

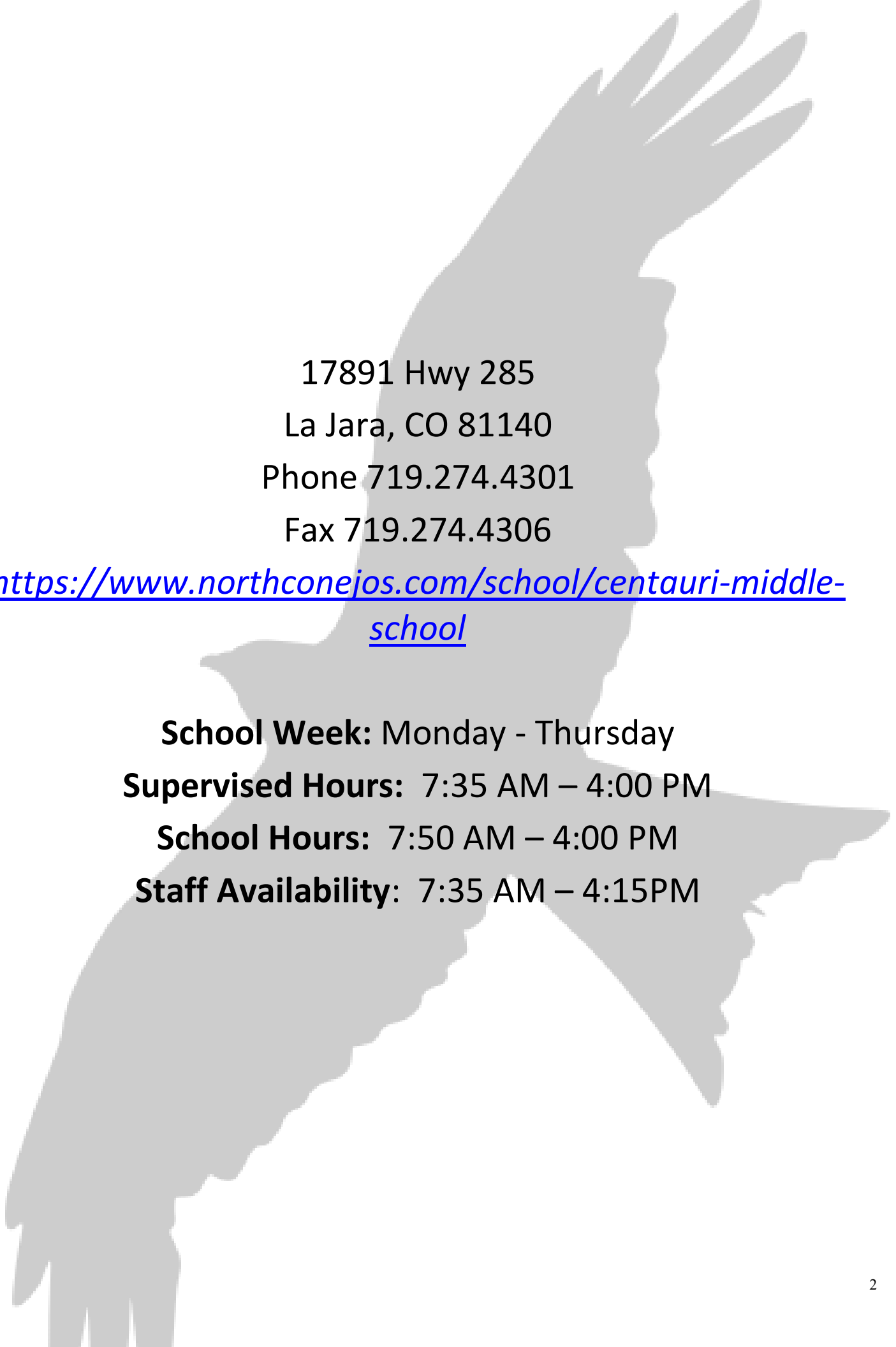
# STUDENT & FAMILY HANDBOOK



**SOAR**

North Conejos School District  
2025-2026





17891 Hwy 285  
La Jara, CO 81140  
Phone 719.274.4301  
Fax 719.274.4306

<https://www.northconejos.com/school/centauri-middle-school>

**School Week:** Monday - Thursday  
**Supervised Hours:** 7:35 AM – 4:00 PM  
**School Hours:** 7:50 AM – 4:00 PM  
**Staff Availability:** 7:35 AM – 4:15PM



Anderson, Kristi	8 <sup>th</sup> Math
Bear	Therapy Dog
Caldon, Melissa	School Nurse
Crowther, Michelle	6 <sup>th</sup> English
Fringer, Casey	6 <sup>th</sup> Science
Fringer, Paige	6-8 PE
Gallegos, Ahlisia	Paraprofessional
Garrison, Brian	Band
Haslett, Shae	8 <sup>th</sup> English
Huffaker, LeAnn	Cook
Keefner, Elizabeth	6 <sup>th</sup> Math
Kelley, Nikol	7 <sup>th</sup> English
Keys, Donna Mae	8 <sup>th</sup> Social Studies
Medina, Annette	Secretary
McConnell, Micki	Special Education
Miller, Alyssa	7 <sup>th</sup> Math
Montoya, Jasmine	Librarian
Naranjo, Pat	6-8 Math/Lang. Lab
Quintana, Brooke	Cook
Riccatone, Brian	Principal
Shawcroft, Deborah	7 <sup>th</sup> Science
Shawcroft, Jessica	Counselor
Shelton, Andrew	8 <sup>th</sup> Science
Sowards, Dayna	6 <sup>th</sup> Social Studies
Spannagel, Josh	Custodian
Talburt, Nick	7 <sup>th</sup> Social Studies
Villagomez, Josie	Custodian

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# OUR SHARED BELIEFS

## **District Mission**

The Mission of the North Conejos School District is to provide a safe, nurturing, learning environment where diversity is celebrated, mutual respect among adults and children is practiced, and where school and communities are valued partners in creating the foundation for life-long learning.

