcused or 20+ excused --- A School Attendance Concern Form will be completed and reviewed by the attendance team. A 10+ (Principal) letter will be sent via US Mail; this letter may also be hand-delivered during a home visit
5. 10 or more days unexcused --- May begin court filing process for truancy if appropriate

**TARDIES** - Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Classroom teachers will establish clear and specific policies regarding tardiness. Students who are habitually tardy may be assigned to detention/community service as well as truancy and/or school administration.

### **Checking In/ Leaving School Early**

**Any time a student arrives late or leaves early, he/she must sign in or out of the office.**

Students may only be signed out by a parent/guardian, or designated emergency contact person.

Students may NOT sign themselves out or leave campus by themselves at any time. Students who do not follow this procedure and leave the school without prior permission will be considered truant.

### **Communication With Parents**

The following forms of communication will be utilized at Englewood Middle School: the Infinite Campus Parent Portal, email, phone (voicemail), ParentSquare sent weekly, progress reports, report cards, back to school nights, parent conference meetings, autodialer, teacher websites, Parent Square and through the Englewood School websites:

ELA <https://ela.inglewoodschools.net/>

EMS <https://ems.inglewoodschools.net/>

If at any time a parent would like to request a meeting with staff, please contact the main office at 303-781-7817 or visit the website for staff email addresses.

Parents may opt in to receive text messages through the parent portal on Infinite Campus.

## **Medication**

Any medicine taken at school must be administered by school personnel and must be kept in the office. Only emergency/rescue medications can be carried by the student depending on the RN's assessment, self-carry contract and physician permission. The school must have written permission from your doctor **and** your parent or guardian before giving medication of **any** kind at school or at any school sponsored function. If medication must be taken while you are in school, bring the medication to the office in the original pharmacy labeled bottle or original over-the-counter bottle with a form providing the following information: name of medication, amount to be given, time of day to be given, physician's name, and student's name. **The school cannot administer any medication without a doctor's consent and parent permission.** This includes over-the-counter medication such as Motrin, Tylenol, medicated salves and some lotions. You can access a Medication Administration Form via the Englewood Schools website. Go to: [Englewoodschools.net](http://Englewoodschools.net) →SCHOOLS →Health. Towards the bottom of the page you will see "Helpful Forms for parents/guardians. The 4<sup>th</sup> link below is the "Medication Administration Permission Form. Please contact the Health Assistant for more information.

## **Schedule Changes**

The principal must approve all schedule changes, after the start of the school year. All schedule changes will be requested through the counselor, and then must be approved by the principal. Schedule changes are infrequent and only approved for academic reasons.

## **Visitors to Campus**

- Students are not permitted to bring school age, or younger, guests to school.
- Students not enrolled at the Middle School are not allowed to "visit" past teachers or friends during the school day.
- Parent and adult visitors are welcome on the school campus. The safety of our students is our number one priority. For that reason, **any adult wishing to visit the school, drop something off for their child or talk to the administration must sign in with their ID at the main office upon arrival on campus and wear a visitor badge at all times.** Parents/guardians should contact individual teachers to arrange conferences as needed. School administration reserves the right to determine the appropriateness of visits from individuals other than a parent or guardian.

## **Address Change**

Students should immediately report any change in home address, telephone number, emergency telephone number and number of their family physician, to the office.

## **Lost and Found**

All articles found should be turned in at the office. Students losing or missing items of personal property should **report** their loss to the administrative office as soon as possible.

## **Englewood Leadership School Supply List**

Supplies are used by the student each day in class. We cannot have community supplies, so students should have a backpack that can fit daily supplies.\* We do not have lockers at TEC. We do not require specific brands or colors.

