

# Vineland



# Middle School

**Home of the Pirates!**

1132 36<sup>th</sup> Lane  
Pueblo, CO 81006  
(719) 948-3336

*Principal*  
*Mrs. Sandy Gibbs*

*Assistant Principal*  
*Mrs. Megan Pacione*

# Student Handbook

Dear Pirate Students, Parent(s)/Guardian(s):

As we begin our 2016-2017 school year, I'd like to welcome you to our school. We are prepared to assist all students in reaching their full potential, academically, emotionally, and socially. Our Lifelong Guidelines of trustworthiness, truthfulness, active listening, no put-downs, and personal best have been guiding themes in academic development and cultural aspects of our school over past years and will continue to be implemented in each of your classes. The Life Skills that you will be reminded of throughout the year will guide you to be an active and useful member of our community, both inside and outside of school.

In addition, technology has found its place in our classrooms with access to iPads, mobile lab laptops and our STEAM program classes. Technology, from the beginning, has opened many challenging venues of teaching and learning; so much so that our classrooms can conceivably be learning centers without walls.

Our staff has committed to making this a safe and caring school; one in which all students are able to work toward their potential in a non-threatening environment. We are counting on your help to make sure that this happens. Rules are for your safety and protection. We encourage you to become familiar with the policies that regulate our school and our district.

We do have an open door policy and invite students and parents in to visit about a particular issue or concern. Please stop by the main office or phone us to set up a time that will work for you. Our staff is more than willing to assist you before or after school. I would encourage you to take advantage of every moment of your middle school experience, as each day is important to your future. Challenge yourself to do your best because the rewards for you, if you do, are limitless.

Respectfully,

*Mrs. Sandy Gibbs*

Principal, Vineland Middle School

**Please review this handbook carefully.**

**Its contents govern our school policies. If you have questions or concerns, please don't hesitate to call the school at 948-3336. *Please note that you are asked to check off on the verification page that is sent home with students stating you have seen and agree to support the policies of the school/district.***



### ***MISSION***

*To educate each student to achieve his or her full academic potential.*

### ***VISION***

*We see D70 as a place where all children and adults are valued, similarities and differences are addressed, individuals are respected, and all children are treated as our most valuable resource and best hope for the future. We see a safe and trusting environment where children and adults are actively engaged in lifelong learning. We see a partnership with our schools and communities that flexibly responds to the educational needs of all learners in an ever-changing world.*

### **IMPORTANT MESSAGES**

1. Policies are subject to change. If this occurs, a common message will occur over the P.A. during announcements. Written notification will be given to each student to share with their parent(s)/guardian(s).
2. Messages from home will only be delivered to students in an extreme emergency situation. Students will return calls to parent(s)/guardian(s) using the office phone or their own cell phones between classes in non-academic areas, i.e., counseling, athletic, main offices or commons area during lunch.
3. Parents can enable Power School Messenger alerts on their phone, text and email accounts.

## BELL SCHEDULE 2016-2017

7:30 – 7:50	1st Hour (Access Hour)	
7:54 – 8:51	2nd Hour	
8:54- 9:51	3rd Hour	
9:54 – 10:52	4 <sup>th</sup> Hour	
10:55– 11:25	1 <sup>st</sup> Lunch	10:55-11:53 5 <sup>th</sup> Hour
11:28- 12:27	5 <sup>th</sup> Hour	11:56-12:27 2 <sup>nd</sup> Lunch
12:30- 1:28	6th Hour	
1:31 - 2:29	7th hour	
2:33 - 3:30	8th hour	

## CRISIS ROLES AND RESPONSIBILITIES - EMERGENCY PROCEDURES

Emergency procedures will be covered in each class at the beginning of each semester i.e. fire, tornado, crisis, etc. Lockdown and evacuation procedures are in place. Each of these drills will be put into practice throughout the school year.

## HALL AND OFFICE PASSES

Students are expected to remain in class during the eight (8) instructional periods. Trips to the office, the bathrooms, etc., should be planned for passing periods and/or lunchtime. Students **MUST** have a pass from the instructor to leave a classroom during class time. Without a pass, the student will be escorted back to class.

