

# MIDDLE SCHOOL STUDENT HANDBOOK



UNIVERSITY SCHOOLS  
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## 2019-2020

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## Table of Contents

MISSION, VISION, PILLARS AND PHILOSOPHY	3
I. HIGHLIGHTS AND SPECIAL FEATURES OF THE SCHOOL	
4	
Advisor/Advisee Program	4
B.A.R.K	4
Community Service	4
Organization	4
Portfolios	5
Self-Directed Learning	5
II. LEARNING ENVIRONMENT	5
III. FEE STRUCTURE	6
IV. ATTENDANCE	6
Reporting Absences	6
Pre-Arranged Absences	7
Excused Absences	7
Unexcused Absences	7
Consequences for Excessive Absences	7
Habitually Truant Defined	8
Illness at School	8
Medical and Dental Appointments	8
Tardies	8
University Middle School Promotion	9
V. DISCIPLINE AND CODE OF CONDUCT	9
Alcohol and Drugs	10
Chemical Substance (the Discharging of)	10
Dress Code	11
Electronic Cigarettes	12
Electronic Devices	12
False Alarms (Fire and Bomb)	12
False Reports Against an Employee	12
Fighting	12
Fire Extinguishers	12
Gang Related Activity	13
Grounds for Suspension, Expulsion, And Denial of Admission	13
Habitually Disruptive	13
Harassment, Intimidation and Bullying	14
Incendiary Devices	15

Insubordination	15
Offenses Toward Staff	15
Personal Display of Affection (PDA)	15
Plagiarism and Scholastic Dishonesty	15
Profanity	16
Theft	16
Threats	16
Tobacco	16
Vandalism	16
Weapons	16
Staff Reasonable Force	16
Student Searches	17
Consequences for Infractions of School Rules	17
Communication of Disciplinary Information	17
In School Suspension	17
Suspension	17
Expulsion	18
Discipline of Students with IEP or 504	19
VI. PROCEDURES	20
School Safety Plans	20
Closed Campus	20
Guests	21
Lockers	21
Lost And Found	21
Pets	21
Student Messages	21
Student/Sibling Pick Up	21
Withdrawal from School	21
VII. STUDENT RESOURCES	22
Student Services	22
Immunizations	22
Medications at School	22
VIII. TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY	23
IX. CAFETERIA	24
X. LIBRARY TECHNOLOGY LEARNING CENTERS	24
Hours	24
Expectations	24

Online Tools	24
Borrowing Books	25
Activities	25
XI. STUDENT ACTIVITIES AND ATHLETICS	25
Athletic Eligibility Rules	26
Middle School Athletics and Activities	26
XII. PARKING – STUDENT DROP OFF AND PICKUP	26
XIII. SCHOOL CLOSING ANNOUNCEMENTS/DELAYED START PROCEDURE ANNOUNCEMENTS	26
XIV. SCHOOL DAY	27

# UNIVERSITY MIDDLE SCHOOL



## **MISSION, VISION, PILLARS AND PHILOSOPHY**

### **MISSION STATEMENT**

University Schools will prepare students emotionally and educationally for learning, leading, and caring citizenship in their academic, social, and civic communities.

### **VISION STATEMENT**

University Schools envisions a caring and supportive environment where students become self-directed through personalized experiences. Students, teachers and parents cooperate to develop autonomous learning in a learner-centered school.

### **UNIVERSITY SCHOOLS PILLARS OF OUR COMMUNITY**

- K-12 community focused school
- Self-directed, student centered community
- High academic standards and expectations for personal responsibility
- Supportive, nurturing environment
- Small class size

### **PHILOSOPHY**

Within a nurturing kindergarten through 12th grade learner-centered environment, all students have the opportunity to reach their full potential. Students, teachers and parents are part of a community of learners developing knowledge and skills for life-long learning, academic achievement, personal wellness and a sense of responsibility for learning.

The school's small, personal environment and Advisor/Advisee program offer many unique opportunities. In addition to the regular curriculum, students have opportunities to explore

the world beyond school, learning about post-high school options, careers, work and the community.

### **University Middle School is a place where...**

Innovation and creativity are a basis for promoting learning. Personal ownership of choices and calculated risk-taking with students and faculty are highly encouraged. Students, teachers and parents create a working relationship in this school community; developing knowledge and skills for life-long learning, personal development, academic achievement and a sense of responsibility for all individuals involved in the learning process.

Teachers have a wide range of interests, expertise and are highly qualified to teach in respective content areas. The curriculum includes opportunities for students to develop a thorough understanding and skill base in reading, writing, mathematics, science and social studies, as well as the fine and practical arts and other areas of interest. The curriculum changes and is continually being revised for improvement.

## **I. HIGHLIGHTS AND SPECIAL FEATURES OF THE SCHOOL**

### **Advisor/Advisee Program**

The Advisor/Advisee Program is one of the most important ways through which students develop a sense of belonging in the school community. Students develop goals, create personal and academic plans, portfolios, and record community service projects. Through daily contact with an advisor, students learn in a supportive community of peers and faculty. The Advisor/Advisee Program serves three main purposes: affective development, academic development and student's advocate. In addition, student-led conferences are facilitated by advisors. Students enjoy a three year relationship with advisors.

### **B.A.R.K**

**B**e responsible, **A**ct with kindness, **R**espect others, and **K**eeP safe (BARK). Being part of a K-12 school community, it is important for middle schoolers to model good behavior. Students and staff receive recognition for positive behaviors throughout the year.