1	Thin Markers (set of at least 8) (Keep in Backpack)
6	Glue sticks (replenish as necessary) (3 keep and 3 given to Phoenix teacher)
4	Highlighters (4 different colors) (Keep in Backpack)
12	Pens (blue or black) (Keep in Backpack - 3 at a time)
36	Wooden Pencils (replenish as needed) (Keep in backpack - 3 at a time)
1	Post it notes (3x3) (replenish as necessary) (Keep 1 pack in backpack)
3	Loose leaf paper (replenish as needed) (Keep 1 in backpack - 2 to Phoenix teacher)
2	Spiral notebook (Keep in backpack)
3	Graph composition books (Keep in backpack)
1	College ruled composition book (at least 100 pages) (Keep in backpack)
6	3 pronged folders with 2 pockets - Variety of colors encouraged (replace as needed) (Keep in backpack)
1	Pencil bag (Keep in backpack)
1	Headphones - Inexpensive earbuds preferred (Keep in backpack and replenish as needed)
1	Optional - Scissors (small) - Keep in backpack
2	Tissue box - To Phoenix teacher
1	Water bottle labeled with name - keep in backpack
1	Box of Gallon Ziploc or other brand storage bag
0	<b>Paper Planner - Provided by the school, please do not buy</b>

### **Englewood Middle School Supply List**

What do you need to provide?

- Paper Planner (provided)
- Pencil Bag (provided)
- 10 spiral notebooks (provided)
- Pencil sharpener (provided)
- Ruler (provided)
- Highlighters (provided)
- Pens
- Pencils (at least 20--leave some at home)
- Colored Pencils

- Markers
- Expo Markers
- Scissors
- Glue Sticks
- Looseleaf Paper
- Graph Paper
- Post-it Notes
- Calculator--preferably the TI-30ii
- Headphones to connect to Chromebook



## **How can my parents and family be aware of what is happening?**

- Check out the CREW card and sign it for extra points at the Pirate Booty School Store
- Check live grades on Parent Portal (Infinite Campus App)
- Check Google Classrooms (sign up as a parent) and teacher websites
- Call or email staff anytime you have questions or concerns
- Mrs. Hart's weekly family newsletter on ParentSquare

**Student check-ins and connections will take place first class in the morning and in CCR class to ensure that you stay organized.**

## **Make-up Work and Tests**

- Make-up work is available to students who are absent for any reason. Students should complete their missing work within two days of each day absent. It is essential for students to keep up with their work and turn in all work, even if it is late.
- Parents/students can request that teachers leave make-up work in the main office for extended absences. Students may also email teachers or check teacher websites/Google Classroom to obtain assignments.
- When students are absent during the school year for prearranged absences, illness or family emergencies, it is the student's responsibility to ask for and complete their work before they return to school.
- Students will be allowed to make up work after or during a suspension using the same above policy.
- The teacher will mark an 'M' for missing on each assignment until it is turned in by the student
- Late work and missing assignment policies will be determined by your classroom teachers and shared through their classroom expectations/norms.

## **PBIS**

Englewood Middle School has a School wide **Positive Behavioral Intervention & Support** program to encourage students to always maintain positive behavior and remember they are an important part of A CREW.

**A Pirate CREW** stands for

- **Achievement**
- **Community:** We are all here to learn together, and we build relationships to show we care
- **Respect :** We treat other people the way that we want to be treated
- **Engagement :** We show attention, curiosity and interest in our learning
- **Work Ethic :** We come to class prepared to learn, participate and produce our best work

These positive behaviors are needed on the bus, in the halls, classrooms, restrooms, lunch room, locker rooms, and in ALL areas of our campus. At the beginning of the school year, you will receive a "Crew Card." Students who model the behaviors of A Pirate CREW will earn signatures from their teachers on their card. Once you earn Bronze, Silver, or Gold level on your Crew Card, you can spend the signatures at "The Pirate's Booty" (our school store across from the gym). The store will be open once a week on Thursdays.