## **CMS Vision**

The CMS community guides students to aspire to their full potential and make a positive impact on the world around them.

## **CMS Mission Statement**

We believe that all students can achieve academic growth and success to help them become well-rounded individuals both at school and in society. Therefore, we are dedicated to providing an academic environment that will ensure, for every student, the following:

- A positive, safe, healthy, nurturing, and respectful learning environment
- Daily instruction that meets individual student needs
- Programs and activities that enhance not only academic growth, but also social and emotional growth
- Curricula aligned with Colorado Academic Standards

# STUDENT S.O.A.R. PRINCIPLES

## **Success**

- Be present and engaged in classes
- Do my best in all areas of school
- Reflect on my learning and behavior
- Challenge myself

## **Ownership**

- Be responsible for my choices
- Be prepared
- Advocate for my needs
- Take ownership for my education

## **Aspirations**

- Respect myself and those around me
- Have a positive impact on my school and community
- Seek out opportunities to better myself
- Set achievable goals for myself

## **Relationships**

- Build positive relationships
- Be supportive
- Seek positive solutions to problems and conflicts
- Treat everyone as a teammate

## **PARENT S.O.A.R. PRINCIPLES**

### **Success**

- Communicate with my child about their schoolwork and expectations
- Access resources available at CMS (i.e. Infinite Campus, School Status Connect, Newsletter, school website, parent/teacher conferences...)
- Model positive behavior
- Be involved in your student's education

### **Ownership**

- Allow my child room to grow from mistakes and accomplishments
- Supply my child with the tools they need to succeed
- Advocate for mine and my child's needs
- Be proactive in communication with my child and school staff

### **Aspirations**

- Encourage my child
- Have a positive impact on my child's school and community
- Support school programs and educational goals
- Model resourcefulness

### **Relationships**

- Assume positive intent
- Know the students and adults with whom my child associates, including those on social media
- Seek positive solutions to problems and conflicts
- Participate in meetings, parent nights, and conferences

# **A**TTENDANCE

Research shows there is a strong correlation between student achievement and regular attendance in school. Frequent absences can lead to poor work, inhibited social development, and academic failure. Regular school attendance is mandated and regulated by Colorado State Law. Excessive absences or tardiness to school will result in administrative actions, including legal actions.

**School attendance is the responsibility of the student, and the parent(s)/guardian(s)/legal custodian(s). It is important that students and parents/guardians/legal custodians understand that absences must be kept to a minimum and that habitual absenteeism may lead to referrals to the Department of Human Services and Truancy Court.**

## **EXCUSED ABSENCES**

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school on a pre-arranged or post-absence basis. **The school must be notified within 24 hours of the absence of the reason for absence or the absence will be marked as unexcused.**
- Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability when proven by a valid medical source.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- **Excessive excused absences could result in attendance mandates listed under the “Unexcused Absences” section. Cases will be considered on an individual basis by the building principal with teacher consultation. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.**

## **UNEXCUSED ABSENCES**

- An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student’s record and not updated or changed after 24 hours.
- Attendance is important in order for your child to succeed at school. The following process will be followed when initiating attendance mandates that are excessive:
- A **"habitual truant"** shall be defined as a student of compulsory attendance age who **has 4 total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year.** Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.
- Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a “dropout” and shall be reported to the Department of Education by the school district.
- If a student is absent, it is his/her responsibility to get any homework assigned by teachers.

## Attendance Procedures

Tier	# of Absences	Consequences
1	4 Days (unexcused)	1st letter mailed to student's home Attendance file started on student
2	7 Days (excused or unexcused)	School will contact family to let them know that 3 more absences will result in the creation of an attendance contract Home visit recommendation
3	10 Days (excused or unexcused)	Attendance clerk will send Medical Letter home to parent/guardian either electronically or hard copy. Parents and Principal meet to sign an attendance contract Student is referred to RTI/MTSS team for attendance supports Home visit
4	11+ Days or attendance contract violated (excused or unexcused)	The school will send the student's attendance to the truancy officer to determine the best course of action for the student. possible courses of action may include court action, restorative efforts, home visits from school partners.

### ATTENDANCE CONTRACT CONDITIONS:

- 1) Any further absences must be accompanied by a doctor's note stating the doctor saw the student, and that he/she cannot attend school that day
  - a) Or, the student may visit the school nurse to determine the severity of the illness and whether attendance is possible
  - b) Absences without a note will be considered "unexcused."
- 2) Family emergencies may be excused but must be verified in writing.
- 3) If the absence is the result of a court appearance, the school must receive documentation of the court order requiring that the student attend.
- 4) Failure to comply with these conditions may result in truancy proceedings.

