



# **Student & Family Handbook**

2023-2024

(Updated 08/01/2023)

## TABLE OF CONTENTS

### GENERAL INFORMATION

	Page
School and Office Hours	4
Visitors	4
Change of Parent Contact Information	4
Student IDs	4
Schedule Changes	4
Closed Campus	4
Telephone Usage	5
Counseling Services	5
School Transportation (Bus)	5
Obtaining a Bus Pass	5
Inclement Weather Procedure	6
Field Trips	6
Medication at School	6

### STUDENT ATTENDANCE

Attendance Policy	7
Attendance Procedure	7
Attendance Types	7
Excessive Absences	8
Truancy	8
Excused Absence from Physical Education	8
Late Arrival or Early Dismissal	8
Attendance and Make-Up Work	9
Illness during the Day	9
Tardiness to Class	10

### ACADEMICS

Parents' Role in Supporting Academics	10
Holmes MS Family Learning & Grading Guide	10
Academic Competency, Habits of Work, and Essential Non-academic Skills	10
Grading Language and Scale	10
Competency-based Scoring Descriptions and Scoring Criteria	11
Homework and Practice	13
Late Work	13
Attendance and Make-up Work	13
Due Dates and Deadlines	14
Academic Reporting	14
Quarterly Incentives	15
End-of-the-Year Events	15
Student Assessments	15

## STUDENT BEHAVIOR AND EXPECTATIONS

Positive Behavior Interventions and Supports (PBIS)	16
Before School Expectations	16
After School Expectations	17
Voice Levels	17
Hallway Conduct	17
Lunch Conduct	18
Bathroom Conduct	18
Lunchtime Courtyard Conduct	19
Locker Use Conduct	20
Guest Instructor Conduct	20
Cell Phones and Other Electronic Devices	21
Dress Code	22
Things to know (to avoid disciplinary situations)	23
Weapons in School	24
Student Search	24
Off-Campus Behavior	25
Conflict Resolution	25
Bullying and Harassment	25
Student Discipline	27
Levels of Disciplinary Action	27

## ATHLETIC PROGRAMS

Athletic Eligibility	28
Interscholastic Athletics Schedule	29
Wall of Champions	29
Spectator Expectations	30
Intramural, Club, and Hybrid Programs	30

## ELECTRONICS AND USAGE AGREEMENTS

Use of Technology	31
Appropriate Use Agreement for Students	37

**Students and Parents:** It is your responsibility to have read and to know the information within this handbook. As you read the Student Handbook, please remember that you are required to sign the Holmes Student Handbook Acknowledgment Form (p.35) that will be kept on file in the front office.

## GENERAL INFORMATION

### **SCHOOL AND OFFICE HOURS**

Teachers, counselors, and administrators will be available at school from approximately 8:00 AM until 4:00 PM or by pre-arranged request. Please call the individual teacher or counselor to make arrangements if you wish to meet before or after school. The Main Office will be open from 7:30 AM to 4:15 PM. Setting an appointment is highly recommended to ensure the person you'd like to meet with is available.

### **VISITORS**

If an adult guest visits the school, the guest must report to main office and provide ID. We will supply a visitor's pass. *Parents/Guardians are always welcome. Visitation by other students, including friends and other relatives, is not permitted* without an adult guest and school permission. We ask that if a parent/guardian wishes to visit a classroom, that arrangements be made through an administrator at least 24 hours in advance. Standards for visitation at Holmes Middle School are for the safety and welfare of all students and staff.

### **CHANGE OF PARENT CONTACT INFORMATION**

It is the responsibility of the parent/guardian of a student to notify the School Registrar as soon as possible of any change in address or telephone number. If there is a change in custody or parental rights pertaining to a child, legal documentation will be required.

### **STUDENT IDs**

It is District 11 School Board Policy that students must wear their school IDs visibly at all times. This policy is for the safety of students and staff on campus. Additionally, student IDs are needed for meals and other school accounts and tracking. Students must wear their IDs visibly and above the waist (preferably on a lanyard.) Students are issued 1 free ID at the start of the school year; additional student IDs may be purchased in the office at the cost of \$2.

### **SCHEDULE CHANGES**

Schedule change requests within first week of school will be accepted and honored if:

- The student does not have a specific class (i.e., student does not have a math class);
- The student has already taken the class;
- The student has specific exceptional needs (i.e., gifted, IEP) plan; or
- The change does not cause improper unbalancing or overloading of class sizes.

After the first week of school, requests will not be honored except with Principal or Assistant Principal approval.

### **CLOSED CAMPUS**

Holmes is a **closed campus**. This means that once students arrive on school grounds, they are required to stay on **school** grounds until dismissal time, unless signed out by a parent/guardian. Students who leave school during the day must be signed out at the attendance office and must sign in upon returning. Students may not leave campus for lunch. **Students leaving campus during the school day without permission will be assigned disciplinary consequences.**

## **TELEPHONE USAGE**

When possible, students may use the landline phones in classrooms with teacher permission. Students may use the phone in the main office during passing periods, lunch, and before/after school. Cell phones may NOT be used during the school day and must be kept in student lockers. **If parents need to get a message to their student, they will need to contact the office as texting is not allowed during the school day.** (See also, Cell Phones and Other Electronic Devices Policy)

## **COUNSELING SERVICES**

Counseling services are available for each student at Holmes. Our counselors serve as “student advocates,” assisting students with their educational, social, and personal needs. Some of the services provided by the counseling department include: teaching coping strategies, problem solving and conflict resolution skills, decision making skills, goal setting, career exploration, and helping students to identify positive peer relationships and effective social skills,

Three of the primary goals of our counseling program for each grade level are the following: facilitating academic achievement, developing self-understanding, and developing self-direction. Holmes Counseling does not provide therapeutic services.

Counselors meet regularly with their grade-level teaching teams to discuss student behavior and academic progress. Students, at any time, may make appointments to see their grade level counselor by filling out an appointment request slip with the counseling secretary or requesting a meeting via the counseling page on the school’s website.

Counselors are happy to meet with parents, but please schedule an appointment in advance to assure that you will not have to wait for a counselor to become available.

## **SCHOOL TRANSPORTATION (Bus)**

Many Holmes Middle School students have the privilege of utilizing the bus service of District 11. The following guidelines apply:

1. Place of residence determines a student’s eligibility for bus transportation.
2. Established rules for bus passengers will be given to the student and their parents. Parents are asked to sign the statement, which assures that both parents and students know these rules. Rules are posted on each bus.
3. A student may lose his/her privilege to ride a bus for violation of these rules.

**District Transportation Services may be contacted at 719-520-2940 with questions or concerns about bus expectations or concerns.**

## **OBTAINING A BUS PASS**

Parents, please discuss with your student the procedure for obtaining a bus pass (permission to ride a bus other than the one assigned to the student.) Please request bus passes with the office no later than 3:00 pm—we encourage parents to request them by lunchtime when possible. We will need either a phone call or a parent-signed note. Please call 719-328-3813 to request a pass. In a written request, or in the case of leaving a message on the school phone, please provide:

- your student's first and last name,
- the name of the other student your child will be riding with,
- the route number of the bus you are requesting, the date for them to ride,
- your name and an emergency contact phone number in the event we have a question or concern about your request.

## **INCLEMENT WEATHER PROCEDURE**

***Parents and Students are expected to stay current on information of school delays or closures by accessing the internet or listening to/watching the news broadcasts on stormy mornings***

In the event school start time is **DELAYED** for safety reasons, District 11 will:

- Decide to delay school by **2 HOURS** and announce the decision as early as possible
- Run buses on the same routes as normal but **2 HOURS** later
- Begin school for all students **2 HOURS** later than each school's normal time
- Dismiss schools at the normal dismissal times and run after-school buses on the same routes and at the same times as normal

In the event schools are **CANCELED** for the day District 11 will:

- Make the decision to close as early as possible and they will post the closing on the district website, District 11 social media (i.e. Facebook,) and on local news stations
- If school is canceled, all after-school and evening meetings, activities and community classes will also be canceled.

## **FIELD TRIPS**

Field trips by different groups or classes are conducted at various times during the year. The trips are most often in conjunction with class curriculum and should enrich the student's study. It may be necessary for the price of some trips to be borne by students. Any field trips offered by our school for social/incentive purposes are entirely optional. Students are expected to display appropriate behavior on all field trips, as they are representatives of Holmes Middle School.

Teachers may allow cell phones and hand-held electronic devices (such as music devices) on field trips. **If so, they may be used only with advanced permission from the trip supervisor and students are solely responsible for these items.** All school rules apply on field trips.