# **CREW CARD**

STUDENT NAME: \_\_\_\_\_

TEACHER INITIALS	RECOGNIZED FOR	PARENT SIGNATURE/ COMMENT
	A C R E W	
	A C R E W	
	A C R E W	
	A C R E W	
	A C R E W	
	A C R E W	

## School Counselors

Ms. Mikayla Malabanán, School Psychologist  
 Ms. Lindsey Martinez, Academic Counselor  
 Ms. Rian Raduege MTSS/Transition Counselor

### **School Counseling Program**

The counseling program at Englewood Middle School has been developed to ensure that each student will acquire necessary competencies (knowledge, skills, attitudes) in education planning, career planning, personal and social development in preparation for meaningful participation in a complex, changing world. EMS's counseling program will support an educational environment where every student, every day achieves and learns.

### **What is a school counselor?**

A school counselor is a trained professional who works as part of each student's team. School counselors work in partnership with students, teachers, parents, and the community to help students have a successful and positive school experience.

### **How can a school counselor help?**

School counselors understand that each student is different. Counselors address the domains of academic, personal/social and college/career planning. In addition, counselors help students develop their Individual Career and Academic Plan (ICAP) so they consider their High School and Post-Secondary goals. Some students just need someone to listen to their concerns, whereas others may need help in developing problem solving and decision making skills. Whatever the concern, the school counselor is there to listen to students and to help them feel safe and comfortable within the middle school. Sometimes parents need support and guidance as well. School counselors are also trained to work with parents and can be seen as a great resource to the parents and school staff. When a student visits a counselor, what is talked about is kept confidential. The only reason a counselor must break confidentiality is if a person's safety is at risk.

## **Conflict vs. Bullying**

### *Recognizing the Difference*

#### **Normal Conflict**

Equal power – friends  
Happens occasionally  
Accidental  
Not serious

Equal emotional attachment

Not seeking power or attention  
Not trying to get something  
Remorse – takes responsibility  
Effort to resolve problem

#### **Bullying**

Imbalance of power – not friends  
Repeated negative actions  
Purposeful  
Serious with threats of physical, emotional or psychological hurt or harm  
Strong emotional reaction on the part of the victim  
Seeking power, control  
Trying to gain material things or power  
No remorse – blames victim  
No effort to resolve problem

### **Steps to Bully-Proof Yourself**

1. **Let the school know your safety worries immediately.** How do I do this? Talk to any adult in the building, report anonymously on Safe2Tell, or share with your parents so that they can report it to the school.
2. **Respect yourself**--confident students are less likely to become a victim.
3. **Remember that it is okay to express anger if done appropriately.**
4. Make **friendships** – there is strength in numbers, and remember everyone needs a friend.
5. **Being a friend means sharing, compromising,** apologizing, using “I” statements, changing the topic to avoid conflict, and using a “diplomatic” approach.
6. **Remember the difference between telling and tattling.** Tattling is when you report something just to get someone in trouble. Telling is when you report that you or someone else is in danger. (Verbal abuse and being excluded are dangers too.)
7. **Ignoring or physically attacking the bully doesn’t work.**

### **Self Check: Am I behaving like a bully?**

1. **I like to be in charge and tell others what to do. I don’t like listening to others.**
2. **I have a bad temper and don’t express my anger appropriately.**
3. **I tend to act without thinking through the consequences for myself or others.**
4. **I don’t see all people equal to me. Other people’s feelings don’t always matter to me.**
5. **I find it hard to be nice to people who are different from me, and sometimes judge others.**
6. **I have a hard time apologizing or seeing when I’ve done something wrong. I sometimes blame other people for my bad actions.**
7. **I think I am better than other people.**
8. **I believe other people deserve to be mistreated sometimes.**

### **What is Cyber Misconduct? What do I do about it?**

Cyber Misconduct is the use of cell phone or other devices to send or post to social media, emails, text messages or images intended to harass another person. This can also include sexual harassment online. School expects parents/guardians to partner with school Administration by not only monitoring your student’s social media but holding your student accountable for using social media inappropriately or in a hurtful way.