### **Community Service**

All students are expected to provide service to the school and/or the community beyond the school. Middle school students earn community service in various ways to complete grade requirements. (Six hours in 6th grade, seven hours in 7th grade and eight hours in 8th grade). Community Service forms will be collected by advisors.

### **Organization**

Team teaching, multi-age advising groups, exploratory classes, flexible scheduling and core programs are all important elements of the middle school program. "Family meetings" with all 6-8 students and staff are regularly scheduled.

### **Portfolios**

Each student is expected to create and maintain a portfolio. The student's portfolio demonstrates his/her progress over time. Portfolios include goals, examples of the

student's work, testing data and provide a comprehensive and developmental view of the student.

### Self-Directed Learning

Students direct many aspects of their learning. Advisors and other teachers assist students in this process. Exploratory courses, Honors Projects and Personal Learning Plans (PLPs) allow students the opportunity to pursue individual interests. Students are guided toward being self-directed learners.

## II. LEARNING ENVIRONMENT

### Student Rights and Responsibilities

#### Students have a right to:

1. A rich and appropriate education.
2. Be treated with respect and dignity and not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or socio-economic status.
3. Learn from their own mistakes.
4. Be heard. Students' feelings and opinions will be respected by others.
5. Participate in decisions about their own education.
6. Expect that they will be in a safe school and that personal and community property will be safe.

#### Students have a responsibility to:

1. Contribute to positive learning for all.
2. Treat others with dignity and respect, and not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or socio-economic status.
3. Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
4. Listen to others, respecting expressions, feelings and opinions of others.
5. Help others to participate in decisions about their own education as all work to become self-directed learners.
6. Help to create a safe environment for everyone, including safety for personal and community property.

## III. FEE STRUCTURE

Fees for the 2019-2020 school year will be charged per course for consumable goods used in the classroom. Fee waivers are available for families who qualify by completing an application for free and reduced lunches. Fee waiver forms are available in the middle school office or the main office.

## **IV. ATTENDANCE**

Regular attendance in school is the responsibility of the parent and the student. Good attendance is considered a necessity to achieve success in school. Students who have good attendance generally attain higher grades, acquire a better education and are afforded more learning opportunities. Poor attendance disrupts both the student's learning and the school environment and will result in consequences.

EXCESSIVE ABSENCES MAY RESULT IN WITHDRAWAL FROM UNIVERSITY SCHOOLS WITH THE RECOMMENDATION TO ATTEND A NEIGHBORHOOD SCHOOL.

### **Reporting Absences**

Parents are responsible for reporting all absences resulting from illness, injury or family emergencies. When a student is absent from school, a parent is expected to call the school about the absence. It is important to remember that parents report absences, but only the school may legally excuse them. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness. Calls should be made to the attendance line at 576-3900, ext. 1, by 9:00 a.m. the day of the absence. If a parent cannot call, University Schools asks that the parent(s) or guardian send a note with the student on the day of the student's return to school. Absences not cleared through the office with a phone call or note within 48 hours after the absence, will be recorded as a truancy and can only be cleared by the principal.

Should I Keep My Child Home From School Today? (Information provided by school nurse)

YES, if s/he has:

- ✓ Severe cough
- ✓ Severe cold
- ✓ Undetermined rash
- ✓ Diarrhea
- ✓ Temperature of 100 degrees or higher
- ✓ Sore throat-difficulty swallowing
- ✓ Red, watery, burning, itching eyes
- ✓ Vomiting during past 24 hours

The above symptoms/condition may mean the start of a communicable disease or condition that could affect many of the other children in the child's classroom. Also, the child may be too ill to learn in school that day.

### **Pre-Arranged Absences**

Pre-arranged absences do not excuse a student from completing work assigned or turning in assignments due during the absence. Planning absences near the end of the grading periods may negatively impact grades if the student misses end-of-term projects or exams. When a student anticipates leaving town for a number of days, s/he must follow the pre-arranged absence procedures.

1. Obtain a pre-arranged absence form from the attendance clerk at least one week prior to the absence.
2. Complete the form with teachers' signatures to indicate the student has obtained assignments that will be missed. Makeup work will be due the first day back to class unless another date is indicated by the teacher on the pre-arranged absence form.
3. Submit the pre-arranged absence form to the office for administrator's signature at least five school days prior to the absence (except for family emergencies).
4. When the request is approved, the attendance clerk will give a copy of the signed form to the student so s/he and parents are aware of assignments and any grade concerns..
5. Excused absences must meet the requirements described below.

### **Excused Absences**

In accordance with the Colorado School Attendance Law (CRS 22-33-104), the following conditions excuse a student from compulsory school attendance:

1. Absences approved by the principal or his/her designee. (Field trips and pre-arranged absences fall under this category).
2. Absences due to temporary illness or injury. (Medical appointments fall under this category).
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of a court or law enforcement authorities.
5. Absences for religious observances.

**Upon return from excused absences, it is the student's responsibility to contact each teacher to get make-up work and establish due dates for the assignments.**

If your student has been gone for more than three days, and you would like to request homework, please email or call teachers directly. Please keep in mind that teachers will need 24 hours to gather homework. It will be available for pick up in the office at the end of the school day following the date the homework is requested.

### **Unexcused Absences**

Any absence from school or class, which does not fall into the categories of excused, will be considered unexcused. This is truancy and the student will not be allowed to make up the work for credit.