All students must turn in a signed permission form and fees before departure on a field trip.

Depending on the trip and situation, student misbehavior on a trip may require a parent picking up the student from the trip.

## **MEDICATION AT SCHOOL—must go through the nurse**

Medication cannot be administered by any school personnel, including the nurse, except on the written orders of a physician. No medication, prescription or over-the-counter, may be possessed by students while on school grounds, at school activities, on school buses, or at the school bus stop.

**If your student must receive medication while at school, you will need to obtain a Student Medication Form from the office.** This form will need to be filled out by the parent/guardian and the prescribing physician and returned to the office with the medication. Medications must be brought to the school by the parent and in the original, properly labeled container-- either the prescription bottle with all information on the label; or, for over-the-counter medication, in the

original, unopened container. Medications sent in baggies or unlabeled or containers will not be accepted.

1. All medications must be ordered by healthcare providers with prescriptive authority.
2. All medication forms must be renewed each school year.
3. All medications require written permission by parent/guardian and physician in all cases.
4. Medications must be in the original, properly labeled container. Medications sent in baggies or unlabeled containers will not be given.
5. All medications must be kept in the health room, except for students whose doctors require them to carry medications on their person as per school policy (for example, EpiPen, inhalers, etc).

## STUDENT ATTENDANCE

### **ATTENDANCE POLICY**

**The Colorado School Attendance Law is compulsory.** Students are required by law to be in attendance for a minimum of 1056 hours per school year. Students are expected to be in attendance unless they are ill or have family emergencies. Pre-arranged absences for essential appointments or family concerns are possible, but parents are encouraged to schedule all appointments and trips outside of school hours. Students are responsible for attending and participating in the instructional program. If the parents and/or students fail to follow through on their responsibilities, written notification from the district administrative staff will be given with referral to the juvenile court system for civil action.

For academic success, every student is encouraged to have regular attendance at Holmes Middle School. **We consider an attendance rate of 93% to be the minimum for adequate, regular attendance.** Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum. As required by the Board of Education, we will follow D11's policies regarding make-up work for absences.

### **ATTENDANCE PROCEDURES**

Parents should **call the school at 328-3813** on or before the day their child is to be absent stating the reason their student is not attending school that day. The school's voice mail will take calls when the school office is not open. Parents may also send a note with their child when he or she returns. If the student is not in attendance and the school's attendance secretary has not received a call or a note, either she or the attendance machine will call the parents. It is very important that absences are defined appropriately. If the reason for the absence is not in accordance with state policy, the absence will be defined as unexcused.

### **ATTENDANCE TYPES**

Holmes shall keep a record of absences based upon the following classifications:

**Unexcused Absences...** Any unexcused absence shall be considered as "truant." Truancies will be counted toward a student's declaration as "habitually truant," as defined in BOE file JH & JH-R.

**Excused Absences...**Any absence that is excused by a parent or guardian within 48 hour of an absence. Some absences may require documentation to be excused, especially if the student has had numerous absences from school.

**Prearranged Absence...**Any time a student is knowingly going to be absent for 3 days or more parents must contact the Attendance Office and prearrange the absence. This should be done at least several days prior to the start of the absence, if possible.

**School Related Absences...**Absences related to school activities (i.e. field trips, athletic and musical events, etc.) may be classified as fully excused or excused with reservation on a case-by-case basis.

**Weather related Absence...**Absences due to severe weather conditions may be excused on a case-by-case basis, at the Administrator's discretion, depending on the student's attendance record. Parents/guardians may exercise their best judgment to keep their child home from school due to severe weather conditions. Please remember to call in these absences.

## **EXCESSIVE ABSENCES**

**Students who miss excessive amounts (attending less than 93%) of school may be contacted by one of the Assistant Principals or other school personnel to ascertain if there is a concern in which the school may be of help.** Parents may receive a truancy warning letter when the number of absences approaches **4 unexcused absences per month or 10 per year**, or when excused absences become excessive. Students may be deemed as Habitually Truant or Chronically Absent and will be required to provide a doctor's excuses in order to have additional absences excused. Students may be placed on attendance contracts and/or behavior plans or be taken to attendance hearings. We know you realize that regular attendance is a very important factor in academic success and that you will encourage your child to attend school regularly.

## **TRUANCY**

Students who choose to not attend school, skip class, or do not have absences excused will be considered truant. Students who are found to be skipping classes/school will receive discipline.

Students who accrue 4 days of unexcused absences in a month or 10 days in a year will be identified as **Habitually Truant**.

## **GRANTING EXCUSED ABSENCE FROM PHYSICAL EDUCATION**

Long-term excused absence from physical education may be granted upon written request of a licensed medical practitioner. Such requests must state that participation in the physical education program would be detrimental to the student's physical health.

## **LATE ARRIVAL OR EARLY DISMISSAL**

If it is essential that a student leave school during school hours, parents should call or send a note to the attendance secretary. Alternatively, a parent may sign out the student from the attendance office upon picking up their student. Likewise, if a student arrives to school late due



to an appointment or family emergency, they **need to check in with the attendance secretary** to receive a slip to be taken to their class. The parent/guardian will need to sign students in and out with the attendance office if arriving late, being dismissed early, or checked in or out during a school day.

### **ATTENDANCE AND MAKEUP WORK**

Classroom attendance is directly related to learning and overall educational success. To reinforce the importance of consistent attendance the following regulations for makeup work are in effect:

A student will be given the opportunity to makeup work missed for full credit, whether the absence is excused, unexcused, or due to suspension. It is the responsibility of the student and/or parent/guardian to request, access and/or obtain make-up work assignments. Makeup work assignments must be returned in a timely manner to receive full credit (1 day for every day missed.) Many assignments may be available on Schoology, and students are encouraged to begin completing missed assignments during the absence when possible to reduce the amount of work after the absence.

### **ILLNESS DURING THE DAY**

If a student becomes ill at school, he or she should report immediately to the office. A staff member will contact the parent/guardian, if needed. **Students should not call a parent about illness without permission from the office. This way, the office will know whether to expect a parent, should a parent need to come pick up their child due to illness.** A student will be allowed to spend 15 minutes in the infirmary and a parent may be contacted. After this time the student may be sent back to class. The student is NOT ALLOWED TO LEAVE UNTIL THE PARENT OR GUARDIAN COMES TO THE ATTENDANCE OFFICE AND SIGNS THE STUDENT OUT. This is for the student's protection. Should a student feel too ill to come to the office, they may send someone to the office to get help. Students will not be excused for illness if they stay in the restroom for an extended period of time or the entire period. It will be considered truancy if this is done.

### **TARDINESS TO CLASS**

A tardy is defined as not being in the classroom and prepared for class at the appropriate time. Tardiness is considered a disruption and will be documented by the classroom teacher.

\* Tardies are assessed per class and on a quarterly basis

Disciplinary consequences may be assigned beginning with the 4<sup>th</sup> tardy to any one class per quarter; and they may also be assigned for overall excessive tardiness to all classes. These will count as office referrals.

Students who are 10 minutes or more late to class, without a valid excuse, will receive an unexcused absence and possible disciplinary consequences. Deliberate tardiness to class will be addressed by Administration on a case-by-case basis, particularly if it occurs often or is more than a few minutes past the start of class.

## ACADEMICS

### **PARENT'S/GUARDIAN'S ROLE IN SUPPORTING ACADEMICS**

- Set up a proper study area
- Establish daily homework time
- Check student's Schoology (parent account is also available through the media center)
- Use PowerSchool to track assignments
- Communicate with teachers if there are concerns
- Hold the child accountable for turning in assignments and studying for and taking tests

During the designated homework time, the child should first do any assigned homework for that night before doing late work. To maintain good study habits, parents are encouraged to provide a consistent study atmosphere. A minimum of fifteen minutes a night should be devoted to recreational reading.

### **Holmes MS Family Learning & Grading Guide**

**What does it mean to be an educated person truly prepared for higher education or the workforce?** As educators attempting to prepare students for a very dynamic and rapidly changing world, we recognize the necessity that students acquire much more than content knowledge. In order for individuals to be confident, competent and ultimately successful, they must truly become **life-long learners** who are adaptive **problem-solvers** capable of **working both independently or collaboratively**.

### **Developing Academic Competency, Habits of Work, and Essential Non-academic Skills**

It is our belief that Academic Grades should be an accurate representation of a student's content knowledge and skills as consistently measured against clearly established Scoring Criteria for student performance identified in each course and/or grade level. Non-academic behaviors such as work habits, collaboration, communication, self-direction, and creativity are immensely important as they represent skills and qualities for which employers and colleges look.