1. Report it to your guardians, parents, trusted adult, administrator, or Safe2Tell.
2. Do not repost or share inappropriate content. Anyone participating in posting and/or sharing inappropriate content will be disciplined accordingly.
3. Remember that posts and other information shared anywhere online are PERMANENT. Anything not allowed at school should not be posted on social media.

## **Restorative Practices**

EMS and ELA are committed to fostering a positive and healthy school culture. Restorative Practices (RP) teach students and staff, especially during times of conflict, about the importance of building strong relationships, taking responsibility, repairing harm and respecting one another. Some of the main RP processes embedded into our school culture are class connection circles, problem-solving circles for groups of people addressing a harm that was done, and RP conversations between two people who are having a conflict (staff and/or students) Whether you are an adult or a teenager, we are all human and make mistakes. We use RP to find ways to connect on a different level so relationships can be established for a healthy and safe learning environment for all. If you have any questions or concerns you can contact the Restorative Dean of Students, Samson Barrios, at 303-806-2101.

### **EMS/ELA Trauma-Informed and Restorative Approaches to Student Behavior**

#### **Proactive Classroom Supports... For ALL students from ALL teachers EVERY DAY**

- ★ Set clear expectations
- ★ Teach and practice, practice, practice classroom procedures and routines
- ★ Use affective statements and questions
- ★ Model pro-social behaviors
- ★ Practice empathetic listening
- ★ Provide classroom incentives
- ★ Support school-wide PBIS systems (e.g. CREW cards)
- ★ Practice proximity control
- ★ Utilize positively phrased redirections
- ★ Utilize seating chart
- ★ Make positive phone calls home
- ★ Document in contact log

#### **When a student is unable to meet behavior expectations...**

- Invite student to the refill station in the classroom or even a safe supervised place in the hallway
- Engage in a private restorative conversation with student before student returns to the learning environment

#### **If after the above steps are taken a student still is unable to meet behavior expectations...**

- Staff (classroom teacher/para/co-teacher) and the student take a break (e.g. a walk, a mask break, quiet time outside the room). If classroom staff isn't available, send a Google Hangout to admin/counseling/security for support.
- A student may return to class when ready
  - ◆ A support staff member will escort the student back to class and will facilitate a RP conversation with the student and the teacher. This will provide the opportunity for the teacher and the student to reset with a restorative mindset
- If a student is not ready to return to class, they might utilize space for an "extended timeout" (e.g. the REC Room, an admin office, etc.)

**If after all of the above steps are taken a student still is unable to meet behavior expectations...**

- Admin will support trauma-informed/restorative process and will follow up with the teacher

**Next steps...**

- Restorative/re-entry meeting with all involved parties
- Admin will guide teacher supports for students moving forward

## **Code of Conduct**

EMS/ELA is a professional learning environment where students are taught and expected to respect themselves, others, and school property as part of A CREW.

Mature, professional behavior is expected in all areas of the school building as well as outside break and recess areas. This includes:

1. Walking and maintaining an “inside voice” without the use of hurtful language
2. Refraining from play fighting, rough housing, hitting, pushing, etc.
3. Leaving your space better than you found it
4. Refraining from public displays of affection (hand holding, kissing, etc.)
5. Being careful not to block the hall or stairs so that others can pass safely
6. Treating others with respect, even in moments of conflict

If at some point you make a bad choice, our expectation is that you

1. Participate in a restorative process to help problem-solve the issue/conflict
2. Take responsibility for your part in the issue/conflict
3. Participate in repairing the harm that was done and to assist with the commitments on how to move forward in a positive way

No one is perfect, and how you participate in the restorative process will always make a difference in the outcome.

## **Due Process**

If you violate a classroom or school rule, the teacher or staff member who observed it is expected to inform you directly and they will also let your parent/guardian know. For low intensity misbehaviors, the teacher will offer ways that you can resolve the situation.