## CELL PHONES/ELECTRONICS

The use of cell phones/electronics in a classroom is dictated by teachers' classroom policies. Students must keep them in their pockets or lockers and they are to be turned off while in the academic setting unless otherwise stated in the teachers' policies. On the first offense, instructors will confiscate the phone and take it to the office. Students may pick up their cell phone in the office at the end of the school day. Detention may be issued. On the second offense, the cell phone will be confiscated and a parent will have to come and pick up the cell phone from the appropriate administrator. Detention will be issued. If there is a 3<sup>rd</sup> offense, the cell phone will be confiscated, must be picked up by a parent, and escalated consequences will be issued. *The school will not be held responsible for the loss or theft of cell phones or any electronic devices.*

**Electronic devices, including cell phones, Ipods, etc. are NOT allowed in the hallways or at lunchtime. Students need to keep electronic devices turned OFF and out of sight as a general rule of thumb. Any use of video or audio recording of other students or staff will result in the deletion of that media and phone confiscation.**

## TRANSPORTATION

District 70 has contracted with First Student, Inc. for its transportation services. School buses are operated on a regular schedule. ***Students must obey State Bus Regulations and cooperate with the bus driver at all times.*** While on the buses, students are responsible directly to the driver at all times. ***Disorderly conduct and refusal to cooperate with the driver shall be sufficient reason for refusing transportation to any student.***

Students are reminded that their conduct to and from such events reflects directly upon the reputation of Vineland Middle School. Good conduct is essential to the safety of all. **Riding the bus is a privilege-not a right. This privilege may be suspended.**

## VISITORS

Parent(s)/guardian(s) who wish to visit a classroom are welcome. You need only **contact** the teacher to set up a **mutually agreed upon** date and time. If a conference is necessary, this needs to be set up outside of class time. All parent(s)/guardian(s), non-student or other adult visitors must check in at the office with the secretary for a visitor's pass. **All visiting minors must be accompanied by a parent/guardian.** There are to be **no outside visitors on campus at lunch or after school.** *This is a closed campus.*

## SCHOOL CANCELLATION/DELAYED START/EARLY DISMISSAL

Information relative to buses not operating, early closing or delayed start of school is aired on radio and television stations, as well as the District 70 website. Administration will send out notification via school messenger as well.

If the school buses are unable to operate safely, school will be canceled. School District No. 70 will phone the radio stations in time for their 6:00 A.M. or 6:30 A.M. transmission to share messages regarding a school closure or delay for the day. After school has begun, the radio stations will be notified for an early closure. The stations repeat all information periodically. Delayed school starts due to inclement weather or other emergencies may occur at times. If this becomes necessary, the radio/TV stations will be informed, and they will announce the length of the delay.

## STUDENT HEALTH SERVICES

Good health is a prerequisite to learning; as a matter of fact, good health is essential to success in most activities. Following, are a few simple regulations that are requested of students in order to maintain safety and health for all students.

### **School Nurse:**

- A nurse is available on a rotation schedule with all schools in Mesa area. School nurses will be in our building for mandatory vision and hearing screenings at scheduled times in the school year. The nurses will carry pagers and will be available for emergencies that arise. Students should report to the main office for assistance.
- Leaving campus without having the nurse or secretary first call a parent/guardian will result in an unexcused absence and will be considered truancy.

### **Accidents and Insurance:**

- In an emergency situation, the school will contact emergency first aid personnel.
- The Board of Education does not pay any medical or hospital expenses incurred as a result of an accident to the pupil at school or a school event. The parent/guardian is responsible for the payment of such bills.
- School District No. 70 will **NOT** provide insurance coverage for students. Students who participate in athletics must be covered by their own family insurance.
- In case of an accident, the student should report the accident to a staff member immediately. An accident report will be filed in the main office. In case of a severe accident or acute illness, emergency care will be given and the parent(s)/guardian(s) will be notified.

### **Dispensing Medication:**

- School officials can only dispense medication (prescription AND over-the-counter) with a completed Authorization to Administer Medication form, signed by a doctor.