### **Grading Language and Scale**

**Course Standards:** Holmes Middle School course standards are derived from the Colorado Academic Standards set by the Colorado Department of Education. A course standard is a description of concepts or skills that can be achieved during a particular course; they represent the essential things students must know or be able to do in that course. Report cards communicate a student's achievement level of assessed course standards.

**Learning Targets:** Projects and daily lessons are built around learning targets, which are stepping-stones towards meeting course standards. Learning targets are discussed with students, so they have a clear picture of what they are learning through doing the work.

**Competency-based:** Students are assessed against specific Scoring Criteria on a 4-Pt. Scale that is built from specific grade-level performance expectations for that course. At Holmes Middle School, these detailed student knowledge and skill expectations will be developed and housed in the Learning Management System called Power School. This competency-based grading language and scale is comparable to the 4.0 scale which is used in many schools and colleges.

0 = No Evidence. Does not meet the standard.

1 = Beginning. Does not meet the standard.

2 = Approaching the Standard

3 = Meets the Standard

4 = Exceeds the Standards

### **Competency-based Scoring Descriptions**

For each major assessment, teachers will develop Scoring Criteria or rubrics that make clear the criteria that a student will have to meet in order to receive a 2, 3 or 4. The chart on the next page describes the grading scale in more detail.

**Possible Variations:** On many assessments, especially those that are less complex (e.g.: a quiz), only the grades 1, 2, 3 or 4 are possible. (On occasion, on assessments of crucial factual knowledge (e.g.: science lab safety), only grades 1, 2 or 3 may be possible.) On more complex assessments that include rubrics with multiple criteria for a standard, a grade between 3 and 4 is possible. The indicators within the rubric define the qualities a student's work must have in order to earn a score between 3 and 4.

(Continued on next page)

Score	Description	For an overall course grade on a report card this means...	On a classroom assignment this means...
<b>0</b>	<b>No Evidence. Has not yet begun to demonstrate any aspect of the standard.</b>	A student's body of work has not yet begun to demonstrate any level of mastery of the standards assessed.  <i>This is <u>not</u> a passing grade.</i>	The student has not submitted the assignment, or the student's work does not demonstrate any understanding of even beginning to accomplish the standard.  <i>This is <u>not</u> a passing grade.</i>
<b>1</b>	<b>Just Beginning. Does Not Meet the Standard</b>	A student's body of work has not met the majority of the standards assessed.  <i>This is <u>not</u> a passing grade.</i>	A student's work does not demonstrate substantive progress towards meeting the standard or criteria of a given assessment by an established deadline. This may mean that a student has not met the majority of performance indicators or criteria for that assessment, or student has not made an attempt to meet criteria.  <i>This is <u>not</u> a passing grade.</i>
<b>2</b>	<b>Approaching the Standard</b>	A student's body of work has met a majority of the standards assessed, but has just partially met one or more of them.  <i>This is the lowest passing grade.</i>	A student's work demonstrates a substantive attempt to meet the standards of a given assessment by the established deadline, but needs more time to achieve competency and meet all the criteria for the assessment.  <i>This is the lowest passing grade.</i>
<b>3</b>	<b>Meets the Standard</b>	The student has met (earned a 3) on each and every one of the course standards assessed during the quarter. This does <i>not</i> mean that a student has to pass each and every assessment, but his/her body of work demonstrates competency in each of the assessed standards.  <i>This is a soundly passing grade.</i>	A student's work fundamentally and competently meets the standard being assessed. <i>All</i> of the criteria for Meets the Standard (e.g., in the Scoring Criteria rubric) are demonstrated in the work.  <i>This is a soundly passing grade.</i>
<b>4</b>	<b>Exceeds the Standard</b>	A student's work has consistently and/or lately Exceeded the Standard in each and every course standard assessed up to that point.  <i>This is the highest grade possible, demonstrating significant skill beyond the standard.</i>	The student's work goes substantially above and beyond the course standards in quality and rigor. Sometimes, a student will have to opt to complete a particular task(s) or prompt(s), not required of all, in order to be eligible for an Exceeds. <i>All</i> of the criteria for Exceeds the Standard (e.g. in the Scoring Criteria rubric) are demonstrated in the work  <i>This is the highest grade possible, demonstrating significant skill beyond the standard.</i>

**Scoring Criteria:** A scoring matrix for each Course Standard that describes the specific student performance outcomes that must be demonstrated to earn a 1, 2, 3, or 4 for that specific academic skill or set of skills. An example of scoring criteria is provided below. The performance indicator on the left comes directly from the Colorado Academic Standards. The subsequent descriptors define the student performance necessary to earn a 1, 2, 3, or 4.

Performance Indicator	0. No Evidence	1. Beginning	2. Approaching	3. Meets	4. Exceeds
<i>Compare the major regions of the Earth and their major physical features and political boundaries using a variety of geographic tools.</i>	I cannot yet locate the major regions of the Earth and their major physical features and political boundaries. -OR- I have not yet begun on this standard	I can locate the major regions of the Earth and their major physical features and political boundaries.	I can describe the major regions of the Earth and their major physical features and political boundaries.	I can compare the major regions of the Earth and their major physical features and political boundaries using a variety of geographic tools.	I can analyze and evaluate connections among the major physical features and political boundaries of the Earth using a variety of geographic tools.

### **Homework and Practice**

The staff at Holmes still adheres to the Board of Education policy that recognizes the importance of encouraging homework as part of the learning activities initiated in the classroom. Homework serves a valid purpose because it provides practice in needed skills, enriches and extends the school experience, develops responsibility, and brings students in contact with out-of-school learning resources. In addition, “homework and practice” has a strong correlation with student achievement. ***It is important to note that not all pieces of student work and practice will receive a grade.*** Often, during the process of learning, a student will be provided only feedback that is intended to guide his/her academic and skill development before receiving a more accurate final/summative grade.

### **Late Work**

If a student misses a due date, it is still expected that the work is completed to the best of his/her ability and turned in to the teacher as timely as possible. Late work, consistent with completion deadlines per individual teachers, still receives full credit for purposes of an academic grade that provides accurate documentation of student learning and the development of academic competency.

### **Attendance and Make-up Work**

Every student is encouraged to have regular attendance at Holmes Middle School. Attendance is a high priority at school because it is a life-long requirement for future ambitions and careers. Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum. Whenever a student is absent from school, the student will be given the opportunity to make up work. It is the responsibility of the student and/or parent/guardian to request, access and/or obtain make-up work assignments.

For “Pre-arranged Absences” or work assigned before the absence is due upon return. Makeup work assignments must be returned in a timely manner to receive full credit (1 day for every day missed.) During absences, students and parents can access **Schoology** for assignments, lessons, and resources.

### **Due Dates versus Deadlines**

**Due Dates:** Each assignment will have a specific date when it is expected to be turned in to the teacher and considered to be “on time.” The ability to meet such Due Dates is an important skill for continuing education, college, and career.

**Deadlines:** Deadlines are the end of the grading period ultimately determined by the end of each quarter. Once the end-of-quarter deadline has passed, incomplete work for the quarter can no longer be made up. The only exceptions are two-week extensions for those students who may have extenuating circumstances that are reviewed on a case-by-case basis.

**Redo's and Retake's:** Individual students have the opportunity to “redo” or “retake” graded assignment or summative assessment. Some teachers may require that students have completed a majority of the practice/daily assignments (20% assignments) in order to be able to retake or redo an assessment/project worth 80% of the grade.

**Incomplete:** A grade of “incomplete” may be given at the end of a quarter in the event of an extended excused absence. Barring exceptional circumstances, these students who have not met the standard of performance indicated by a grade of 0, 1 or 2, will have an additional two weeks to attempt to meet the remaining standards. *(Important Note: The communication of extenuating circumstances that interfere with meeting the attendance and due-dates requirements may provide allowances and will be reviewed on a case-by-case basis.)*

## **ACADEMIC REPORTING**

### **MID-QUARTER REPORTS**

The primary purpose of evaluation and grading student performance, work, and behavior is to communicate to students and parents how well students are doing with their school responsibilities. Mid-quarter reports for students will be posted after the fourth week of each quarter. These reports will include the grade to date, attendance and comments. It is very important that parents keep track of their student’s progress so as to help them manage work completion and seeking assistance as needed.

### **REPORT CARDS**

At the end of each quarter, as well as at mid-quarter, student report cards will be available on Power School and/or Schoology. Using the 4-point grading scale, report card marks will be communicated as follows:

A= 3.6-4.0

B= 3.0-3.6

C= 2.5-2.9

D= 2.0-2.4

F=1.9 or less

### Power School and Schoology

Parents will be able to access student information via the internet. They will have access to student assignments that are updated weekly, attendance, discipline. Support for accessing this information is provided by the Media Center.