However, if the problem or offense is serious or long standing, you will likely be referred to the office for discipline and...

1. If appropriate/necessary, you will be asked to leave class/meet with administration
2. A “Discipline Referral Form” will be filled out explaining the situation in detail
3. The student and witnesses, or others involved, will also be given the opportunity to fill out a “Student Witness Report” as part of their due process.
4. Information may be gathered from other sources such as school cameras
5. A consequence will then be determined.
6. Parents will be notified as soon as possible.

If a student is to receive Out-of-School Suspension (OSS) as a consequence, parents will be notified and will be required to pick-up the student from the campus immediately. Depending on

the severity of the infraction, the police may issue a citation. It is to the discretion of the administration to decide when the suspension will take place.

**A student will not be allowed to participate in, or attend, any school-sponsored activity during the time of suspension. The Englewood Police Department may issue a trespassing ticket to any suspended or expelled student on school grounds, or at a school-sponsored activity.**

### **Sexual Harassment**

Sexual Harassment is defined as any unwelcome, unwanted pressure, verbal, visual, or physical contact of a sexual nature. It is any repeated or deliberate action or behavior that is hostile, offensive, or degrading to the recipient. Sexual harassment carries school and legal consequences.

### **Cell Phone Policy**

***\*Golden Rule for students:*** All cell phones should be turned off and in backpacks. All backpacks should be placed on the floor under the desk the entire class period and should not be on top of the desks.

***\*Golden Rule for all teachers:*** Greet students at the door and politely remind them that phones need to be turned off and placed into their backpacks. If you see a phone not in a backpack, give the student the opportunity to step to the side and do so before the student enters the classroom. If you see a student in the hallway that is not in your current class, simply remind the student of the rule. If you see a pattern just let Admin. know for follow up support.

If you see a phone during class, whether student is using it or not:

- Restorative Approach 1: Kind reminder to shut off cell phone and put away in backpack. (Pause and silently wait for the student to do so)

*If this did not solve the issue move to next approach:*

- Restorative Approach 2: Kindly, ask for the phone to be turned into the teacher and with the opportunity to get the phone back after class.

*If this did not solve the issue move to next approach:*

- Restorative Approach 3: Send a google hangout to Admin/Counseling/Security for the phone to be picked up and turned into the main office.



~1st time the phone comes to the office it is a restorative conversation and the student can take the phone at the end of the day.



~2nd time the phone comes to the office it is a restorative conversation and the parent will be called to pick up the phone.



~3rd time the phone comes to the office it is a restorative conversation and the student will go on a cell phone contract. Student will have to turn the phone into the office upon arrival and may pick it up at the end of the day.

## **Dress Code**

The purpose of our EMS/ELA dress code is to promote a safe learning environment in our school while preparing all students for success in a working world. Therefore, all clothing worn during the school day should be appropriate for our educational environment. School is a professional setting where all students should feel safe and welcome.

For this reason, certain specific types of clothing and accessories are not allowed to be worn at school (including on field trips).

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, STEAM lab, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Shirts, dresses, and bottoms must cover all private areas
- Pants and shorts must be worn as close to the waist as possible
- Undergarments (any article of clothing worn beneath the outer garment) should not be visible
- No clothing displaying images or slogans related to weapons, violence, hate, drugs, alcohol, tobacco products, profanity, vulgar language or hate speech, sex, gangs, illegal activity, or any other topic that would be distracting in a learning environment (if you are questioning if it is appropriate, you probably shouldn't wear it)
  - Specifically, this includes but is not limited to: Drugs, alcohol, inappropriate gestures, language, or trench coats
  - If there is a pattern of possible gang affiliation or representation at school, a specific dress code will apply based on an individual or group basis. This is at the discretion of the Administration
- No blankets or pillows
- No hoods or sunglasses may be worn in the school building. Such items must be removed before entering school
  - These items conceal a person's identity

## **Acceptable Technology Use**

All district technology resources, including but not limited to, district computers, ipads, Chromebooks, communications systems, and the Internet, must be used in a manner consistent with the educational mission and objectives of Englewood Schools.