### **Consequences for Excessive Absences**

#### **Teacher Initiated:**

1. Conference with parents/attendance contract
2. Academic consequences (e.g. loss of points based on lack of participation, missed daily work or tests, etc.)
3. Before/after school detention or lunch detention

#### **Administrator Initiated:**

- |   |  |
|---|--|
| 1. Conference with parents                          | 4. Withdrawal from a class with an "F" |
| 2. Before/after school detention or lunch detention | 5. Withdrawal from school              |
| 3. Attendance Improvement Plan                      | 6. Referral to Truancy Court           |
|   | 7. Referral to Social Services         |

### Habitually Truant Defined

A student registered with University Schools is habitually truant if s/he has:

1. Four unexcused absences from a class or school in any one month.
2. Ten unexcused absences from class or school during the school year.

Consequences:

1. Require a meeting between the student, parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant.
2. Meeting must be held no later than 10 school days after the student's fourth unexcused absence in a month or 10<sup>th</sup> unexcused absence in a year.
3. Development of a written attendance plan.

### Illness at School

If a student becomes ill while in school, s/he must secure permission from the Nurse or Health Clerk in the Student Services Office before leaving the building. Parents, or an emergency contact will be notified before an ill student is permitted to leave school. When leaving, students must be signed out from the office. (Also refer to the University Middle School Student Handbook, under Student Services). **No student who is feeling ill or has been injured should leave school without first reporting to the Student Services Office.**

### Medical and Dental Appointments

Appointments must be communicated to the Attendance Clerk. The student will be allowed to leave if an appointment slip or parent's note is presented to the office the day of the appointment, or if the parent has called the Attendance Clerk to prearrange the absence prior to the day of the appointment. A parent who comes to pick up a student for an appointment must check in with attendance clerk upon arrival.

### Tardies

University Middle School students are expected to be in class on time. Teachers will address tardiness and give appropriate classroom consequences. A student who enters class unexcused after the first ten minutes will be considered absent. Students will be required to make up time before school, after school, or during the lunch period. Students who continue to be tardy after teacher interventions are considered insubordinate and may be referred to the principal for intervention and consequences.

### University Middle School Promotion

#### **Expectations for Promotion**

1. Students must pass both semesters of all five core classes to be promoted to the next grade level.  
Core classes are language arts, math, science, STEM and social studies.
2. Students are expected to comply with state compulsory attendance laws.
3. Students shall complete their required number of community service hours at each grade level.
4. Eighth grade students must complete a middle school portfolio in addition to

- presenting an Exit Interview.
5. Students not passing required core classes each semester, must successfully complete course work for credit recovery. Information about summer school will be provided. Any expense of credit recovery programs is the responsibility of the student/parent. Unsuccessful completion of credit recovery will result in student being retained for the following school year.

### **Considerations for Academic Interventions**

The University Middle School faculty recognizes that the personal, social, emotional and educational growth of children varies. Therefore, students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The following criteria shall be used for identification and decision-making regarding academic intervention of middle school students:

1. Grades and other indicators of academic achievement may include, but shall not be limited to CMAS, NWEA, and other standardized assessments.
2. Physical, social and emotional factors considered
3. Recommendations and interventions of the academic team. The Response to Intervention team (Rtl) consists of, but is not limited to, teachers, advisor, parents and administration.

## **V. DISCIPLINE AND CODE OF CONDUCT**

The purpose of the following policies is to provide a safe and supportive learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences. These consequences may be applied for behaviors that take place during the school day, at school activities or are directly related to University Schools. The goal is for students to develop self-discipline, which results in self-control, good character and civility.

University Schools will utilize the services of law enforcement personnel, including the District 6 School Resource Officer (SRO), as needed to maintain a safe learning environment.

### **University Middle School Behavior Plan**

“We will treat ourselves, each other  
and the environment with kindness and respect.”

### **Alcohol and Drugs**

Substances, including non-prescription drugs, illegal or controlled substances and alcohol and drug paraphernalia and/or look-alike drugs are not allowed on school property or at school-related activities. Students are not allowed to participate in any type of school activity while under the influence of such substances. Where reasonable suspicion exists, a student’s locker, person, backpack, and the like (while on school property or at a school sponsored activity) are subject to search and seizure by school administrators.

In all substance abuse related incidents, where judged appropriate, law enforcement officials will be involved.

Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing, possessing, distributing, soliciting, consuming or otherwise using, abusing or being under the influence of alcohol, non-prescription drugs, illegal or controlled substances while at school on school property, or at a school sponsored or school sanctioned event (whether or not on school property).

### Disciplinary Action

#### First Offense

Students are subject to immediate suspension, or expulsion, for consumption, use, possession, distribution, solicitation, giving or receiving of alcohol, illicit or illegal drugs, or for the use of alcohol or illegal drugs, or other drugs or drug paraphernalia. Possession includes actual physical possession as well as possession where the item may not be in actual physical possession of the student, e.g., located in a textbook, locker, backpack, or some other location. Students who engage in activities involving illicit or illegal drugs, controlled substances, or alcohol may be subject to suspension or expulsion for behavior on or off campus which is detrimental to the welfare or safety of the student, other students, or school personnel.

#### Second Offense

Expulsion may result upon the second offense while enrolled at University Schools.

### Chemical Substance (the Discharging of)

Bringing or discharging noxious substances such as mace, pepper spray or smoke bombs will be considered behavior which is detrimental to the welfare and safety of other students. Possession or discharge of such substances on school property or at a school activity is grounds for suspension and may result in referral to law enforcement.

### Dress Code

This dress code applies equally to male and female students.

Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

*The following shall NOT be worn in school building, on school grounds or at school sponsored activities:*

1. Any clothing, jewelry, accessories or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the administration, including but not limited to items that:
  1. Refer to drugs, tobacco or alcohol
  2. Are obscene, profane, vulgar or defamatory in design or message
  3. Advocate drug use, violence, gang affiliation or disruptive behavior

4. Threaten the safety or welfare of any person, including apparel adorned with spikes or chains
2. Clothing that:
  1. Reveals all or part of the stomach, buttocks, or chest
  2. Is backless, strapless, supported with spaghetti straps (straps must be at least 2 inches in width) or has low cut sides under the arms
  3. Reveals underwear
  4. Is inappropriately sheer, short, tight or low cut

Shoes must be worn at all times and sunglasses may not be worn in the building without administrator approval.

Dress code exceptions:

Formal wear may be worn when participating in, or attending, school sponsored extracurricular activities such as a middle school dance unless deemed inappropriate by an administrator, sponsor, or coach.

Disciplinary actions for violations will include:

1. Notifying the student of the violation
2. Requiring the student to change clothing before re-entering class
3. At the discretion of the building administrator, a parent conference
4. Possible suspension

### Electronic Cigarettes

Electronic devices used to inhale vapor (including but not limited to e-cigarettes, hookah pens, vapor pens, etc.) are not allowed at school. Possession or use of electronic vapor devices on school property, during scheduled class time or at school sponsored activities is prohibited and will result in suspension. If there is evidence the student is using the device to deliver drugs other than nicotine, the University Schools drug policy will be applied (see the University Schools Student Handbook, page 10).

### Electronic Devices

The staff has the right to confiscate electronic devices anytime their use is deemed a disruption to the educational process. Confiscated devices may be picked up by the student after school in the office. If a student disrupts any class a second time with an electronic device, the device will only be released to a parent or guardian. A third disruption within the school year will be considered insubordination and **will result in suspension**. Parents should not text or call students during school hours.

Searches of electronic messages and content will be based on a reasonable suspicion that the student has committed a criminal act or violated school rules (see page 11, Student Searches). The school is not responsible for the loss or theft of any electronic devices.

### False Alarms (Fire and Bomb)

False alarms (fire, bomb or other false alarms of any kind) are prohibited. Infractions will result in a **minimum three (3) day suspension and may result in expulsion**. *Students violating this policy will also be reported to law enforcement.*

### False Reports Against an Employee

Any student who intentionally makes a false accusation of criminal activity against an employee to law enforcement authorities, school officials or both, will be suspended and may be expelled.

### Fighting

Fighting and physical aggression are not permitted. Students involved in physical aggression, which includes, but is not limited to fighting, hitting, etc. will be suspended for up to **three to five (3-5) days** for the first offense, **five or more (5) days** for the second offense and **possible recommendation for expulsion** for the third offense.

### Fire Extinguishers

Tampering with, removal or misuse of a fire extinguisher will result in suspension.

### Gang Related Activity

No student shall display gang symbols/colors in any form. University Schools has a zero tolerance policy for gang-related activity.

### Grounds for Suspension, Expulsion and Denial of Admission

1. Continued willful disobedience or open and persistent defiance of proper authority
2. Willful destruction or defacing of school property
3. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel
4. Being a habitually disruptive student
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  1. Possession of a dangerous weapon without the authorization of the school
  2. The use, possession, or sale of a drug or controlled substance
6. Repeated interference with a school's ability to provide educational opportunities to other students
7. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property
8. Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school officials or personnel

## Habitually Disruptive

A habitually disruptive student is one who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events because of behavior which was initiated, willful and overt on the part of the student.

No student shall be declared habitually disruptive prior to the development of a remedial discipline plan addressing the student's disruptive behavior, educational needs and the goal of keeping him/her in school. A remedial discipline plan shall be developed for a student after the first suspension for a material and substantial disruption. The plan shall be reviewed and modified after the second suspension. The school shall encourage and solicit the full participation of the student's parent, guardian or legal custodian in the development of the remedial discipline plan. The student and his/her parent, guardian or legal custodian shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. In accordance with state law, expulsion may result for habitually disruptive students.

A student who has brought a firearm to school or possesses a firearm at school, shall be expelled for a period of not less than one year, except that the Director of Schools in coordination with the expulsion hearing officer may modify this requirement for a student on a case-by-case basis if such modification is in writing.

## Harassment, Intimidation and Bullying

University Schools prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability or ancestry.

Bullying means 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 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 or state laws prohibit discrimination upon any of the bases described in **Colorado Revised Statutes**.

"Electronic" means any communication involving the transmission of information including, but is not limited to, communication via electronic mail, internet-based communications such as social media sites, cell phones, electronic messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim:

1. Verbal, nonverbal, physical or written harassment, hazing, or other victimization
2. Remarks of a demeaning, derogatory or intimidating nature
3. Damage or destruction to school property or private property

4. Implied or explicit threats that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
5. Demeaning jokes, stories, or activities directed at the student
6. Coercion of sexual behavior and/or engagement in unwelcomed sexual attention that undermines the safety, security and dignity of any member of the University Schools community
7. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

Discipline for student bullying and for retaliation against students who report bullying may include suspension, expulsion and/or disciplinary classroom removal. In addition, the administration shall consider other actions that may be appropriate in response to student bullying, including, but not limited to:

1. Holding conferences with the parents of students in order to develop cooperative strategies to correct the student's behavior
2. Separating students from other students at school or from particular school programs or activities until they can conform to acceptable standards
3. Withholding privileges (i.e., field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying
4. Involvement of law enforcement

### Incendiary Devices

All incendiary devices are prohibited (i.e. lighters, matches, etc).

### Insubordination

Insubordination is defined as disobeying teachers or school staff members, not following instructions in regard to conduct, or, in any way, by actions or words, showing a defiant attitude. Failure to identify oneself or present an ID card when requested to do so by school personnel will be considered insubordination. Insubordination may result in **suspension**.