### **QUARTERLY INCENTIVES**

At the end of each quarter students may earn admission to a Quarterly Incentive. 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter incentive qualifications will be determined solely by core and grade level teams.

2<sup>nd</sup> quarter incentive will be earned by students demonstrating 3 or more academic characteristics of a SOARing Hawk. Fall Academic SOARing Hawk qualifiers are as follows:

- at or above grade level proficiency on the D11 winter benchmark assessment
- a 50 or greater student growth percentile from the D11 fall to winter benchmark
- a 3.5 or greater GPA for semester 1
- 95% or higher attendance rate for semester 1
- regular participation in clubs or sports (as certified by the sponsor/coach) for semester 1

### **END-OF-THE-YEAR EVENTS**

The end of a school year is a culminating time to recognize and celebrate student successes and contributions throughout the school year. **In order to be eligible to participate in these events, students must meet the following minimum requirements:**

- Have no outstanding library books or fees
- Return all athletic uniforms and equipment (for sports)
- Spring Academic SOARing Hawk qualifications:
  - at or above grade level proficiency on the D11 spring benchmark assessment
  - a 50 or greater student growth percentile from the D11 fall to spring benchmark
  - a 3.5 or greater GPA for 3<sup>rd</sup> quarter
  - 95% or higher attendance rate for semester 2 (up until cutoff date)
  - regular participation in clubs or sports (as certified by the sponsor/coach) for semester 2

Please note that any classroom or core incentives, celebrations, or parties may have additional requirements that will be determined and communicated by staff members. Staff will communicate these at the start of the qualification period.

#### Events

- 8th Grade Breakfast
- 8th Grade Celebration
- 4<sup>th</sup> quarter Incentives/Celebrations for all grades

#### **\* 8<sup>th</sup> Grade Continuation Ceremony**

Students may be exempted due to behavior on or around this date

### **STUDENT ASSESSMENTS**

#### Fall, Winter, and Spring Benchmark Assessments

These tests are given to determine each student's instructional level and measure academic growth throughout the school year, and from year to year in the areas of mathematics and reading. They are aligned with the district curriculum for those content areas.

## State Assessments

Colorado's state assessment system is called the Colorado Measures of Academic Success (CMAS). Typically, all grades will take Math and Language Arts. In addition, 7<sup>th</sup> grade may take Social Studies (as determined by CDE annually), and 8<sup>th</sup> grade will take Science. CMAS is administered in the Spring semester, during the month of April. We ask that, if possible, you avoid scheduling appointments or pre-arranged absences during this time.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

**"No one has the right to interfere with the safety, learning, or well-being of others"**

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

We promote and endorse a safe and secure learning environment for all students through the implementation of Positive Behavioral Interventions and Supports (PBIS). PBIS is a proactive approach to discipline that creates a climate where students are encouraged and recognized for doing things the right way. Students may receive SOAR bucks (from all staff members) that can be used in the Hawk Shop or traded in for various incentives/activities provided by teachers. PBIS integrates the teaching of valued outcomes and social skills, re-teaching and practicing these skills, and reinforcing the demonstrated use of these skills and outcomes through positive student recognition.

### **Hawks SOAR**

**Safety**—Behavior that keeps you and everyone else physically and emotionally safe  
**Ownership**—Being accountable for your own choices regarding academic success and behavior contributing to a positive school climate  
**Achievement**—Knowing the school expectations and doing your personal best academically and behaviorally  
**Respect**—Showing respect for all staff, peers and community members

### **VOICE LEVELS**

Students may be asked to follow voice level expectations during the school day.

**0 - Silent** (with attention on the adult)

**1 - Small Group** (voice should not carry beyond the group)

**2 - Large group** (voice should be loud enough that the entire class can hear)

### **BEFORE SCHOOL EXPECTATIONS**

- Students dropped off or arriving before 8:00 AM are expected to report to the main courtyard.
- Once on campus, students are not allowed to leave the courtyard, this includes walking around the building or walking off campus.
- At 8:10 AM, students may go to the cafeteria for breakfast, but should return to the courtyard after eating.
- Students are to remain seated while having breakfast, keep the noise level low (level 0-1), and clean up after themselves.

During times of inclement weather (major storms), students may wait indoors beginning at 8:00 AM. 6th grade in the cafeteria, 7th and 8th grades in the gym.



Students enter the classroom buildings (A and C) beginning at 8:35 AM. Students may be permitted to enter building before 8:35 on a case-by-case basis by ringing the doorbell at the front. Those who are permitted inside early must have made prior arrangements with the teacher, must check in at the front office, and may not wander the halls, go to lockers, or visit other teachers. Restroom use from 8-8:35 is available in the B-building.

**Students may not be in a classroom without adult supervision at any time.**

### **AFTER SCHOOL EXPECTATIONS**

- Bus riders will wait in the designated area for their specific route.
- Please ensure non-bus riding students are to be picked up or have left campus (walk/bike/etc.) by 4:05 unless in a supervised activity. Holmes Middle School cannot guarantee general supervision for non-bus riders after 4:05 pm.
- If students are in a supervised activity, they are to stay with that staff member the entire duration of the activity. Sponsors/coaches will provide general supervision after the activity for approximately 15 minutes. It is appreciated that students are picked up within that timeframe. Supervision beyond 15 minutes cannot always be guaranteed.
- Students who are participating in activities that begin later in the evening are to be with a supervising adult or go home after school and return at the start of the activity.
- Students who are loitering on campus may face disciplinary consequences.

### **HALLWAY CONDUCT**

Hallways are for moving from one location to the next. Students are expected to travel from one class to the next in a direct path. The only acceptable detours are to go to their own locker, use the restroom, get a drink of water, or report to a staff member for school business. Expectations for the hallway are as follows:

- Keep voice levels at a 1 or below.
- Cell phone use is NOT permitted.
- Food should only be eaten in the cafeteria or classes (with teacher permission). No eating in the halls.
- There will be no games played while in the halls (tag, chase, trip, hit, touch, etc.)
- There will be no loitering or congregating at others' lockers during passing periods.
- Walking is the only acceptable mode of movement (this includes between buildings).
- When moving between buildings, use the covered walkways. If going between A-building and the woodshop/room 97, walk diagonally across the courtyard. These walkways are considered outdoor hallways and the same expectations apply for them as for indoor hallways.
- Please walk on the right side of the hall and use the right door when entering or exiting a building.
- Please keep the halls clear and moving, do not stand and talk in the middle of the hall or in large groups.

- Students going between buildings should use the main access doors. If a door is locked, do not pound on the door to gain entrance. Students may need to seek help from a staff member or ring the main doorbell to get into the building.
- Hall passes are required for students in the hall during class time.
- Hall passes are not available during the first or last 10 minutes of any class period.
- Hall passes will be limited to one pass per classroom at a time.

## **LUNCH CONDUCT**

- Get to the cafeteria as soon as possible; do not loiter in the halls.
- Students who eat lunch in a class with a teacher may only do so if the teacher is present and has given prior approval and a pass. Students must not wander halls or go to any other classroom than the one on their pass. \* Students who eat in a classroom must return to the courtyard for lunch line up announcements.
- Keep voice levels at a 1 or below while in the cafeteria.
- Cell phone or other electronic device usage is NOT permitted.
- Go directly to a table if lunch is brought from home.
- Join the end of a line if getting a hot lunch. If you are not getting a lunch, do not stand in line to socialize with a friend. Line cutting and saving spaces in line is not permitted.
- Students who have their ID get priority spots in line; those without IDs will line up behind those with IDs.
- Have ID ready to swipe when approaching the cashier.
- Once seated, remain at one location (no socializing from table to table) and raise hand to get up for any reason (bathroom, trash, napkin, utensils, condiments, etc.)
- Students will be excused (raise hand) to go outside individually; please do not leave until you have been excused. Excusal to the courtyard will not be permitted until at least 15 minutes of the lunch period has elapsed.
- Clean the area including crumbs and put trash in the trash can before leaving.
- Students may not go to their lockers during lunch/courtyard time without permission.
- Students may not have food delivered to school (DoorDash, Uber Eats, Jimmy Johns, pizza, etc.)

## **BATHROOM CONDUCT**

The bathroom facilities are intended only for bathroom necessities: going to the bathroom, washing hands, or brushing teeth. Due to a reduced ability for adults to fully supervise all areas of the bathroom, students must follow expectations to ensure bathrooms are kept safe and available for necessary usage. Expectations are as follows:

- Visit the bathroom only for its intended purposes.
- Please wash your hands with soap after going to the bathroom.
- Leave promptly when finished with bathroom necessities so as to avoid overcrowding.