Unacceptable use of technology resources belonging to the school district, or accessed through school district equipment or networks, may result in: suspension or cancellation of technology access privileges; payments for damages and repairs; discipline under other appropriate school and/or district policies, including suspension, expulsion, exclusion or civil or criminal liability under other applicable laws.

**Examples of activities that are permitted and encouraged include:**

1. Completing school work;
2. Creating and presenting original academic work;
3. Researching topics being studied in school;
4. Researching opportunities outside of school related to community service, employment, or further education.

5. Publishing of student work online;

**Activities that are not permitted when using district or personal technologies include but are not limited to:**

1. Engage in any illegal act or violate any local, state, or federal statute or law;
2. Logging in or attempting to log in as another user, with or without their consent or knowledge (including using a computer when another student has already logged in)
3. Violating copyright laws, including plagiarism;
4. Access, review, upload, download, store, print, post, or distribute
  - materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process or post information or materials that could cause damage or danger of disruption;
  - pornographic, obscene, or sexually explicit material;
  - materials that use language or images that advocate violence or discrimination toward other people [hate literature] or that may constitute harassment or discrimination;
5. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, disrespectful, or sexually explicit language;
6. Knowingly or recklessly posting false or defamatory information about a person or organization or harassing another person or engaging in personal attacks, including prejudicial or discriminatory attacks.

### **Academic Dishonesty**

Turning in another person's work as your own, either in part or in whole, is considered Academic Dishonesty. Academic Dishonesty includes, but is not limited to: cheating on a test, plagiarism, unauthorized collaboration with another person in preparing written work, use of an online translator in a language course or presenting someone else's ideas as your own without giving them credit (often in the form of citation). Academic Dishonesty also includes falsifying or changing an academic grade.

- Teacher will work with the student and guardian on next steps and opportunities to learn about the importance of academic integrity. If Academic Dishonesty becomes a pattern of behavior an Administrator will be contacted.

### **Mask Violation Protocol for Students (If needed)**

This protocol should be used when there is **willful violation** of mask wearing protocols by students.

- 1) Staff will remind student of the mask policy
- 2) If student continues to not follow the mask protocol, staff will call home and keep guardians informed of the concern
- 3) If student continues to not follow mask protocol an administrator will help support in hopes to correct the concern and will also call home and communicate with the guardians



## **Lunch**

Englewood Middle School is a closed campus, and all students are asked to eat lunch at school. Students can bring a sack lunch, or purchase lunch in the commons. Choices include hot lunch and a la carte items. The price of a hot lunch is subject to change. Students are not allowed to make "to go" food orders from the school for delivery. Students may be allowed to eat lunch outside of school if accompanied by a parent. Parents are only allowed to bring lunch for their child. **Parents may not sign out students other than their child, regardless of parent permission.**

### **Breakfast**

Middle School Student Free

### **Lunch**

Middle School Student \$3.75

## **Eligibility**

Eligibility will be done once a week during each season. The eligibility will be run every Friday in the morning during the season, we will use the grade that reads progress. Students with 1 F during the sport season will be ineligible for one week (until eligibility is run again). They can participate in practice (coach's discretion) but not games.

## **DANCES**

Students must be eligible to attend dances. Eligibility will be determined by administrative discretion. In addition, students who have been suspended including the day of dance will NOT be eligible to attend. Students absent for more than half the school day will not be eligible to attend. Any exceptions will require PRIOR administrative approval. School dress code applies to all dances. Guests from other schools are not permitted. Only students from EMS and ELA are allowed to attend.