### Offenses Toward Staff

The following procedures shall be followed (not necessarily in the order indicated below) in instances of assault, disorderly conduct, harassment or other criminal offenses by a student directed toward a teacher or school employee. These same procedures shall be followed in instances of damages by a student to the personal property of a teacher or school employee occurring on school premises.

1. The teacher or school employee shall file a written complaint with the director.
2. Students involved in threats, assaults, or other criminal conduct directed toward a teacher or school employee will be suspended and may be expelled.
3. The director shall report the incident to the appropriate local law enforcement agency.

### Personal Display of Affection (PDA)

This is a K –12 school environment. Consequently, students are expected to be appropriate role models for younger students. Inappropriate personal displays of affection

are subject to disciplinary measures ranging from warnings to suspension, depending on the severity and frequency of the behavior.

### Plagiarism and Scholastic Dishonesty

Plagiarism and scholastic dishonesty are serious violations of academic integrity and will result in consequences ranging from failing the assignment to removal from University Schools (for multiple violations).

According to Joseph Gibaldi's MLA Handbook for Writers of Research Papers, a guidebook followed by many teachers who assign research, "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize." With the ease of finding research material online, there is a particular temptation for students to copy text from Internet sources and use it without attribution. This "electronic" form of scholastic dishonesty, as much as any other, constitutes plagiarism.

When a teacher suspects that a student has cheated or plagiarized an assignment, the teacher will present the student with the evidence and inform the parent/guardian and an administrator of any infraction.

If the charge is substantiated, the following consequences will be enforced:

1. First offense in a course – the student will receive a "0" on the assignment. The student will be allowed to redo the assignment (for a maximum grade of 59%).
2. Second offense in the same, or any other course – the student will receive a failing grade in the course.

Suspension from school and possible withdrawal from University Schools may result if a student has violations in several courses.

### Profanity

Using profanity, vulgar language or obscene gestures will not be tolerated. Actions of this sort may result in **detention or suspension**.

### Theft

The theft of any property at school or at any school related activity will result in **suspension** with full restitution for any item stolen. A police report may also be filed.

### Threats

Threatening another student is prohibited and will result in **suspension** and may result in expulsion. University Schools threat assessment protocol will be followed.

### Tobacco

Possession or use of tobacco on school property, during scheduled class time or at school sponsored activities is prohibited and will result in suspension.

## **Vandalism**

Vandalism will not be tolerated. Vandalism is the willful defacing or destruction of school property (including books and furniture) or the property of school employees or students.

## **Weapons**

No student shall carry, conceal, store, or otherwise possess any firearm, knife, explosive weapon, taser, stun-gun or look-alike weapon of any sort in the school building, on school property, or at school-sponsored events. Possession of a weapon will result in suspension or possible expulsion. Possession of a firearm will result in expulsion. In rare instances where such materials serve an educational purpose, their use and/or possession must be authorized by a principal or his/her designee.

## **Staff Reasonable Force**

A teacher or school employee may use such reasonable force as necessary to protect herself/himself from attack or to prevent injury to another person while the teacher is acting within the scope of the teacher's employment.

## **Student Searches**

A search of a student at school is permitted based upon a "reasonable suspicion" that a student is violating school rules or committing a criminal act. Searches must be reasonably related to the objective of the search and must not go beyond what is warranted by the nature of the suspected violation.

Searches of a student's person or personal effects are limited to the student's pockets and objects in the student's possession, such as a purse, backpack, book bag or cell phone. A pat-down of the exterior of the student's clothing may be done by an adult of the same sex as the student being searched in the presence of an adult witness.

The material on the student's cell phone is subject to review by the school based on reasonable suspicion of a violation of the school's code of conduct or behavior detrimental to the safety and welfare of students or staff.

## **Consequences for Infractions of School Rules**

Consequences may include, but are not limited to:

1. Apology
2. Change of Clothing
3. Conference with Teacher, Advisor, Counselor
4. Expulsion
5. Loss of Credit
6. Loss of Field Trip or Activity
7. Loss of Open Campus
8. Loss of Privileges
9. Random Searches
10. Parent Contact
11. Remedial Discipline Plan
12. Restitution
13. School Detention and Work Detail
14. Suspension
15. Suspension Alternatives
16. Verbal/Written Warning
17. Drug Testing

## Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the school to teachers and counselors who have direct contact with that student.

## In School Suspension

Students may be assigned in-school suspension under the supervision of a designated school official in the school building, but outside the classroom. Class work will be provided during the period of suspension.

## Suspension

### Procedures

1. When subject to disciplinary measures, students are entitled to reasonable due process, which may vary according to the circumstances.
  1. The student shall be given oral or written notice of the charges against the student.
  2. The student will be given an explanation of the evidence and will be provided an opportunity to make a statement on his or her behalf.
2. If the pupil is suspended, the parent/guardian will immediately be notified of the suspension, the grounds for the suspension, the period of the suspension and the time and place for the parent/guardian to meet with the director or principal to review the suspension.
3. A suspended student shall be required to leave the school grounds immediately after the parent and the administrator have determined the best way to transfer custody of the student to the parent or designated representative. A student may not be on school property or attend school activities during the suspension period.
4. Law enforcement authorities may be involved in removal of the student in accordance with state law when there are reasonable grounds to believe that the student has committed a delinquent act by violation of any statute, county or municipal ordinance, or by lawful order of the juvenile court.
5. The administrator shall determine whether the student is or has been receiving special education services. If the student is receiving special education services, then special education staff must be notified of the name of the student, length of suspension and cumulative days of suspension for the school year.