## MAKEUP WORK

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class.

**Students shall be allowed one day plus the number of days absent to complete assignments.** Make-up work shall be allowed following an unexcused absence; however, this work may only receive partial credit. **In order for students to make up assignments for excused absences, parent/guardians must call or send a note within 24 hours of their absence.**

### ATTENDANCE AT ACTIVITIES

Students who attend or participate in activities sponsored by any other school or CMS represent our school. They are expected to follow the guidelines presented in our handbook.

**In order to participate in a school-sponsored activity, academic or athletic, students must be at school the entire day; the day of the activity. If the activity is on Friday or Saturday, the student must be at school the entire day on that Thursday.**

Students from CMS are expected to demonstrate good sportsmanship behaviors at all school sponsored events. They are expected to be courteous to all competitors by not booing or engaging in activities that may



be unsportsmanlike. Students who violate the sportsman-ship guidelines may be suspended from attending CMS activities. More information is contained in the CMS Athletic Policy Handbook for reference.

Any student who has been suspended from CMS may **not** attend any extra-curricular activity sponsored by CMS during the suspension period.

## **TARDY PROTOCOL**

Tardiness is a disruption to the educational process. Students will be assigned Noon Detention each time they are tardy after exhausting their classroom hall passes. The principal reserves the right to suspend a student or use restorative practices for being habitually tardy. Habitual tardiness will not be tolerated and will result in necessary action taken by the building principal.

## **FIRST HOUR TARDY PROTOCOL**

In the mornings, difficulties arise from time to time. If you cannot make it on time, the school tardy policy will apply to individuals arriving late to school. **Morning tardiness will exclude your child from athletic participation that day. Parents or guardians must enter the office to sign in their student if they are tardy first hour.** Students on a late bus will be excused; and extenuating or emergency circumstances may be considered by the building principal.

## **DISMISSING STUDENTS FROM SCHOOL**

Parents or guardians listed on a student's emergency card must enter the building to sign out students. **A student will not be allowed to meet parent/guardian out in the parking lot.** A person requesting to excuse a student to leave school, whose name is not listed on that student's emergency card, will be required to call the parent or guardian to give the school permission to release that student

**Students are not to be in the school building any time after 4:00 p.m. unless taking part in a school activity or if special arrangements have been made. Parents should make it a priority to pick up their child at the time specified by the activity sponsor or coach.**

## **VISITING SCHOOL**

All visitors to the school must first check in at the school office. Once a visitor ID has been verified, a pass may be downloaded to the visitor's device to make future check-in quicker. You will be issued a visitor's tag that must be worn until you check out in the office or on your device. This policy is enforced for the safety of the students and the staff.

Parents/guardians are always welcome to visit school at any time. **It is a safety mandate that you check in at the office and sign in using the provided QR code on your device or the office tablet as you enter in order to pick up your pass.** We hope all parents will make an effort to visit the rooms of their students to observe the work of students and to keep acquainted with the materials and learning techniques used by the various teachers.

## **OTHER STUDENTS VISITING SCHOOL**

While we encourage parents to visit school, it is not in the best interest of the students of our school to have visiting relatives or friends visit the school. These visitors usually cause a disruption in the classrooms no matter how well behaved they might be. Please consider this before requesting permission for your student to bring a visitor to school. **The principal must approve all visitor requests.**

# **B**EHAVIORAL SUPPORT

At our school, we believe that every student has the right to a safe and supportive learning environment. We recognize that behavior is a form of communication and that students may exhibit challenging behaviors for a variety of reasons. Our goal is to create an environment where students have a sense of belonging and positive relationships with adults and students within the school. It is crucial that staff work with all students to create this sense of belonging within our school community.

## **RESTORATIVE PRACTICES**

When applicable, administration will utilize restorative practices with students. Restorative practices are a social science approach to affecting positive behaviors and relationships by having students participate in their learning and decision making processes. These practices will be used when applicable to the behavior as they allow for a progressive discipline process.

## **DISCIPLINE**

Administration has the responsibility to enforce the discipline code and policies of North Conejos School District and apply appropriate consequences as deemed necessary for the infraction. Parents/guardians of students are expected to support the school's efforts to maintain a safe environment that is conducive to learning for all. Students are responsible for their actions as well as their learning. These basic rules are expected to be followed in school and at all school sponsored activities. Please refer to the CMS Discipline Matrix, which outlines the Code of Conduct, Behavior Guidelines, and responses.

## **Centauri Middle School Progressive Discipline Matrix**

**Category One Offenses:** These offenses are usually minor in nature and usually involve a violation of a handbook rule or procedure. These violations are handled through individual teacher management at the classroom level. For example: running in hallways, unnecessary physical contact, undirected profanity, violating lunchroom rules, failure to follow instructions, tardiness, classroom disruption, minor cheating/ plagiarism, etc.

**Consequences:** Enforcing consequences for category one offenses are considered the domain of individual teachers or grade level teams. The range of consequences may include verbal warning, teacher / student conference, detention, parental contact, loss of privilege, assigned seating, or intervention. Repeated category one infractions will result in a written category two referral.