## **Whole School Safety Concerns**

It is extremely important that students are not opening locked outer doors for others to enter the building at any time during the school day. Major consequences may be put in place by Administration if the following occurs:

- Opening doors and allowing students who do not attend the school or adults who should not be here access the TEC building
- Propping open locked doors with any objects
- Participating in someone else doing any of the above

## **Emergency Procedures**

**ACCIDENTS-** Students are responsible for immediately reporting, to the teacher or coach in charge of the activity, all facts pertaining to any accident.

~ In case of an actual emergency involving a fire, tornado, or some other natural disaster, all students are to follow the established procedures practiced during drills.

**Fire Drills-**The signal for a fire is the continuous ringing of the fire alarm. At the signal for a fire everyone will leave the building in the manner designated. In cooperation with local officials, the school will hold drills as requested. All students will be directed to designated locations, which offer maximum protection.

**Lock Down Drills-**Lock Down procedures will be practiced at a time and place designated by the administration. In the event of an actual lock down procedure, an announcement by the administration over the intercom will signify an impending situation. All students and staff will be directed to execute proper procedures as discussed and practiced.

**Tornado and Storm Warnings-**Storm warning procedures will be practiced at times and places designated by the administration. In the event of a tornado or severe storm, an announcement over the intercom will signify an impending emergency. All students will be directed to designated locations, which offer maximum protection.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# IN AN EMERGENCY

## TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

### Standard Response Protocol – Public Address

<b>Medical Emergency</b>	<b>Hold in your Room or Area. Clear the halls.</b>
<b>Threat Outside</b>	<b>Secure! Get inside. Lock outside doors.</b>
<b>Threat Inside</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Bomb</b>	<b>Evacuate to (location) Shelter for Bomb!</b>
<b>Earthquake</b>	<b>Shelter for Earthquake!</b>
<b>Fire Inside</b>	<b>Evacuate to the (location)</b>
<b>Hazmat</b>	<b>Shelter for Hazmat! Seal your Rooms</b>
<b>Weapon</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Tornado</b>	<b>Evacuate to (location) Shelter for Tornado!</b>



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# safe<sup>2</sup> tell Colorado

Make a Report. Make a Difference.



**1-877-542-7233**



The State of Colorado, as a result of Columbine, began passing several pieces of legislation critical to creating safe schools and communities for Colorado's youth. In 2000, HB 00-1119 was passed, which requires information sharing between law enforcement and schools, recognizing it as the key to prevention and intervention. Also passed by State legislature and now required of Colorado schools: safe school planning (SB 11-133) and bullying prevention (SB 01-080).

Safe2Tell Colorado was designed to help schools identify youth who are struggling in order to prevent violence and tragedies from occurring. Tips submitted to Safe2Tell Colorado provide schools a way to gather key information about safety concerns within their schools or communities and use this intel to create effective interventions in the lives of students. A key component to the Safe2Tell model in schools is educating and engaging students on what to watch for and what to report while equipping them with the resources to anonymously report concerns. Safe2Tell Colorado provides trainings, presentations, resources, promotional and marketing materials to Colorado schools to increase awareness around the Safe2Tell model, promoting responsible use of the anonymous reporting system.

State law protects the anonymity of the person who reports in the tip. During an investigation, efforts are made to protect the anonymity of the reporter. Tips received from the tip line are often forwarded directly to school officials, so schools may proactively intervene before a criminal incident or potential tragedy takes place. The Safe2Tell model is a tool all schools can use, by giving students, parents and others a means to anonymously report anything that concerns their safety.

If a school is dealing with an ongoing problem or a specific incident, they can advertise the tipline, web reporting and mobile app to students to report any concerns, which helps reduce the time and effort needed to resolve the situation. The very existence of Safe2Tell Colorado in schools is a deterrent and can inhibit troublesome behavior from happening in the first place. Safe2Tell Colorado provides that effective safety model allowing schools to focus on educating children and providing a safe learning environment for kids to develop life skills.

