

Crossroads Middle School MIDDLE SCHOOL



Student and Parent Handbook 2023-2024

Crossroads Middle School
10900 Huron Street Northglenn, CO 80234
720-972-5900

Attendance Line: 720-972-5912

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

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 7:30 a.m. - 3:30 p.m.): 720-972-5900

Fax Line: 720-972-5919

Attendance Line (available 24 hours a day): 720-972-5912 *Please call before 8:30 a.m. if your student will be absent or tardy

School Hours

First Bell 7:50 a.m.

Monday through Friday: 8:00 am – 2:00 p.m.

If you arrive after 8:05 a.m., you are considered tardy.

Delayed Start: 9:00 a.m. (end time remains the same)

Breakfast is served in our cafeteria daily from 7:35 a.m. to 7:55 a.m. students will be walked up to the cafeteria.

School Calendar

2023-2024 IMPORTANT DATES

Throughout the year, there will be many additions to our calendar. Please visit our school website for a current list of events [here](#)

Bell Schedule

Period 1 8:00 -9:20
Period 2 9:25 - 10:35
Period 3 10:40 - 12:00
Lunch 12:00 - 12:40
Period 4 12:40 - 02:00

Delayed Start Bell Schedule

Period 1 09:00 - 10:05
Period 2 10:10 - 11:15
Period 3 11:20 - 12:25
Lunch 12:25 - 12:55
Period 4 12:55 - 02:00

Advisory Bell Schedule Every Wednesday

Period 1 8:00 - 9:05
Period 2 9:10 - 10:15
Period 3 10:20 - 10:15
Lunch 11:25 - 12:05
Period 4 12:05 - 01:15
Advisory 01:20 - 02:00

Academic Information

Your student's schedule contains four classes, three of which are considered core classes and one elective each Silver or Black Days. These classes consist of math, language arts, science and social studies. Core teachers work together as a team to ensure that your student's academic, social and emotional needs are met. Each core meets weekly to discuss student concerns and plan units of instruction. It is important that you contact a core teacher or counselor as soon as possible if you have concerns about your student's academic performance or school engagement in order to establish appropriate, timely interventions for your child to be successful.

To provide clearer understanding of where each student is on the learning trajectory, educators from across the District worked with content coordinators and used the Common Core State Standards to develop the following Gradebook Reporting Criteria (GRCs). Based on the Common Core State Standards, these grade reporting criteria help break down an overall course grade into specific aspects of study, so that educators, students, and parents/guardians can know where a student is doing well, and in what areas he or she may need to focus more attention.

Final marks are first and foremost determined by teachers' professional opinion of your child's work toward those standards, not by mathematical calculations. Teachers have been trained in analyzing student products against standards and in finding evidence of that learning using a variety of methods. Please don't hesitate to inquire how marks for your child were determined if you are unsure. Official notification of progress towards GRCs will be given at the quarter mark and at the end of each semester; however, marks can be accessed through the Infinite Campus Parent Portal at any time. Follow the links provided on our school website to gain access.

Assemblies

Throughout the school year, assemblies are scheduled for the student body. Students will be advised by way of the school announcements of scheduled assemblies. Although we want all students at assemblies, there are situations which would exclude students from attending (especially previous poor assembly behavior).

Attendance - Reporting Absences

Attendance Line: 720-972-5912

Absences must be reported on the school's attendance line, even if the student's teacher(s) have been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy. Attendance is taken at the beginning of each class period.

View the Adams 12 Five Star School District School Attendance Policy [here](#).

Backpacks/Book Bags/Computer cases

As a safety precaution and due to limited space, students will not be allowed to leave backpacks or book bags in the classroom. Backpacks or book bags need to be taken home. Students may carry a computer bag as long as it is no larger than a trapper keeper.

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. Consequences will be administered by staff in those circumstances 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 on the District's [website](#).

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

In-School Suspension

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.

Saturday School

Saturday School takes place from 8:00 a.m. to 11:00 a.m. at the school. Students will work on assignments for classes or read a book. In some cases, students will do some work detail like cleaning up trash outside or cleaning desks. The student's attendance is mandatory for the entire three hours; late arrivals will be sent home and an automatic suspension given. All school rules will be strictly enforced. Any violation will result in immediate dismissal from Saturday School and a suspension given the Monday of the upcoming week. There will be no cell phones, iPods, MP3 players, or radios, food or drink, sleeping, talking, games or drawing (unless the student is working on an assignment that includes art). Students must also follow the District's student dress code policy and all District policies and procedures.

Crossroads Level System

The purpose of the level system in Crossroads is to create a school environment that promotes positive interactions and a sense of ownership for our students. The 4 levels are designed to decrease restrictions and increase privileges as students move up from level 1 to level 4.

Level 1 has no privileges, only restrictions. This level is meant as an entry level causing students to work on Discovery skills and positive behaviors in order to move to level 2 which starts to incorporate the beginnings of privileges. Students can also drop back down to level 1 if their behaviors are such that they are suspended or fail to receive the point values required to stay on a higher level. Because level 1 is the most restrictive; students will be required to wear a “uniform” while on this level. This will consist of a Crossroads T-shirt that must be worn everyday a student is on this level. Discovery students will wear a special T-Shirt to signify they are still in Disco for the entire six weeks.

Students will be eligible to move levels on a weekly basis and the levels will be determined by the total number of points received for the previous week. Tallying of points sheets and level moves will occur on Friday afternoons by staff. Students’ weekly grades are incorporated into the level advancement.