- The bathroom is not a meeting place to visit with friends, nor a place for horseplay. If you are having conflict, please report to an adult to seek help with problem-solving. There are to be no confrontations or fights in the bathroom (or anywhere, for that matter.)
- There shall be no food or open drinks in the bathroom. Save those for the cafeteria!
- There shall be no use of prohibited items, such as vaping devices, tobacco products, drugs, or alcohol in accordance with school policy.
- Cell phone or other electronics usage is NOT permitted in accordance with school policy.
- Do not stand on anything other than the floor.
- Please respect the privacy of others. Do not bang on the doors or harass those who are in the stalls.
- All trash must be placed in the trashcan.
- Report to the office any vandalism, maintenance issue, cleaning need, or if paper products/soap need to be restocked.
- The bathroom is not a place to go for a break from class or to avoid class. Students should report to the counselor's office if they need this type of assistance.
- Students shall report to the nurse's office if they are feeling ill.

#### **LUNCHTIME COURTYARD CONDUCT**

- Stay within the designated areas and in plain sight.
- Cell phone or other electronics usage is NOT permitted in accordance with school policy.
- No open food or drinks outside, unless Administration has granted a special exception ahead of time. Water bottles are acceptable. All trash must be picked up!
- Students who choose to bring equipment for courtyard time may not play with the equipment while in the cafeteria or hallways. Additionally, such equipment may not be used in the courtyard other than lunch courtyard time or teacher specified time.
- Physical activity must be kept safe and respectful. Equipment must be used properly. Let an adult know if equipment needs maintenance or has gotten stuck on the roof or in a tree. Return equipment to the cabinet when no longer using.
- Keep off the trees, off the fences, and out of the bushes. Use tables properly.
- Avoid ice and snowy areas when possible. Students should not touch or play with ice or snow.
- When the whistle blows, return any school equipment to its proper location, walk to line up in your assigned location--single file, facing the front, and bring your voice level to a zero. Students are to line up quickly. Lines are by advisory teacher.
- When announcements are made, give your full attention to the adult talking.
- When released, keep your volume at a voice level 0-1 as you enter the building.

## **LOCKER USE CONDUCT**

Students are expected to keep lockers clean at all times. If Security or Administration notices a disorderly locker they may have you clean it and take away your locker privileges if the disorder continues.

The following are expectations for lockers use:

- Cell phones must be kept in lockers (turned off).
- Never kick or slam lockers in an attempt to shut a locker.
- No stickers or tape may be used on the inside of the locker to decorate—use magnets only.
- Decorating the outside of lockers is not permitted. Lockers may not be decorated for birthdays.
- Only notices placed by a staff member may be on the outside of the locker (WEB, FCCLA, etc.).
- It is the responsibility of the locker owner to keep the outside of their locker clean of any tape or pencil/ pen marks (ask for help if needed).
- Spin your lock each time you close your locker to reset your lock.
- Never share your combination with another student.
- Locker combinations are for the protection of your belongings. Do not share your combination with others—it allows them to access your belongings even after you may no longer be friends!
- No changing lockers without Administrator approval.
- Only small backpacks will be allowed in classrooms; everything else should be kept in the locker (such as outdoor clothing, sports equipment, skateboards, etc.)
- Additional locks may not be placed on lockers.

**Opening another student's locker or attempting to open another student's locker for any reason is absolutely forbidden and will result in a referral.**

## **GUEST INSTRUCTOR (Substitute Teacher) CONDUCT**

- Students will show respect to and follow directions from guest instructors. Disrespect or class disruptions will not be tolerated and will result in disciplinary procedures.
- Students are expected to behave as well as, or better than, they do for their normal teacher.
- **Cell phone use while there is a guest teacher is strictly prohibited.**
- Students who are causing a disruption to the learning environment may be sent to the office or reported to the teacher or Administration for disciplinary action.

## **CELL PHONES and OTHER ELECTRONIC DEVICES**

Students must abide by the following guidelines during school hours (from first bell to last bell, 8:40 am — 3:49 pm)

Cell phones/other electronic devices should not be used or seen during the school day. Cell phones and other electronic devices may not be kept in backpacks, pockets, or anywhere outside of a locker except for as a medical assistance device that must be documented in a health plan. It is advised that students with this exception call it to the attention of Administration at the start of the year to avoid unnecessary confusion. Administration will verify the student's health plan.

**Cell phones, watches with cell phone capabilities, any device that can act like a cell phone with text and online features, and music playing or streaming devices must be kept in the student locker during the school day. (Students may not wear headphones or ear buds outside of classes. Students may only wear these in class if the teacher has given permission and it is as part of an assignment.)**

Devices are expected to be turned off while in lockers to aid in preventing temptation to engage in non-educational and/or disruptive activities and to prevent noises in the hall such as ringing, dinging, or alarms going off. If an electronic device is making noise in a locker, school staff will enter the locker to locate the device and the device will be brought to the office. The student will be notified and the violation will be documented.

**Violations** of the Cell Phone and Personal Electronic Device guidelines will result in the following if student cooperates with staff:

**Possession and/or use of device during school (device is seen on a student during the school day, device is making noise in a locker, device is being used)**

- **First Offense:** The phone or other device will be confiscated and held in the Main Office until 3:49. A verbal warning is given and documented.
- **Second Offense:** The phone or other device will be confiscated and held in the Main Office until 3:49. This violation will be documented.
- **Third Offense:** The phone or other device will be confiscated and held in the Main Office and will only be returned to a parent/guardian. Documentation will be made.
- **Fourth Offense:** The phone or other device will be confiscated and held in the Main Office. It will only be returned to a parent/guardian. The infraction is documented as an office referral for repeated defiance.
- **Any Further Offense:** The student will be suspended for repeated defiance and will no longer be allowed to bring the device to school.

\*Students who don't cooperate with confiscation may face an additional referral for defiance.

**Holmes Middle School and the District are not liable** for lost, damaged or stolen personal electronic devices. Students and parents assume all responsibility for phone charges and the cost of a lost or stolen phone or device. It is advised that insurance be purchased for these items.

*A student's cell phone may be searched by Administration for a specific item related to an ongoing investigation if they become suspect. It is expected that the student cooperate with Administration in looking for the specific information.*

***Holmes Administration reserves the right to adjust the policy on electronic devices as needed.***

\*\*\*Any cell phone usage that is determined to have taken place during school hours, even after the fact, will count as a violation as listed above.

## **Holmes Middle School Dress Code**

Students are expected to dress in a manner that fosters a respectful, positive and academically focused environment. Students should exercise good judgment and be appropriately attired for the classroom. Any clothing accessories or body adornments that may interfere with or disrupt the educational environment are unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency.

1. Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back and breasts is unacceptable school attire.
2. Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire. Wigs and costumes (clothing, accessories, face paint, and/or unnatural makeup) are not acceptable school attire (unless permitted by and at the discretion of Administration for costume/dress-up spirit days).
3. Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable school attire. (based on the discretion of school staff)
4. Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e. boxer shorts, bras, underwear, etc.) is unacceptable for school.
5. Cut-off t-shirts, half shirts, midriffs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.
6. Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire.
7. Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.
8. Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
9. Sunglasses and head-wear (hats, durags/do-rags, headbands with ears) are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

**The Administration may establish additional guidelines and reserves the right to exclude other types of clothing or accessories during the school year if deemed necessary.**

**A student who is not following the dress code will be given the opportunity to solve the violation (change, borrow, call home) before continuing with their day.**

**Students who are uncooperative or have repeated violations will receive a documented referral.**

**THINGS TO KNOW** (to avoid disciplinary situations)

1. Students must remain in supervised or assigned areas on campus at all times.
2. Food or drinks other than water are NOT permitted in the hallway.
3. In the classroom, gum, candy, food and drinks other than water are permitted only at the teachers' discretion.
4. Energy drinks are prohibited on campus (Monster, RedBull, Rockstar, Bang, etc).
5. Students should leave items not used for school purposes at home. This includes toys and stuffed animals. The Administration reserves the right to ban any item at school which may be a distraction to the learning environment.
6. Skateboards and scooters shall not be ridden on campus and must be stored in students' lockers. Skateboards shall be carried; and scooters and bikes must be walked.
7. Students are required to keep heavy coats and other winter/rain gear in their lockers throughout the academic day except when going to lunch.
8. Large bags and backpacks cannot be brought to class and should remain in lockers. Students may carry a small backpack to and from classes.
9. Students are expected to act in a manner that supports learning and teaching in classrooms, halls or during any school sponsored activities.
10. Students will use speech and written communication free of abusive, derogatory, or profane language.
11. Students will refrain from any "games" disruptive to the learning environment during the school day, particularly touching, hitting, horseplay, or "roasting" games.
12. Students are expected to refrain from fighting or instigating, promoting, or recording a fight anywhere on or off school grounds, school buses, at the bus stop or with another D11 student. Report any fights or rumors of fights immediately.
13. Students will refrain from any situation that could be considered disorderly conduct, harassment, assault, or knowingly making a false allegation of child abuse or alleged criminal offense directed toward a teacher or school employee.
14. Playing with snow or ice in any manner before, during or after school, or at the bus stop is not permitted. Throwing snow or snowballs is never allowed. Leave the snow and ice alone, or you may end up having to help shovel it!
15. **Laser pointers are classified as "standard weapons."** Per BOE policy, they will be confiscated and may result in suspension.