Safe2Tell Colorado offers schools timesaving resources to easily participate and educate students, parents and staff about the prevention model. Safe2Tell Colorado is available to all Colorado students and community members, regardless of their individual school's participation.

# Frequently Asked Questions

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**You may have some questions about *Safe2Tell Colorado*. If so, browse through the topics listed throughout the site and then look below for more information. If you don't find your answer, call us at 720-508-6800 or email us at [info@safe2tell.org](mailto:info@safe2tell.org).**

***QUESTION: What is Safe2Tell Colorado?***

**ANSWER:** Safe2Tell Colorado is based on the Colorado Prevention Initiative for School Safety. Safe2Tell Colorado gives students, parents, and community members a safe, anonymous way to report any threats to their safety or the safety of someone else.

***QUESTION: How does Safe2Tell Colorado work?***

**ANSWER:** Anyone who has information about a potentially dangerous situation can call the toll-free, state-wide number at **1-877-542-7233**, or [make a web report](#) by clicking the Submit a Tip button at the top of the page, or by [downloading the mobile app](#) and making a report from a smartphone. A trained Colorado State Patrol Dispatcher will answer the call, web or mobile app tip, collect the needed information, and put the information in a report. No one will make the caller give his or her name, ask for any kind of identifying information, and we don't have caller id.

***QUESTION: How do I make a call?***

**ANSWER:** To call Safe2Tell Colorado, dial **1-877-542-7233** from any phone. That means you can call from your home, a friend or relative's home, a pay phone, school phone, cell phone ... any phone for FREE. Once you have told the call taker about your concern, you'll be given further instructions as needed.

***QUESTION: How do I make a web report?***

**ANSWER:** [Click HERE and fill out the online form](#). Click submit and you will receive a unique tip report login number and password. If more information is needed, you will need to use your tip report login and password to access your tip and provide additional information, videos or photos. A dispatcher may two-way dialog with you for additional information using the login feature.

***QUESTION: How do I remain anonymous?***

**ANSWER:** Safe2Tell Colorado dispatcher and web/mobile reports will assign you a tip number for your tip. Our report takers will not ask you for any personally identifiable information. You will be assigned a tip number (not your name) along with a password. If we need more information about your case, we will use the two-way dialogue

feature using the login id and password assigned to you. Be sure to save your tip number AND your password so you can log-in and check for messages from Safe2Tell Colorado. Remember - your anonymity is protected by Colorado law ([C.R.S. Section 24-31-601 et seq.](#))

**QUESTION: When should I make a report to Safe2Tell Colorado?**

**ANSWER:** You can call us or make a web report 24 hours a day, seven days a week. Safe2Tell Colorado anonymous reporting resource is a free service; you can call or make web reports from anywhere and your identity is safe. Tips **only** are accepted on the tip line number, web report, or mobile app. **NOTE:** Calls to our administrative line, emails, and social media posts are not protected under the Safe2Tell Colorado law and are not processed as anonymous tips.

**QUESTION: Why should I report to Safe2Tell Colorado?**

**ANSWER:** You should report to *Safe2Tell Colorado* anytime you have information about something bad that could happen or about a crime that has happened. This includes, but is not limited to, gang activity, guns or other weapons, drugs or alcohol, fights, suicide threats, bullying, or sexual crimes. For more reasons to report to **Safe2Tell Colorado**, [view our Reasons to Report page](#).

**QUESTION: What happens to the information reported to Safe2Tell Colorado?**

**ANSWER:** A trained Colorado State Patrol dispatcher puts all information that is called into Safe2Tell Colorado into a report. All reports are sent to the appropriate school and/or law enforcement officials. Safe2Tell Colorado requires a disposition on every report sent out detailing the action that was taken and the result.





## EMS Student Handbook 2022--2023

Student Name: \_\_\_\_\_ (printed first and last name)

I have read and understand the policies and procedures in this student handbook. If I have questions or concerns, I understand it is my responsibility to ask any adult.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Costa's Levels of Thinking