**Category Two Offenses:** These offenses are usually more serious in nature than category one offenses and usually involve danger to another student or willful disregard for rules or policy. Continued and excessive category one offenses will escalate to a category two referral. For example: throwing objects, verbal assaults, disruptive behavior, uncooperative behavior, leaving school without permission, directed profanity, defiance, inappropriate displays of affection, major cheating, etc.

**Consequences:** Category two offenses will be referred to the principal (and will remain in the office until the end of the period), and the student will be disciplined by being assigned school service and/or one to three days of detention for the first offense. A second offense will result in further detentions or in school suspension depending on the severity of the offense. A third offense will result in three to five days of detention and/or one day of in-school suspension and may result in a Behavior Intervention Plan and/or a category three referral.

**Category Three Offenses:** These offenses represent severe misconduct and extreme disregard for other students, staff, and school in general or excessive category two offenses. For example: inciting, provoking, harassing or threatening others to the extent their wellbeing is threatened, major disruptive behavior, minor physical aggression including pushing/shoving, , truancy, blatant disrespect, minor theft, and damaging or defacing school property, etc.

**Consequences:** Category three offenses will result in the student being sent directly to the principal. The first offense will result in one to three days of in-school suspension. Additional offenses will result in three to five days in-school suspension or out of school suspension, depending on the frequency and severity of the offense. If damage to school property is involved, the student may be held financially responsible for repair or replacement cost. Parents will be notified of all category three offenses. Any category three offense may count toward the implementation or enforcement of an Educational/Behavior plan and/or a category four referral.

**Category Four Offenses:** These offenses represent the most severe and deliberate acts of willful misconduct. These violations could result in extreme danger for students, staff, or the school as a whole. For example: habitually disruptive behavior, physical fighting with bodily harm intended, possession, use or distribution of tobacco, alcohol or drugs, associating with or advocating gang activity, assault (as defined by law), robbery (as defined by law), major theft, extortion, willful, deliberate or malicious destruction of school property, possession of a deadly/dangerous weapon or incendiary device including: fireworks, pellet/BB guns, airsoft/paintball guns, facsimile guns, pepper spray, knives, etc.

**Consequences:** Category four offenses will result in the student being sent immediately to the principal where the student will be assigned one to five days out of school suspension. All category four offenses will count as a step toward implementation or enforcement of a remedial disciplinary plan. Due to state law, further action, including expulsion and law enforcement notification, may be taken. It may be requested a parent enroll in an effective parenting program and/or student CRP restorative program (at parents expense), in combination with the development of an educational/behavior plan.

After a second suspension for a material and substantial disruption, a discipline contract may be put into place. This contract will be established through our MTSS team in a meeting with the parent, student, administration, and any staff that may be required to attend. The purpose of the contract will be to establish goals, objectives, and time lines to modify the student's disruptive behavior. The plan will also include consequences in the event the student continues to exhibit material and substantial disruptive behavior. The student will be declared "habitually disruptive" after the third suspension for a material and substantial disruption. If the student has been suspended three times for material and substantial disruptions, expulsion proceedings will be implemented.

## **Explanation of Consequences**

### **LUNCH DETENTION**

A lunch detention involves the removal of the student from their peers for the period of lunch and lunch recess. Students assigned with a lunch detention will have access to a school lunch but will eat in the library. At this time, they may be required to complete a restorative project (apology letter, poster, service, etc.). After eating, students assigned to lunch detention may also be asked to help clean the lunchroom before returning to regular classes. It should be noted that a lunch detention does not involve the student missing any of their core or elective classes. As such, lunch detention is the first method of consequence assigned to students for infractions that do not require a higher level of discipline.

### **IN SCHOOL SUSPENSION (ISS)**

In school suspension is the removal of the regular schedule for the student (usually 1-3 days). Students will serve the suspension in the office or in one of their regular classrooms for the extent of the school day. In school suspension is a consequence reserved for students who have either engaged in more serious conduct than that which is assigned to lunch detention or is a student who has engaged in minor conducts at a frequency that requires a more serious consequence. In school suspension does not affect a student's ability to participate in athletics or extracurricular activities unless specifically noted in the coach/sponsor's handbook. Because in school suspension does not require the outright removal of the student from the school and allows teachers to access the student, it is the preferred consequence for situations in which a student can safely be kept at school.

### **OUT OF SCHOOL SUSPENSION (OSS)**

An out of school suspension is a temporary removal from school for disciplinary reasons. OSS is typically the result of the most egregious student conduct and often is used in situations that involve the safety of other students. An out of school suspension will eliminate the student from participation in all extra-curricular activities for the period of the suspension. Students who have been suspended may not be present on District property for any reason, nor may students attend school sponsored programs or extracurricular activities held outside the District, during the entire period of the suspension.