### Re-admittance of Suspended Students

1. No student shall be readmitted until the pupil and the suspending authority have met or until the parties mutually agree to review the suspension in order to assess the need to develop a remedial discipline plan. The parties may complete this process in a phone conference.

If the administrator cannot contact the parent of the student or if the parent repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

The student must be provided an opportunity to make up schoolwork missed during the period of suspension for full credit.

## Expulsion

### Procedures

1. The Director of University Schools shall prepare, in not less than five days prior to the date of contemplated expulsion, a written notice of such proposed expulsion. Such delivery may be by United States mail or by a courier service. If mailed, University Schools will use certified mail and return receipt requested and by regular delivery. Delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student and the parent(s)/guardian.
2. The notice shall contain the following information:
  - 1 A statement of the basic reasons for the recommended expulsion.
  - 2 A brief statement of the evidence to be presented against the student.
  - 3 A statement that the student has a right to a hearing on the question of expulsion but will receive the hearing only if the student or the parent/guardian notifies the director in writing within five (5) school days after the day of notice that a hearing is requested.
  - 4 A statement that the student may be present at the hearing and hear all information against her/him; that s/he will have an opportunity to present such information as is relevant. The student may have an attorney present.
  - 5 A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
3. The hearing will be closed except to those individuals deemed advisable by the hearing officer, but included in all events shall be the student, her/his parent/guardian and, if requested, an attorney. In addition, if requested by the student her/his parent/guardian or attorney, other individuals who may have pertinent information may be admitted to a closed hearing.

### Appeals

If the student should choose to appeal the decision of the hearing officer, the student shall make such appeal request in writing to the director within five (5) business days of the date the decision is delivered to the student. The Board of Governors shall convene within five business days after the written request is received. The decision of the Board of Governors shall be final.

When the Board of Governors holds the appeal, it shall be conducted by a chairperson of the Board or a designee from the Board of Governors. Testimony and information shall be presented under oath; however, technical rules of evidence shall not be applicable and the Board of Governors may consider and give appropriate weight to such information or evidence it deems appropriate.

The student or his/her representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Board of Governors may retire to executive session to review and discuss the evidence; however, the final decision shall be made in public session.

## Discipline Of Students With Individual Education Plans (IEP) or 504 Plans

1. Student are neither immune from the school's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.
2. The student's Individual Education Plan (IEP) or 504 Plan shall determine appropriate discipline for special education students. Appropriate special education personnel shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP or 504 Plan.
3. A student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions, which present a physical danger to the student, other students, school personnel or school property.
4. A student whose behavior is determined to be a manifestation of his/her handicap may not be expelled, unless required by law, but shall have his/her IEP or 504 Plan reviewed by the appropriate IEP or 504 Plan staffing team. The staffing team shall review the IEP or Plan for appropriateness of services and the need for a more restrictive or alternate placement.

## VI. PROCEDURES

### School Safety Plans

University Schools reviews and practices for different emergency scenarios throughout the year.

1. **Evacuation:** In the event that there is a need to evacuate the school site or the fire alarm sounds, the following procedures will be initiated. Students will be escorted by teachers according to the exit routes posted on maps in each classroom. Students should proceed in an orderly manner with their teacher to the designated areas. At the designated area, students will go to, and remain with their advisors. From these sites, administrators will provide instructions for orderly evacuation from the school grounds if that becomes necessary.  
*If an evacuation occurs when class is not in session (during lunch, passing period, etc.) students should proceed in a safe and orderly manner to the location of their Advisors at the designated area.*
2. **Lockout:** A lockout is called when there is a threat or hazard outside of the school building, whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal near the campus. A lockout uses the security of the physical facility to act as protection. The lockout protocol would require bringing students into the building. If the lockout announcement is made during class, staff would lock classroom doors and classroom activities would continue uninterrupted. If students are outside when the lockout is announced, classes would return to the building to continue classes. If the lockout is announced during an "open" time, students may be prevented from leaving the building, depending on the condition of the circumstances, until an announcement that the emergency is over.
3. **Lockdown:** A lockdown occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course. If the lockdown announcement is made during class, staff will lock classroom doors, turn out the lights and have everyone move to a place where they are not visible from the hallways. If the lockdown is announced during an "open" time, students in the hallway should move to the closest classroom, locker room, gym or office and remain there until an announcement that the emergency is over.

4. **Tornado:** In case of a tornado warning, teachers and students will go directly to the designated safe areas until an announcement that the tornado warning has ended.

### Closed Campus

Students in grades 6-8 are expected to remain on campus during the school day. Students may only leave campus during school hours when accompanied by a parent or designee (parent must communicate with the office if anyone else will be picking up their student). The parent or designee will sign out the student in the office. At no time should a parent take another child unless there is written permission or verbal communication to the building administrator from that student's parent(s).

### Guests

Students who wish to bring a guest to school must get approval from the Principal and classroom teachers at least **one-week in advance** of the visit. The guest and host should report to the office upon arrival. The guest will be given a visitor's badge that should be worn throughout the day.