16. Students will not use or possess tobacco, cigarettes, e-cigarettes, vape devices, nicotine delivery devices, dab pens, lighters, or alcohol while on school grounds, school buses, or at the school bus stops.
17. Students will not possess, use, sell or buy marijuana products, drug paraphernalia, Schedule 1-3 drugs, or any substance represented as a drug on school grounds, school buses, or at the school bus stop. Students are not to possess any kind of prescription or over-the-counter medications unless they have permission through the nurse's office.
18. Students will not tamper with the fire alarms or fire alarm covers unless there is an actual fire.
19. Defacing of school property, graffiti, or writing on the building or any other school property is not allowed and must be reported if it is seen.
20. Students will refrain from public displays of affection (PDA) including holding hands, hugging, kissing, walking with arms around shoulders, sitting in laps, etc.

### **WEAPONS IN SCHOOL**

School District 11 Board of Education and Holmes Middle School prohibit weapons in or on school property. The Board also prohibits weapons off school grounds where the carrying, bringing, using, or possessing of a weapon creates a threat of physical harm to or physically harms a student or school personnel, is detrimental to the welfare or safety of a student or school personnel, adversely affects the discipline in any school, or adversely affects the educational program in any school. A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Weapons include but are not limited to any firearm, gun (to include pellet, paint ball, and airsoft), or any facsimile thereof; brass knuckles or any facsimile thereof; bows and arrows; tasers or stun guns; any knife or any facsimile thereof or sharpened instrument; Mace, sprays, or other dangerous chemicals or substances; firecrackers or fireworks; any instrument or item altered or modified to represent any of the aforementioned weapons. **Laser pointers are classified as standard weapons per BOE policy.**

### **STUDENT SEARCH**

At times it may become necessary for Administration to search a student or their belongings. A search will be done if there is suspicion of a discipline infraction that has occurred and the student or their belongings has become suspect.

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and searches pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the Administration.

Students shall be responsible for whatever is contained in desks, computers, and lockers assigned to them by the school.

A student's cell phone may be searched for a specific item related to an ongoing investigation if they become suspect. It is expected that the student cooperates with Administration in looking for the desired information.



## **OFF-CAMPUS BEHAVIOR**

According to H.B. 93-1093, behavior, which takes place off school grounds, may properly be subject to suspension or expulsion where the behavior is detrimental to the safety or welfare of persons at the school. This may also include electronic communications. If your interactions online, through text, through social media, is illegal, etc. or causes a substantial disruption to the learning environment the school will become involved. Discipline may be issued and the school and may involve CSPD or other necessary agency.

## **CONFLICT RESOLUTION**

Students are strongly encouraged to request an appointment with their counselor or Administrator for a “Problem Solving Meeting” if experiencing conflict with others. Appointment requests may be filled out on the counseling webpage or in the main office. Students may also email their counselor or Administrator to request assistance. These staff members are available to listen, suggest ideas, support during mediation/restorative justice meeting, or arrange another resolution.

Appointments for conflict resolution may be kept confidential upon request. Students utilizing the “Problem Solving Meeting” before the conflict escalates will have a greater likelihood of preventing the necessity of discipline.

## **BULLYING AND HARASSMENT**

Holmes Middle School does not condone or tolerate bullying or harassment of any kind. We encourage students to be an upstander to bullying and harassment rather than just being a bystander. To promote a positive culture, Holmes Middle School uses a variety of mediums to develop and maintain a caring community. Through lessons and activities, our students improve social skills such as considering another’s perspective, being an ally and/or upstander for another, using calming techniques, action steps for solving problems, and resisting peer pressure.

Bullying is defined in **(BOE Policy JICDE)** as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

Bullying is not...

- single episodes of social rejection or dislike
- single episode acts of meanness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements, or fights

“Playing around” or “just messing around” does not excuse bullying or harassing behavior.

### **How can you help make Holmes bully-free/ mean-free?**

**Holmes Middle School wants to be Bully-Free/ Mean-free.** It takes your involvement to notify staff and Administration for us to be able to address the issue. If we do not know about the bullying/harassment, it is difficult for us to address.

### **How can YOU help?**

**Students**– if you see bullying or mean behavior occur take ACTION and be an UPSTANDER. Go to an adult to get support for yourself or others. If you talked to an adult and the problem has continued, tell that adult and/or other adults.

**Parents**– If it comes to your attention and you don't think the school knows about it please notify the school to look into the situation.

**Staff**– If a student brings it to your attention, address it with documentation and/or pass the information on to a counselor or an administrator. If you see bullying or mean behavior occur be an upstander.

### **Be an Upstander**

What behaviors would make someone an upstander? Examples of upstander behavior include: stepping in, standing next to a victim, telling the bully to stop, empathizing with the victim, not passing rumors along, walking the victim away from the situation, taking the victim them to an adult, getting help from an adult, and reporting the situation.

### **SEXUAL HARASSMENT (BOE Policy JBB)**

This policy applies to individuals and activities on 1) all district property, including but not limited to school buses and electronic communication and access resources; 2) any non-district property on which a district- or school-sponsored activity or event occurs; and 3) any other non-district property or location where the behavior engaged in may have a direct impact on school discipline or be detrimental to the welfare or safety of students or staff.

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute sexual harassment:

1. Sexually oriented "kidding" or inappropriate references to sexual matters
2. Continued or repeated offensive sexual flirtations, advances or proposals
3. Continued or repeated verbal remarks about a person's body
4. Making sexual or lewd gestures
5. Displaying sexual material, such as cartoons, photos of nudes or pornography, or placing such material in someone's locker or desk
6. Pressure to engage in sexual activity
7. Unwelcome sexual touching, such as offensive brushing against a person, patting or pinching in a sexual manner
8. "Rating" students on the basis of physical characteristics
9. Conduct or communications, which, while not overtly sexual, would not have occurred except for the student's gender (e.g., vandalizing the property of a female student)
10. Verbal abuse of a sexual nature or using sexually degrading words to describe a person;
11. Sending sexual material, such as cartoons, photos of nudes or pornography
12. Sexually violent behavior involving a physical act perpetrated against a person's will or where a person is incapable of giving consent

Whether or not conduct constitutes sexual harassment will be determined on a case-by-case basis, depending on the totality of the circumstances. In the event it is determined that a student has been sexually harassed, the District will address the situation as it deems appropriate in the circumstances. This may include corrective measures, including but not limited to disciplinary action or other consequences.

### **RACIAL HARASSMENT (BOE Policy JBB)**

Racial harassment is generally defined as verbal, written, graphic or physical conduct relating to the race, color, or national origin of another, that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a racially hostile, abusive, or offensive educational environment. Racial harassment generally includes behavior that would not have occurred but for the student's race. One incident may, under some circumstances, be sufficiently severe to constitute racial harassment. The harasser may be the same race as the student who has been harassed.

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute racial harassment:

1. Displaying racially derogatory written or pictorial or electronic communications (e.g., letters, notes, jokes, posters, photos, cartoons);
2. Distributing racially derogatory written or pictorial or electronic communications (e.g., letters, notes, jokes, posters, photos, cartoons).
3. Racially derogatory verbal comments (epithets, jokes or slurs);
4. Threats of force or violence against a person's body, possessions or residence on account of that person's race, color, or national origin; and,
5. Physical conduct (provocative gestures, restricting freedom of action or movement, violence, defacing or destruction of property) on account of an individual's race, color or national origin.

Whether or not conduct constitutes racial harassment will be determined on a case by case basis, depending on the totality of the circumstances. In the event it is determined that a student has been racially harassed, the District will address the situation as it deems appropriate in the circumstances. This may include corrective measures, including but not limited to disciplinary action or other consequences.