### **DANGEROUS WEAPONS IN SCHOOL**

**Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited.** Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun, or spring gun; firearm facsimile, slingshot, bludgeon, brass knuckles of any kind; or any knife with a fixed blade longer than 3 inches, or folding blade longer than 3 ½ inches. Smaller knives than those listed are not allowed at school and still carry consequences if students possess them. Refer to CMS Discipline Matrix. Violation of this policy shall require the proceedings for **expulsion** of the student/students involved and appropriate disciplinary action shall be initiated immediately by the principal

### **TOBACCO, DRUGS, AND ALCOHOL**

Liquor, narcotics, smoking, vape devices, and chewing tobacco are never allowed in the building, on school grounds, or on the buses. This applies to all school sponsored activities as well as the regular school day. These items will be confiscated and parents and law enforcement officials may be notified. As a proactive measure to discourage illegal contraband at school, a contraband canine may visit the school, unannounced, at any time. Students in possession of tobacco in any form will be required to participate in the Second Chance Tobacco program on their first offense. Any student previously caught in possession of tobacco, drugs, or alcohol will be subject to a search at any time.

### **STUDENT CONDUCT IN SCHOOL VEHICLES**

If you are a bus student or athlete on a school sponsored trip, you are under the supervision of the bus driver according to the same regulations as those of the classroom teacher. Please read the bus rules and regulations sheet given the first day of school. Riding a bus is a privilege provided by North Conejos School District. Any student who fails to maintain appropriate conduct while waiting for a bus, riding a bus, or walking to or from bus stops may lose the riding privilege temporarily or permanently. Video cameras may be used on school

vehicles transporting students to monitor behavior. **Bus discipline will be at the discretion of the principal; administration reserves the right to handle each bus discipline referral on a case-by-case basis.**

## **Restorative Practices**

Below is a list of practices utilized by the school in place of or in addition to our administrative responses. Students will be assigned practices that best align with their behavior, which may include practices not listed below.

- Written reflection or letter of apology
- Essay appropriate to the referral
- Public awareness project (letter to editor, speech, poster board, etc.)
- Before or after school assistance
- Teacher aide/assistant during elective hour
- Peer mediation or conflict resolution
- Training in and use of organizational aids
- Logical consequences
- Suspension Alternative-Parent, guardian, legal custodian attends class with student for the length of the suspension.
- Restitution
- Mediation/Conflict Resolution
- Confiscation of disruptive communication and entertainment devices
- Student conference
- Community/School service (appropriate to correct the behavior)
- Referral to work-it-out Wednesday
- Referral for community-based services
- Referral to student court
- Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program),
- Substance Use and Intervention Program
- Referral to Individualized Education Plan (IEP) Team

## **BULLYING PREVENTION**

North Conejos School District is committed to providing a safe and positive learning environment, free from bullying. According to NCSD- JICDE, "Bullying" means any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. "Bullying" is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109 (1)(11)(I).

Bullying is reportable in person or in writing to school staff. NCSD policy JICDE-E-1 contains a form to be completed by the bullying target, witness, or any person with information about an incident of bullying. Upon completion, this form should be turned in to an administrator, teacher, or any staff member with whom the complainant is comfortable. Reports may be made anonymously.

Prevention, intervention, and investigative procedures and information for bullying can be found in NCSD policies JICDE\* and JICDE-E-2.

## CYBERBULLYING

Cyberbullying is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others. Changes in Colorado law now expose "cyberbullies" to a misdemeanor charge that carries a possible fine of up to \$750 and up to six months in jail. Cyberbullying is a criminal intent to alarm, annoy or harass; and it can be either direct or indirect. An online posting need not be sent directly to an individual victim to fall under the statute. All possible threats will be turned over to the Conejos County Sheriff's Office for investigation. People should not do or say anything in the cyber world that they would not say or do in person.

**Bullying is not tolerated** in the school, on school grounds, in school vehicles, at a designated school bus stop, at school activities or sanctioned events.

Any student who engages in bullying behavior, retaliation against those reporting bullying, or makes knowingly false accusations of bullying, is subject to appropriate discipline up to and including, but not limited to detention, suspension, expulsion or referral to law enforcement.

## COURSEWORK

### GRADING

It is our sincere belief that all students can satisfactorily accomplish the work required to pass from the middle school to the high school. The staff is here to help you.

A uniform grading system of "A" through "F" is followed by all schools in the district. The grades are computed as follows:

**A= 90-100%    B= 80-89%    C= 70-79%    D= 60-69%    F= 0-59%**

It is essential that students and parents are kept fully informed of current progress in school. **We encourage both students and parents to stay up to date on student progress by checking Infinite Campus regularly.** This is a parent and student responsibility. Parents may log in with their student's login information or gain access through their own account, which can be set-up through the school. Grades are updated weekly with eligibility postings completed by 4:30 pm every Wednesday.

### STUDENT ELIGIBILITY

All eligibility guidelines are contained in the CMS Athletic Policy Handbook.

### INTERVENTION

Any student not passing two or more core classes during a quarter will be required to attend an RTI (Response to Intervention) meeting following the first quarter. A student may not be allowed to participate in elective classes if he or she is struggling in core classes. There is also a possibility of summer school or retention if improvements are not made. Summer school classes will take place the first two weeks of summer break. After school tutoring may be offered throughout the school year and may be required for students who are missing work or behind on assignments.

### AR/STAR GUIDELINES

STAR Tests will be administered at the beginning/mid-term/end of the school year (or upon registration for new students) to acquire a student's reading zone and progress.

Individual reading grades are determined by percentage of points acquired towards goal and reading class participation. Tests must be taken by the deadline date per quarter before the end of each nine-week period. Students who are absent on that day will have the first day upon return to school to test.