### Lockers

Lockers are provided for students in grades 6-8 and will be assigned by advisors. Lockers are the property of University Schools and are made available for student use as a privilege. Students accepting use of the lockers must also accept the related responsibilities to keep the locker clean both inside and out, and to pay for any damage to the locker. No stickers, contact paper or inappropriate displays are allowed in lockers. University Schools assumes **NO** responsibility for lost or stolen articles kept in gym or hall lockers. If a student brings valuable or sentimental items to the school, it is at his/her own risk. University Schools reserves the right to search lockers when necessary to enforce school rules and/or ensure safety of the school. Students are responsible for all contents of their lockers and should not give out their combination. If at any time a student needs to change lockers, he/she should contact the advisor. **SINCE LOCKERS ARE PROVIDED, STUDENTS ARE NOT TO BRING BACKPACKS INTO CLASSROOMS.**

### Lost And Found

Any item found should be turned in to the office. Unclaimed items will be given to charities if they remain unclaimed.

Parents are strongly encouraged to label outerwear with students' names, especially on Bulldog items. **Students are strongly discouraged from bringing excessive amounts of cash and/or valuable items to school.**

### Pets

Please do not bring pets on to school property when picking up students. This also includes any school activities before or after school.

### Student Messages

In case of emergencies, messages from parents will be delivered to students. Parents should not call or text their students during class hours.

### Student/Sibling Pick Up

Middle school students may pick up elementary siblings outside the main entrance or inside in the cafeteria. Students should not pick up siblings in the hallways or classrooms.

## Withdrawal from School

Students withdrawing from University Schools must complete the following procedures:

1. Secure the withdrawal form from the office no later than one week prior to the anticipated withdrawal date.
2. The form must be completed, signed by parents, teachers, counselor and appropriate personnel and then returned to the office no later than one day before withdrawal.

(No student may be officially withdrawn until all financial obligations have been met.)

## VII. STUDENT RESOURCES

### Student Services

Student Services staff provide confidential and supportive services for students and families in a variety of ways: individual and group counseling, academic testing, referral for educational assessment, referral to community resources, management of chronic health conditions, counseling and education about health. The Student Services office is open from 7:30 AM to 4:00 PM daily.

If a student becomes ill or is injured at school, she/he should tell the teacher first and then report to Student Services. The Student Services staff will contact parents and excuse the student through the attendance office if the student needs to leave school. **No student who is feeling ill or has been injured should leave school without first reporting to the Student Services Office.**

An “emergency medical plan” form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). If the school is unable to contact parents in an emergency situation, an ambulance may be called to transport the child to a nearby emergency facility.

### Immunizations

State regulations require that students have required immunizations or a signed exemption form on file before beginning school. If there are questions about immunizations, please contact the health department, a physician or the Student Services office.

### Medications at School

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. University Schools encourages medicines be taken at home if at all possible. However, if school personnel need to assist, the following procedures apply:

1. Prescriptions and/or over-the-counter medications can only be given at school with a doctor’s written order and a signed parent permission form. The form is available in the Student Services office.
2. Medications must be in the original pharmacy labeled container or, if they are over the counter medications, they must be in the original package.
3. Medicine will be made available only as the prescription states.

4. It is the responsibility of the child to come to the Student Services office at the appropriate time to request the medicine from the school nurse/health clerk.
5. Students may carry an epi-pen and/or rescue inhaler if the students and parents have met with the school nurse to develop a written plan.
6. Please call the Student Services Office at 970-576-3906 with any questions about medications at school.

## **VIII. TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY**

University Schools provides equipment and network facilities for educational purposes to students, staff, and faculty. The right to privacy on University School's network does not apply. All actions and usage are being monitored. All information stored on school equipment becomes the sole property of University Schools. University Schools reserves the right to deny usage of University Schools' equipment to any individual. Please be aware that technology, and the way we use technology, is constantly evolving. Every unacceptable use of school technology and Internet cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to, the following:

- 1. Physical abuse of equipment or facilities will not be tolerated.** Individuals have a responsibility to report observed abuse.
- 2 Commercial activity is strictly forbidden.** The networks, Internet access and all school facilities are to be used for the sole purpose of education and educational development. Individuals may not use school equipment or facilities for the selling, brokering, or ordering of any commercial product or service. Any activity involving the transfer of legal tender or financial assets in any way is prohibited.
- 3 Websites, apps, or extensions containing nudity, sexual, or graphic violent content are forbidden.** Visiting websites, apps or extensions containing any form of pornography, graphic violence, bomb design, or "hate-group" content is forbidden. Creation of documents with such content is similarly forbidden.
- 4 Sending threatening or harassing messages is prohibited.**
- 5 Creating, transmitting, or forwarding material or information that is knowingly false or intending to purposely damage another person's reputation is prohibited.** This includes taking pictures or sharing pictures of classmates without their knowledge or permission.
- 6 It is unacceptable to access another individual's account** or send email from another user's email account or impersonate another student or adult.
- 7 Use of Internet chat rooms is prohibited unless it is under the supervision of a teacher.**
- 8 Users are prohibited from changing individual device settings including, but not limited to, backgrounds, views, file access, passwords, file names, etc.**

- 9 It is unacceptable to delete the usage history or intentionally try to cover up inappropriate use.

## **IX. CAFETERIA**

The school cafeteria serves lunch from 10:50 a.m. to 1:00 p.m. All food and drinks should be consumed in the cafeteria. **Food and or beverages are not to be taken from these areas.** University Schools contracts for lunch service and is not able to allow students to charge meals. Please keep financial arrangements current with District 6 Nutrition Services (970-348-6600).

Middle school students are expected to stay seated while eating and use inside voices in the cafeteria. **They are not to be in the hallways nor are they to go to classrooms during their lunch period.** They may go outside on the grass areas or designated areas, but should not be in the parking lot.

The Middle School serves a “Grab and Go” breakfast, as well as a la carte items from 7:00 a.m. to 7:30 a.m.