**STUDENT DISCIPLINE "No one has the right to interfere with the safety, learning, or well-being of others"**

**DUE PROCESS**

No student shall be suspended, expelled, or otherwise disciplined without an appropriate level of due process.

**LEVELS OF DISCIPLINARY ACTIONS**

**Classroom Infractions:** are those infractions that are to be addressed by any staff member or guest teacher present when the infraction occurs and are handled by that staff member. Documentation will be made by the teacher or staff member. Consequences may include, but need not be limited to one or more of the following:

- Verbal warning and re-teaching by a staff member or an administrator
- Restorative practices
- Parental contact
- Lunch detention with the teacher
- Teacher detention before and/or after school with parent contact to arrange transportation.

**Office Referrals:** are those infractions that are to be addressed by the Principal or Assistant Principals, and for which documentation in the student's file shall occur and disciplinary action may follow. Consequences may include but need not be limited to one or more of the following:

- Restorative practices
- Parental contact
- Lunch detention, after-school detention, community service on school grounds
- In-school detention
- Development of a Student Behavior Contract
- Suspension
- Referral to the District for a Student Discipline Hearing for expulsion up to a calendar year

**Material and Substantial:** Infractions are those infractions that are to be addressed by the Principal or Assistant Principal and for which suspension shall be mandatory and further disciplinary action, including a hearing with Student Discipline services may be necessary.

Material and Substantial infractions shall include a suspension and may include but need not be limited to the following:

- Suspension from school (up to 10 days)
- Charges filed with civil authorities
- Administrator/parent/student conference
- Development of a Remedial Discipline Plan
- Referral to the District level for a Student Discipline Hearing
- Expulsion, transfer of schools, or other alternative placement
- If three or more Material and Substantial infractions occur during a school year, the student may be recommended to the District for expulsion.

### **Disruptive Behavior in School**

State measures provide that students who cause a disruption in the classroom, on school grounds, on school vehicles, or at school activities or events will be subject to disciplinary action.

### **Habitually Disruptive**

*A Habitually Disruptive Student is defined as a student who repeatedly causes disruption in the classroom, on school grounds, on school vehicles, or at school activities and events during the school year because of behavior that is initiated, willful and overt, and which requires the attention of school personnel to deal with the disruption. Students who are Habitually Disruptive will receive (Material and Substantial) discipline.*

### **Alternative to Suspension**

As an alternative to suspension for some Office Referral infractions, the Principal (or designee) may permit the student to remain in class with the consent of teachers if the parent attends class with the student for a period of time specified by the Principal. If the Principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment then this alternative to suspension shall not apply.

**If parents are visiting under an alternative to suspension, they must meet with an administrator and sign an agreement prior to visitation.**

## **ATHLETIC PROGRAMS**

### **ATHLETIC ELIGIBILITY**

Eligibility will be determined as follows:

- Each athlete must have a current physical/yellow card and emergency blue card on file before the season begins in order to try out or participate.
- To compete, each athlete must pay the sports fee and must meet the school eligibility requirements.
- Prior quarter eligibility- students must complete the quarter prior to the start of the season with no more than one F on their quarter report card to be eligible to join the

team or to try out for the team. Fall sports will be based on 4<sup>th</sup> quarter from the previous year.

- Eligibility requires scores of 2.5 or above in 5 of 6 classes each week.
- Grade reports are pulled each Friday and ineligible students are reported to the coach(es). Coach(es) will communicate ineligibility to the student. By Tuesday morning, if the student has not brought up the ineligible grade, he/she will remain ineligible for the remainder of the week.
- If a student is suspended from school on the day of an event, they may not participate in that event. If they are suspended on Friday, they may not participate in the weekend events.
- If an athlete is deemed ineligible from grade reports, they will be ineligible the following week (Tuesday through Saturday).
- If an athlete is ineligible, they are still expected to practice with the team and to support the team at games/meets while out of uniform.
- Students must be at school 4 of the 7 periods on the day of an event.
- Basketball and Volleyball are cut sports and there will be only 14 players for A-squad and 14 for B-squad. Tryouts will be held and teams will be selected using a rubric.
- Students will be evaluated on skill, game sense, coachability, and academic performance.

## **INTERSCHOLASTIC ATHLETIC SCHEDULE**

1st Quarter: Boys' Football  
Girls' Track  
Wrestling

2nd Quarter: Wrestling  
Girls' Basketball

3rd Quarter: Boys' Basketball  
Girls' Volleyball

4th Quarter: Girls' Volleyball  
Boys' Track

## **WALL OF CHAMPIONS**

This award aims to recognize the commitment of our most dedicated student athletes. To be eligible for the Wall of Champions, a student must compete in all of the following each year at Holmes:

Boys: football, golf, or cross country 6-8  
wrestling 6-8  
basketball 6-8  
track 6-8

Girls: track or cross country 6-8  
basketball or wrestling 6-8  
volleyball or golf 6-8

## **Spectator Expectations**

Students, parents and guests are expected to display appropriate behavior while attending any sport associated with Holmes Middle School. **All school rules and expectations apply at sporting activities.** The following are expected by all who attend a Holmes athletic event.

- Middle School Sports is a learning experience which encourages participation by all players in a positive atmosphere.
- Your actions, words, or behavior should not have a negative impact on players, coaches, officials or fellow spectators.
- If you do not abide by the expectations, you may be asked to leave. If you are removed from a game or event, you may not attend any other athletic events for up to 365 calendar days.
- Clean up any trash in the athletic area.
- Concerns about an event should be brought to the attention of an administrator on duty. Concerns can also be brought to the attention of the coaches or Athletic Director the following day.
- Spectators who do not follow expectations may be barred from future events for up to 365 calendar days.

## **INTRAMURAL, CLUB, and HYBRID PROGRAMS**

These programs are an extension of the interscholastic program. They will offer a broad range of activities to supplement and complement those offered in the regular interscholastic and physical education program. Many different activities will be offered.

1st Quarter: Boys' Golf (district team)  
Softball  
Cross Country

2nd Quarter: Cross Country

3rd Quarter: Boys' and Girls' Volleyball

4th Quarter: Soccer  
Girls' Golf (district team)

(Continued on next page)

## **USE OF TECHNOLOGY**

(Colorado Springs School District 11 Board of Education Policy JS, Technology Resources and Internet Safety Responsible Use for Students)

### **TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE FOR STUDENTS**

Technology and electronic resources provide access to a wealth of information and services to students and staff. Colorado Springs School District 11 (the "District") believes technology should be used in schools as a learning resource to educate and inform. The District supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials. For purposes of this policy, "District technology device" means any District-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet. Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourage an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

### **BLOCKING OR FILTERING OBSCENE, PORNOGRAPHIC AND HARMFUL INFORMATION**

To protect students from material and information that is obscene, child pornography or material or information otherwise harmful to minors, technology that blocks or filters such material and information shall be installed on all District computers having Internet or electronic communications access prior to issuing to students. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

The District reviews and evaluates electronic resources throughout the school year that comply with Board policies that govern the selection of instructional materials. Students may be able to navigate beyond instructional resources that have been evaluated prior to use.

### **STUDENT USE IS A PRIVILEGE**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and District technology devices is a privilege, not a right. Students will practice digital responsibility when using devices and electronic systems including Internet and email. Open attachments only from trustworthy sources, and be mindful of spams or scams. Chain emails shall not be forwarded to District users. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action and/or legal and/or disciplinary action including suspension and/or expulsion, in accordance with Board

policy concerning suspension, expulsion and other disciplinary interventions. The District may deny, revoke or suspend access to District technology or close accounts at any time.

### **AUTOMATIC ACCESS**

Student access to the internet in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing that they are opting their student out of automatic Internet access, as required by Board Policy IMBB, Exemptions from Required Instruction. (see Board Policy IMBB and Exhibit JS-E-3).

### **NO EXPECTATION OF PRIVACY**

District technology devices are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using District technology devices and technology systems such as productivity tools, email and file storage. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District technology devices shall remain the property of the District.

### **UNAUTHORIZED AND UNACCEPTABLE USES**

Students shall use District technology devices and electronic resources in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of District technology devices and electronic resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation



- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the District-level system administrator

Security on District technology devices is a high priority. Students who identify a security problem while using District technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to District technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or District technology devices.

### **PERSONAL DEVICES**

Personal devices are discouraged, and students are encouraged to use district-provided Chromebooks. Students who wish to use their own device must obtain administrator approval and conform to District policies while the device is using District network/Internet resources. Students are responsible for the daily operation and safety of their device, as well as keeping it updated.