## **GIFTED EDUCATION PROGRAM**

The North Conejos School District is committed to recognizing the unique talents, gifts, and abilities of the student population. We are committed to providing an environment, which maximizes intellectual development of each student.

Our goal is to recognize student potential, identify student needs and align instructional programming. We will do this by:

- Assisting students in becoming self-directed learners
- Providing students with a curriculum that has advanced content
- Providing opportunities for students to work in interest areas
- Encouraging students to develop their talents and abilities

To learn more about specific programs and opportunities, please contact the school.

## **PROTOCOLS AND REFERENCE MATERIALS**

### **DRESS CODE**

Students are expected to dress in a way that is conducive to a learning environment. Any dress that that would not be acceptable in a professional work environment should not be worn in the school.

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is **deemed disruptive or potentially disruptive** to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing, or make arrangements to have appropriate clothing brought to school immediately. If the student cannot promptly obtain appropriate clothing, the student shall remain in the administrative office until appropriate clothing can be obtained. In most cases a student will check out a loaner t-shirt or sweats and will be asked to change. In these cases, there shall be no further penalty unless it is a repeated offense. A fee of \$10 will be placed on the student's account until the loaner shirt or sweats are returned.

### **DRESS CODE UNACCEPTABLE ITEMS**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Pajamas or pajama bottoms
3. Sunglasses, hats, sweatbands, and bandanas worn inside the building during school hours
4. Inappropriately sheer, tight or low-cut clothing (i.e., midriffs, halter tops, backless clothing,

tube tops, garments made of fishnet mesh or similar material, muscle tops, jeans with holes above the fingertips, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. **Pants may not expose skin above the fingertips. Slits in jeans above the fingertips will be permitted as long as there are not significant amounts of skin exposed. Large holes in the jeans will not be permitted above the fingertips.**

5. Tank Tops or other similar clothing with straps narrower than the width of a dollar bill.
6. Sagging or wearing pants below the waist and/or in a manner that allows underwear or bare skin to show, or the wearing of excessively baggy pants with low hanging crotches are prohibited. Belt ends may not hang down more than 2 inches.
7. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, studded belts, chains, spikes, or handcuffs.)
8. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drugs use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, offensive, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

Clothing for special occasions must be prior approved with the principal (dances, spirit-day, etc.)

Building principals, in conjunction with the school improvement committee, may develop and adopt school-specific dress codes that are consistent with this policy.

## LOCKERS

Students will be issued a locker at the beginning of the year. Lockers are to be kept neat and clean inside and out. Lockers are the property of the school and are subject inspection at any time. Students should not share locker combinations as it compromises student security. Backpacks and coats **must** be stored in student lockers throughout the school day. Backpacks will not be permitted in the classroom, but students are encouraged to have a small case for storing and carrying their Chromebook. Students may decorate their locker with school appropriate material, but stickers and adhesives are not allowed.

## PERSONAL PROPERTY

Personal risk is assumed for any personal item brought in by a student. Centauri Middle School advises that parents discuss with students the level of risk associated with personal items and make decisions based on the student level of responsibility. It is recommended that any personal property should be labeled with permanent marker or engraved. The school assumes no responsibility for lost or stolen items and may not investigate theft or loss. Personal property that is a distraction to the learning environment may be confiscated by staff or administration and may result in further consequences including but not limited to loss of privileges or parent pick up.



## PERSONAL CELL PHONES/ELECTRONIC DEVICES

- In order to maintain a productive learning environment and ensure the safety of all students and staff, **cell phones and earbuds** are to be stored in school lockers during the school day. Phones that are taken to a class may not be used until the teacher determines that it is educationally necessary and gives the student permission. If a student is using an electronic device during the school day when not allowed, it will be confiscated and stored in the office until the end of the school day. In the case of a repeated offense, a parent would need to pick up the device at the school. Thank you for your cooperation in helping to maintain a safe and focused learning environment for all students.
- Students who use their device to record any type of student/school offense will be subject to the same consequences as those committing the offense (ex. A student recording a fight between other students would receive out of school suspension for one to five days).
- Phone use is not permitted during the school day without teacher permission for a class activity.
- Absolutely no electronic devices with cameras will be permitted in the restrooms or PE locker rooms.
- Social media should not be used at school. These forms of communication often lead to increased conflict and are avenues for bullying. Students that use electronic media to harass or bully others will forfeit the right to have any device on school grounds.
- Any item that becomes a distraction to the classroom or school environment can/will be confiscated from the student.
- 1<sup>st</sup> Offense – Warning – Device confiscated and returned to student at the end of the day
- 2<sup>nd</sup> Offense – Parent Contact – Device returned to parent
- 3<sup>rd</sup> Offense – Loss of electronic device for the remainder of the semester
- 4<sup>th</sup> Offense – Loss of electronic device for the remainder of the school year

## CHROMEBOOKS

Chromebooks will be available to students in all classrooms for their use. The middle school will not check out Chromebooks for students to take home but can work with families who may like this as an option. Students are required to abide by the technology agreement and are responsible for any damage to the device within their care. Students may bring their own Chromebook to school under the agreement that the district controls their account.

## FALSE FIRE ALARMS

Any student caught pulling the fire alarm for the purpose of disrupting classes will be dealt with severely. Pulling a false alarm constitutes a criminal offense, and the offender will be turned over to the police. In addition, there will be disciplinary action taken by the CMS administration.