All students will begin on Level 1 at the beginning of each school year. Students will be eligible to move levels for the 2 weeks of implementation.

As students move up to level 2, 3, and 4 the privileges increase within the classroom setting and the school. Students on higher levels will be eligible for special rewards and field trips.

Because students on the higher levels will have some special privileges, students on all levels will be given a special ID with a colored number indicating the level they are on so as not to confuse or manipulate.

- Level 1 - Red Badge
- Level 2 - Yellow Badge
- Level 3 - Green Badge
- Level 4 - White Badge

Bicycles/Skateboards/Scooters

All bikes ridden to school should be locked in the racks on the south side by the entrance door. 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 Crossroads Commons.

Due to safety concerns, bicycle/scooter riding 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. Lost or damaged books must be paid for by the student 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.

Cell Phones

Starting in the 23/24 school year, Crossroads will implement an expanded cell phone policy. Students are not allowed to have cell phones at Crossroads at any time. The new policy for the school year is as follows:

Discovery Students: Cell phones are not allowed. Cell phones must stay at home or be turned in every morning and will be returned to students at the end of the day.

Crossroads Students: Cell phones are not allowed. If a student has a cell phone, staff will follow a progressive discipline policy outlined below:

- 1st time offense: Student will turn in their cell phone to the office and will receive their cell phone at the end of the day.
- 2nd time offense: Student will turn in their cell phone to the office and a parent/guardian will need to pick it up.
- 3rd time offense: Student will turn in their cell phone to the office and a parent/guard will need to pick it up. Students will need to turn in their cell phone every day in the morning and will receive it at the end of the day OR parents can choose to keep the cell phone at home. This will continue for the remainder of the quarter. If a 3rd offense happens within the last two weeks of a quarter, the student will turn in their phone or keep it home for the entirety of the following quarter.

If a student is on their 3rd offense and they and the parent/guardian opt to turn it in each day, the student must do so daily. If the student does not turn it in or leaves it home/forgets it, they will be sent home for the day.

If a student is on their 3rd offense and they and the parent/guardian opt to keep it at home, the student must not have a cell phone with them at school. If the student does have a cell phone, they will be suspended for two (2) days.

Students can face further disciplinary action regarding their cell phones if it is a chronic issue or if additional behaviors around cell phones follow, including refusal to give up a cell phone or acting inappropriately towards staff and students.

Communication

An email will be sent home on a monthly 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 making arrangements 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:

- 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 contact the teacher through the REMIND app.

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.

Displays of Affection

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

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 their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

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.

Hall Passes

If a teacher feels that it is necessary for a student to leave class, the student must have a hall pass. Students in the halls during class time without a pass will be sent back to the classroom. Students must make visits to the restrooms and drinking fountains during the passing periods and not expect to use class time for these purposes.

Homework

Homework should be used for practicing skills learned in class or preparing for the next class, not for teaching new material or as motivation. Therefore, while homework is not calculated in the final grade, it is critical in helping teachers drive their instruction and identify student weaknesses. This could be compared to sports in that practice (homework) prepares the athlete for the game, but does not count toward the final outcome of the game. Homework is any assignment given by the teacher that is required to be completed outside of class. Homework is not an assignment that is done in the classroom. Homework is in addition to class work.

Types of homework:

- Practice – The goal is to master a skill, not to acquire new information;
- Preparation – The goal is to access prior knowledge about a new topic;
- Elaboration – The goal is to require students to engage in activities that extend their knowledge.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations 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. Please note that school is rarely canceled.

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.

Intramurals, Clubs and Co-Curricular 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 [].

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.

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 (3 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.

Lunch

Students may purchase lunch or bring lunch from home. Milk and water is available for purchase for students who prefer to bring their own lunch. If you would like to apply for free or reduced priced meals, visit the school’s [website](#) for the application process and information.

Money can be deposited into lunch accounts in the cafeteria or lunches may be purchased via the Internet at www.payforit.net. Assorted ala carte items will be made available during lunch time as well as additional items for purchase.

There are certain basic rules that students will be expected to follow when they are in the lunchroom.

- All food must be eaten in the lunchroom unless otherwise approved.

- When you are finished eating, you are expected to leave the table and surrounding area clean for the next person. This includes the floor and table.
- When you leave, raise your hand to take your tray to the return counter
- After you have finished eating, you should go to the assigned area outside.
- Remember that others are in class. Please stay away from the building and classroom windows.
- If you have been assigned lunch detention by a teacher, you must wait for the teacher to be present to enter the classroom
- Should a student cause a disturbance in the cafeteria or be found in the halls without a required pass, the student may be put on a clean-up work crew or some other similar activity. Constant misconduct may result in loss of the privilege of using the cafeteria.

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.

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 and therapy dogs are permitted on school property. 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.

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.

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 student's 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 not provided to students for the school year. Backpacks are provided for our students to keep supplies.

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 in the lower parking lot, so they don't have to cross traffic other than at the crosswalk.
- 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.

Reminders for Parents

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

- 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 have a valid driver license or identification
- 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.

Student IDs

Students are required to wear their school-issued ID on a lanyard around their neck and visible to school personnel at all times while on school property. Refusal to wear their ID will result in consequences as outlined in the District's student discipline matrix. Students who fail to wear their IDs will be required to come to the office for a temporary ID. A replacement ID will be issued after three temporary IDs were issued in one school year. Replacement IDs are \$5.00.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers 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 on the District's [website](#).

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

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