### **SCHOOL DISTRICT MAKES NO WARRANTIES**

The District makes no warranties of any kind, whether expressed or implied, related to the use of District technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy, age appropriateness, or quality of information received. The District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

It is possible to access material that students (or parents/guardians of students) might find inappropriate. While the District will take reasonable steps to restrict access by minors to

harmful material including the use of an Internet content filter, it is impossible to guarantee that such access cannot or will not be gained.

### **SAFETY**

Students shall not reveal personal information or personal information of other individuals, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **VANDALISM**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the operation of any network within the District or any network connected to the Internet. Vandalism is also defined as any malicious or intentional attempt to harm the operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **ASSIGNING STUDENT PROJECTS AND MONITORING STUDENT USE**

The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

### **UNAUTHORIZED CONTENT – SOFTWARE AND APPLICATION PROCESS**

The District requires that all software applications used on District devices be submitted for testing and approval to appropriate personnel before installation. Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

### **USE OF SOCIAL MEDIA**

The District realizes the changing methods of communication and teaching include social media. Social networking websites have the potential to support student learning, and staff and students can participate in online social networks where people all over the world share ideas, collaborate, engage community and create new learning. The District schools and programs may have a presence in social networking sites. As such, the District seeks to provide both a safe, secure learning environment and the opportunity for students to learn. The District adopts

the approach of helping students become responsible users of digital media and personal responsibility is expected. Teacher/Student interactions online must only occur within the context of educational usage. For the protection of both students and staff, the District strongly advises that staff do not “friend” students in public social media sites, since the lines of personal and professional boundaries are not as clear in the social networking sites. “Friending” or “Following” students on private or school-based networks for educational purposes is acceptable within the context of educational usage (i.e. Library software, Learning Management Systems, etc.)

### **STUDENT ELECTRONIC DEVICE LETTER OF AGREEMENT**

Colorado Springs School District 11 (the District) will provide students with an electronic device to use in their educational pursuits. The device remains District property and requires that the student and parent/guardian sign a letter of agreement before a device is issued. The student (and parent/guardian) are responsible for any damage to this device (see Exhibit JS-E-4, Standard Repair/Replacement Prices). Unexplained disappearance of the device is not covered by the District’s property policy and therefore would be the financial responsibility of the student and parent/guardian. If repair or replacement becomes necessary, the school will work with the student and parent/guardian for such cost plans.

Student devices will also include items checked below:

Battery pack

AC adaptor power cord

Patch cord

User license for Microsoft Office, Windows, and web browser

Procedures to be followed:

- Will follow device sign-out and sleep procedures.
- Will comply with Board of Education policies, regulation and procedures, including any user agreement when using this device.
- Will use District technology devices and electronic resources in a responsible efficient, ethical and legal manner.
- Will immediately report any malfunction to the school library technology staff member and/or District Support Center at 520-2211 as soon as there is a problem.
- Will keep District 11 configuration and software and will not install personal applications, software, games, etc.
- Will only use my assigned device in my educational pursuits in the District.
- Will comply and understand that this device is subject to inspection at any time, including without prior notice.
- Will not mar or mark device including with stickers.
- Will not loan this device to anyone including other students and/or family members.
- Will not conduct personal business activities for personal gain using District resources or devices.
- Will not access or store pornographic or obscene materials on this device.

- If the student is no longer a student in the school that issued this device, the student and parent/guardian understand this device is the property of Colorado Springs School District 11, and will return it to the originating library technology staff before their last day at that school.

In the event of a loss:

- If this District device is lost, damaged or stolen while assigned to the student, the student or parent/guardian will immediately notify the school library technology staff member and/or School Administration.
- The parent/guardian is to notify the appropriate police agency and provide District Security and Risk Management with the police report if device is stolen or lost.
- The student and parent/guardian understand that they are responsible for reasonable replacement costs if there is damage, loss, or theft and will reimburse the District for the loss within 30 business days (see Exhibit JS-E-4, Standard Repair/Replacement Prices).
- The parent/guardian may choose to file a claim under their personal homeowner or auto insurance coverage to reimburse the District or they will reimburse the District directly for the loss within 30 business days

From time to time, the District has and will adopt policies, regulations, rules, guidelines and other guidance regarding a student's use of electronic devices. The student and parent/guardian, by signing this Agreement, affirm that the student and parent/guardian have had an opportunity to study the District's current technology use materials (the JS series of policies, regulations and exhibits as well as the Student Code of Conduct) and have had an opportunity to ask any questions related to such materials. The District believes in staff use of technology to deliver instruction, enhance productivity and model appropriate use for other staff and students. The student and parent/guardian acknowledge that the student will receive training regarding use of appropriate educational usage of devices and Internet. Electronic devices will often include a camera that will permit the student and teacher to see video of each other in order to allow the student to better communicate with the student's teacher through video conferencing. The student and parent/guardian also acknowledge that, because the District does not currently have the technological ability to limit use of such equipment for educational purposes, there are certain risks of misuse of the equipment, and this agreement imposes additional responsibilities on the student and parent/guardian to protect against such misuse.

Continued on next page)



## **APPROPRIATE USE OF DISTRICT TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE BY STUDENTS**

The Internet and electronic communications have vast potential to support curriculum and learning. A variety of accounts are provided to improve learning through interpersonal communication, access to information, research, and collaboration. Student access to the Internet and electronic resources in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing as required by Colorado Springs School District 11 Board of Education Policy IMBB, Exemptions from Required Instruction. User accounts are to be used mainly for identified educational purposes. Limited personal use is permitted if the use imposes no tangible cost on the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. Students shall use District devices and resources in a responsible, efficient, ethical and legal manner. Users will be held responsible at all times for the proper use of accounts, and may not record or post instruction or interactions or any other situations with students and/or staff without consent of the person or persons being recorded.

The District adopts the approach of helping students become responsible users of digital media. All users of District devices, electronic resources and networks are expected to abide by all District policies.

### **Appropriate use of technology, Internet and electronic resources includes:**

- Abiding by all Internet filtering applications designed to protect from harmful material and information.
- Access only my authorized accounts and therefore not allowing others access to my passwords, etc.
- Keeping all personal information about myself and other confidential.
- Protecting District devices and systems from vandalism, damage, and viruses designed to hinder performance. Ensuring all copyrighted information has proper permission granted before use including software.
- Protecting the destruction of property and life against violence.
- Respecting school and District resources ensuring device and systems are used for instructional purposes.
- Utilizing only permissioned access to information and systems.
- Obtaining express permission from the Director of Technical Services or designee to move technology equipment to another building.
- Accessing and using only provided instructional systems, wireless and wired networks, peripherals and other devices such as printers and hosted servers.
- Keeping device(s) intact.

### **Inappropriate use includes but is not limited to:**

- Posting, sending, accessing, or displaying, transmitting, retransmitting or forwarding information electronic mail, chat rooms and other forms of direct electronic communication that are abusive, obscene, sexually oriented, threatening, harassing, cyber bullying, or other illegal activity.
- Recording instruction or interactions or any other situation with students and/or staff without consent of the person or persons being recorded. Students may not post any sort of recordings without consent to social media or anywhere else, as such an action may subject the student to disciplinary action by the District and/or criminal action by law enforcement.
- Conducting business activities for personal gain using District resources and devices.

I agree to abide by the provisions listed above and understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account and/or other disciplinary or legal action in accordance with the Student Conduct, Discipline and Attendance Handbook and applicable laws.

# Holmes Middle School

## Student & Family Handbook Acknowledgement

Parents and students, please make sure that you have read the Holmes Middle School Student & Family Handbook on the Holmes web site or ask to read a hard copy before completing this form. All students and parents are required to sign this form acknowledging that they have read and understand the contents of the Holmes Middle School Student & Family Handbook and items within. Signing this form does not imply that you agree with the expectations, simply that you have read them and understand.

Please initial next to each section that you have read.

Student initials	Parent initials	
		General Information
		Student Attendance
		Academics
		End-of-the-Year Events
		Student Behavior and Expectations
		SOAR, Voice levels & Area Conduct
		Cell Phones and Other Electronic Devices
		Holmes Middle School Dress Code
		Things to Know & Conflict Resolution
		Bullying/ Harassment
		Student Discipline
		Athletic/Intramural Participation
		Use of Technology
		Appropriate Use Agreement for Students

**Signing this form indicates that you are aware of all the items that are located in the Holmes Student & Family Handbook.**

Student's Name Printed: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (Guardian) Name Printed: \_\_\_\_\_

Parent (Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return it to the office staff**