## **X. UNIVERSITY SCHOOLS LIBRARY TECHNOLOGY LEARNING CENTERS**

### **Hours**

#### **University Schools Elementary/High School Library Open Hours:**

Monday: 7:15 a.m.-3:00 p.m. and Tuesday-Friday 7:15 a.m.-4:00 p.m. | (970) 506-7022

#### **University Middle School Library Open Hours:**

Monday: 7:30 a.m.-3:00 p.m. and Tuesday-Friday: 7:30 a.m.-4:00 p.m. | (970) 576-3908

Students and classes receive customized library instruction and services. For homework help, searching tools, class links, and more visit the library website at

<http://libraryuniversitieschools.blogspot.com/>

General questions may be directed via email to [library@universitieschools.com](mailto:library@universitieschools.com)

### **Expectations**

- Return books by their due dates and in good condition.
- Know library purpose (research, homework, finding books, checking grades).
- Be respectful, polite & helpful.
- Technology/Internet Acceptable Use Policy applies to all devices.

### **Online Tools**

Access tools and subscriptions at <http://libraryuniversitieschools.blogspot.com/>

The University Schools Library Technology Learning Centers provide student access to the Internet and **Destiny**, the online library catalog, **Accelerated Reader** quizzes (grades 2-5). Computers/Chromebooks/iPads are available on an individual first-come-first-served

basis, unless reserved for a class visit. Students may use **resources provided by the High Plains Library District (HPLD) with an HPLD library card**. Elementary students access **EasyTech** and elementary, middle and high school students use **Google Apps for Education** for coursework and technology and information literacy lessons.

### **Borrowing Books**

The University Schools Library Technology Learning Centers house over 20,000 items. Students may borrow up to **four items** at a time. ***Elementary students may checkout items for two weeks and middle and high school students may checkout items for three weeks.*** Items may be renewed if there are no holds. Students may borrow and return from either library.

Items are loaned to a student with the understanding that he or she is responsible for all items. A student loses borrowing privileges when he or she has books overdue or owes money for damaged materials. **Overdue notices are sent to K-12 advisors and students in grades 2-12 weekly via email during the school year.** **STUDENT RECORDS AND/OR YEARBOOKS MAY BE HELD UNTIL LIBRARY BOOKS ARE RETURNED OR FEES ARE PAID.**

**ALL LIBRARY BOOKS WILL BE DUE FOR THE END OF THE YEAR MAY 4, 2020.**

### **Activities**

The University Schools Library Technology Learning Centers coordinate an extensive Battle of the Books program for elementary and middle school. Teams form in the fall and battles take place in spring. Lunch Book Clubs (middle and high school), Summer Reading Programs, Accelerated Reader quiz days, Book Fairs, Maker Spaces and other activities and events take place throughout the school year.

2019-2020

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## **XI. STUDENT ACTIVITIES AND ATHLETICS**

Learning at University Schools is designed to help students make meaningful connections with the world, and a variety of activities and events are available to students at University Schools. Teachers arrange field trips, assemblies and special events throughout the school year.

To participate in any out-of-school activity, parent permission slips must be signed and returned to the teacher who is sponsoring the activity before the activity takes place.

University supports a wide range of activities including athletic, social, cultural and service organizations. Students are encouraged to initiate clubs. Clubs must be sponsored by an adult employee of the school and approved by the principal and director. The sponsor must approve any planned activity and if facilities, funds or other special arrangements are needed, they must be approved through the office before the event occurs. No school-sponsored event will take place without adult supervision. Art classes, choir, drama, chess club, etc., are often available throughout the year and information will be sent to parents with full details of each program.

### Athletic Eligibility Rules

*Please see the **Athletic Handbook** for more detailed information about eligibility and attendance policies for all middle school extra-curricular sports and activities.*

### Middle School Athletics and Activities

#### **Middle School Activities Offered for 6th through 8th grade:**

Brain Bowl and Spelling Bee

#### **Middle School Athletics Offered for 7th and 8th grade:**

Fall: Cross Country (6<sup>th</sup> grade also), Football, Volleyball

Winter: Boys' Basketball, Girls' Basketball, Wrestling (6<sup>th</sup> grade also)

Spring: Track and Field (Girls and Boys)

## XII. PARKING – STUDENT DROP OFF AND PICKUP

Traffic is heavy both before and after school. **Please do not leave your car unattended in a drop off area and do not park in the fire lanes.** Unattended cars and cars parked in the fire lane are subject to ticketing by the police and fire department.

## XIII. SCHOOL CLOSING ANNOUNCEMENTS/DELAYED START PROCEDURE ANNOUNCEMENTS

School Closing Announcements/Delayed Start Procedure Announcements of school closings, delayed opening or early closing are made on KFKA, TV channels 4, 7, 9, and 13. A message will be placed on the school voice message (576-3900), text messages, the school website (universitieschools.com) and Facebook (facebook.com/universitybulldogs) informing of the closure.

If there is a delayed start to the school day, students will report to the class they would normally be attending at that time. **All grades K-12 will have a common start time in the event of a delayed start.**

## XIV. SCHOOL DAY

Kdg: M 7:55 – 10:25 / 11:30 – 2:00  
T – F 7:55 – 11:00 / 12:15 – 3:20

Grades

1 – 5: M 7:55 – 2:00  
T – F 7:55 – 3:20

MS: M 7:45 – 2:35  
T – F 7:45 – 3:10

HS: M 7:35 – 2:35  
T – F 7:35 – 3:10

**Unless students are participating in a school-sanctioned activity, they should leave the campus immediately after dismissal.**

*Note: Student handbooks are under constant review.  
Modifications may be made at any time.*