## PUBLIC DISPLAY OF AFFECTION

Public display of affection at school is in poor taste. Students who are brought to the office for this behavior may expect to serve noon detention. If this does not solve the problem, additional disciplinary measures will be taken by the school. Holding hands is considered a public display of affection and will not be allowed. This rule also applies when students are attending school sponsored extracurricular activities.

## SELLING OF MERCHANDISE BY STUDENTS

No student is to sell or buy any item on school property from another student unless permission has been given by the office. Any such item will be confiscated and parents will be notified immediately.

## **FINES AND FEES**

A \$10 fee will be charged to students to replace lost or stolen locks. Students who have any fines or fees will not receive a report card until fines or fees are paid. Library and Lunch fines are also to be kept up to date and paid before the end of each quarter.

## **PHYSICAL EDUCATION**

Physical Education is a core course and is required by the State of Colorado. All students are required to dress and participate. Students are responsible for bringing their own appropriate clothes, which include t-shirt, trunks (mid-thigh) or sweats, and non-marking athletic shoes. **No spaghetti straps, tank tops, muscle shirts or short shorts will be allowed.** P.E. teachers will have extra P.E. clothing if a student forgets his or her P.E. clothing. The following consequences will take place if a student chooses not to dress out for Physical Education:

1st time- Detention and a phone call home.

2nd time- Parent/Teacher Conference

## **HALL PASS**

When it is absolutely necessary for you to leave a classroom, you must have a hall pass from the classroom teacher. All passes are to be returned to the teacher who issued the pass.

## **SCHOOL CAFETERIA**

You may purchase hot lunches at a nominal fee or bring lunches from home. Disruptive behavior in the cafeteria could result in removal and/or other disciplinary action as prescribed by the personnel on duty and the administration. By federal mandate, all pop and candy machines are off limits one half hour before the first lunch bell and until one half hour after the last lunch period ends. **All food must be eaten in the cafeteria.** The same rule applies for breakfast.

## **OUTSIDE FOOD SOURCES**

**Students may not bring any items to school for parties or any other reasons unless the food item was or is contained in a valid sealed container.** Homemade food items will not be allowed for the protection of your student.

## **STUDENT HEALTH AND IMMUNIZATIONS**

All students are required to have their immunizations up to date according to the current guidelines set by the Colorado Department of Public Health. These guidelines can also be found on the district web page.

Medications may be administered to students at school following these guidelines:

1. Medication must be provided by the student.
2. Medication must be brought to school in the original pharmacy/over the counter labeled container.
3. Medication administration form must be filled out and signed by parent and physician, for prescription and non-prescription medications to be administered at school.

Any students with allergies will have a care plan stating the plan of action if an allergy occurs while at school. Staff will be informed of student allergies as needed. Any allergy medication required for a student must be

provided by the student, and the medication administration form must be filled out and signed by parent and physician.

Vision and Hearing screenings will take place annually in the fall or upon request by parent or teacher/administration. These screenings will be administered by the school nurse and students will be referred for vision and hearing as needed.

## **CONTRABAND CANINE**

CMS is visited at random by a harnessed, trained contraband canine and professional evaluator. This canine is used for detection of any contraband that could be harmful to any student, staff or visitors to this educational institution. Any contraband found in any area of the entire campus will be subject to consideration of disciplinary action by the building principal, superintendent or local law enforcement.

## **CLOSED CAMPUS AND DESIGNATED AREAS**

We are a closed campus. Students must stay on the school grounds (CMS area) from the time they arrive until the time they are dismissed, or until they are picked up by the bus. Students are not to leave the school grounds unless an authorized person comes into the office and signs him/her out. We will not allow an unauthorized person to check out any student.

No Centauri Middle School student will be allowed on the Centauri High School campus unless accompanied by an instructor or permission has been granted by the office.

Students are only allowed to be directly in front of CMS (lawn area) in the morning before class, breakfast, lunch time, and after school. Students are not allowed on the North, East, or West sides of the building unless accompanied by a CMS staff member.

**Students will not be allowed in the CMS Gym during passing periods or lunch if the doors are closed.**

## **FIRE DRILLS/LOCK DOWN PROCEDURES**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Each classroom has an emergency exit procedure posted and each teacher has been trained in fire drill procedures.

### **LOCK-DOWN PROCEDURES**

Lock-down drills will be held occasionally as outlined in the district crisis management plan. A detailed explanation of the SRP(Standard Response Protocol) is provided at the end of the handbook.

**Secure** – Whereby students may move inside the building as usual. When students need to move to the band room or shop areas, administration in conjunction with the band/shop teachers will monitor the transition zones.

**Lockdown** – Will occur whenever the safety of students and staff are jeopardized due to situations deemed dangerous. All individuals will be confined to a room until administration deems the situation is safe and rooms will be notified individually.

The fire drill/lock down procedures will be recognized by designated signal. Teachers will discuss with students the important factors which are to be recognized during an emergency drill of this type and the exit routes to be taken from each classroom. A CMS fire exit plan is posted in each room.

## **STUDENT PUBLICATIONS**

General Method of communication to the community will be through the District/School Website, NCSD Facebook page, School Status Connect, or printed materials sent from CMS. Please update your household information to make sure you get School Status Connect communications.

## **SEXUAL HARRASSMENT**

Sexual harassment in any form is prohibited. This includes the sharing of unwarranted pictures, videos, or text over cell phones or electronic devices. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

For Full Policy see District Policy JBB\*

Any results of Sexual Harassment will result in severe disciplinary action at the Building Principal's discretion and could result in a referral of Law Enforcement.

## **DISTRICT POLICIES**

This handbook does not include District Policies in its entirety but all District Policies are agreed to by your signature and are expected to be adhered to for the duration of the academic year described above. Please refer to the policies on the district webpage at [www.northconejos.com](http://www.northconejos.com).

## RESOURCES

- SAFE2TELL PROGRAM at 1-877-542-SAFE
- Crisis Line – text HOME to 741741 to connect to a trained crisis counselor
- CO4Kids Colorado abuse and neglect hotline 844-CO-4-KIDS
- Care and Share food program
- Mi Esperanza Wellness Center 311 San Juan Ave. Alamosa
- Behavioral Health in Alamosa 8745 CR 9 S. Alamosa
- SLV Life Center 719-589-6698 3211 Main St Suite E. Alamosa
- Center for Restorative Programs 719-589-5255 716 Main St. Alamosa
- PALS 719-589-5909 913 State Ave. Alamosa
- Parent to Parent of Colorado 303-691-9339
- Colorado Peak for assistance programs
- 211 – helps with housing, food, utilities, mental health, emergency shelter, clothing, and much more
- La Jara Food Pantry 719-274-5267
- Low-Cost Internet  
[https://whitehouse.gov/getinternet/?utm\\_source=getinternet.gov](https://whitehouse.gov/getinternet/?utm_source=getinternet.gov)
- CMS HANDBOOK ON LINE  
[www.northconejos.com](http://www.northconejos.com)

## PARENT INFORMATION AND STUDENT'S RIGHTS AND RESPONSIBILITIES

Centauri Middle School provides a student centered environment and middle school concept for learning. The administration, faculty and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual. It is with that in mind, that this handbook was prepared.

This handbook is designed to be used as a reference guide for students, parents/guardians, and staff to help them become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration.

May this year be enjoyable and profitable to you as a student. School is a cooperative venture. Our staff members are here to teach and help you grow and develop. Show them the respect they deserve. Take advantage of the opportunities available and make this a great year.

North Conejos School District RE-IJ is an equal opportunity institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment, or employment, in its educational programs or activities.

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board Policies or individual school rules may be appealed to the principal, or a designated representative, or by following the specific appeal process created for particular complaints (See North Conejos Policy J11(JIH)). inquiries concerning Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; Section 504 of the **Rehabilitation Act of 1973; Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990** may be referred to **Kevin Schott, Superintendent, PO Box 72, La Jara, CO 81140 or to the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310 Denver, CO 80204, (303) 844-2991.**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the

parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## 2025-2026 Centauri Middle School Schedule

<b>7:35 – 7:50</b>	<b>Staff on Duty</b>
<b>7:53 – 8:58</b>	<b>1<sup>st</sup> Period</b>
<b>8:58 – 9:11</b>	<b>Breakfast</b>
<b>9:14 – 10:16</b>	<b>2<sup>nd</sup> Period</b>
<b>10:19 – 11:21</b>	<b>3<sup>rd</sup> Period</b>
<b>11:24 – 11:45</b>	<b>6<sup>th</sup> Grade Reading</b>
<b>11:45 – 12:10</b>	<b>6<sup>th</sup> Grade Lunch</b>
<b>12:13 – 1:15</b>	<b>6<sup>th</sup> Grade 4<sup>th</sup> Period</b>
<b>11:24 – 12:26</b>	<b>7<sup>th</sup> Grade 4<sup>th</sup> Period</b>
<b>12:23 – 12:51</b>	<b>7<sup>th</sup> Grade Lunch</b>
<b>12:54 – 1:15</b>	<b>7<sup>th</sup> Grade Reading</b>
<b>11:24 – 12:26</b>	<b>8<sup>th</sup> Grade 4<sup>th</sup> Period</b>
<b>12:29 – 12:50</b>	<b>8<sup>th</sup> Grade Reading</b>
<b>12:50 – 1:15</b>	<b>8<sup>th</sup> Grade Lunch</b>
<b>1:18 – 2:20</b>	<b>5<sup>th</sup> Period</b>
<b>2:23 – 3:25</b>	<b>6<sup>th</sup> Period</b>
<b>3:28 – 4:00</b>	<b>Advisory</b>





# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

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

**Adults and staff** are trained to:

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



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

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



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

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



## EVACUATE

### "To a Location"

**Students** are trained to:

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

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

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

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



**\*\*PLEASE REVIEW THIS HANDBOOK WITH YOUR STUDENT, YOU AND YOUR STUDENT SIGN, AND RETURN THIS PAGE TO THE CMS OFFICE \*\***

I have read and agree to follow all the information in the  
**2025-2026 Centauri Middle School Handbook.**

Student Printed Name\_\_\_\_\_

Student Signature\_\_\_\_\_

Parent or Guardian Printed Name\_\_\_\_\_

Parent or Guardian Signature\_\_\_\_\_

Date: \_\_\_\_\_