### **Medical Transportation:**

- It is the responsibility of the parent/guardian to provide transportation and further care if the student becomes ill or injured on school property. Students will not be excused for medical reasons unless parental consent has been given.

### **Emergency Cards:**

- In order to conform to the wishes of parents, emergency cards must be filled out and returned at the first of the year when information packets are sent out with the students.

### **Communicable Diseases:**

- Students returning to school after recovering from a communicable disease must be readmitted with a doctor's release. (German measles, mumps, chicken pox, scarlet fever, conjunctivitis, mononucleosis, etc.)

### **Immunization:**

- Evidence of immunization is required of **all** students **prior to enrollment**. Below are the additional vaccines required by the State of Colorado :
  - Pneumococcal Disease (Prevnar/PVC7)
  - Chickenpox (Varicella)
  - Tetanus/Diphtheria/Pertussis (Tdap)

**Sick Room:**

- An ill student may lie down in the nurse's station until a parent/guardian is reached to pick them up. Students not feeling well should go home so they are not exposing other students to their ailment. If they cannot go home, they will be sent back to class if at all possible. Students who stay in the clinic must sign in and out designating the time of arrival and departure. If a student is in the sickroom the majority of a class, it will be considered an absence.
- We **CANNOT** give medication such as aspirin or cough drops. Prescription medications will be kept in the office and dispensed by qualified personnel with parent(s)/guardian(s) permission. All prescription medication must be in the original container. No type of pills or medication, i.e. aspirin, Tylenol, etc. may be brought to school by a student unless it is in the form of a doctor's prescription and the parent(s)/guardian(s) has sent written authorization to the office to dispense this prescription. All authorizations will be kept on file.
- If a student is not feeling well, he or she needs to let an adult/instructor know. Students who are ill present a risk to themselves if they do not notify an adult in the building. Arrangements will be made for them to visit the sick room or call and go home.

**COMPLAINTS/GRIEVANCE**

It is the policy of School District No. 70's Board of Education to provide due process of law and appropriate grievance process to students, parent(s)/guardian(s)' and school personnel. District No.70 school board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints or other issues involving instruction, discipline, learning material will be as follows:

1. Teacher
2. Principal (or designee)
3. Superintendent (or designee)
4. Board of Education

**SUPERVISION**

Vineland Middle School is open from 7:00 A.M. until 4:30 P.M. each school day. During these hours, supervision of students is provided by the faculty and/or staff. *After 4:30 p.m., only students who are involved in an activity will be allowed to remain on campus or in the building.* Vineland Middle School cannot assume responsibility for students in the building before or after these times unless they are directly supervised by a staff member. *The above times are subject to change.*

**LUNCH PROGRAM**

A school lunch and a la carte breakfast program will be served each day. Breakfast will be provided to all students free of charge. Students may purchase lunch or snack items on a daily basis. Free and reduced price meals are available to those who meet federal income guidelines. Application forms for free or reduced meals are available in the school office.

**PRICES FOR LUNCH:**     \$2.35 Student (extra milk .50, extra juice .60)  
                                  \$2.35 Adult  
                                  \$3.00 Adult w/out milk  
                                  \$ .40 Reduced Lunch

## **ACCOUNTABILITY COMMITTEE**

The Accountability Team is an advisory group that consists of parent(s)/guardian(s), community members, teachers, students, and an administrator. It serves as a link for open communications between school and community. Members volunteer their time to advise and give support for a well-rounded program of academics and extra-curricular activities. If you are interested in serving on this committee, please contact the school, 948-3336 and speak to the Secretary.

### **Parent Involvement and Student Achievement...What Does Research Tell Us About the Influence of Parental Involvement on Student Achievement?**

**The evidence is now beyond dispute:** Recent research indicates the type of parent involvement that has the most impact on student performance requires their direct participation in school activities such as attending school programs, extracurricular activities, conferences, and back-to-school nights. Parent involvement during middle school had the most significant positive impact upon student achievement of all factors studied.

### **Characteristics of Families Whose Children Are Doing Well in School:**

1. Establish a daily family routine
2. Monitor out-of-school activities
3. Model the value of learning, self-discipline, and hard work
4. Express high but realistic expectations for achievement
5. Encourage children's development and progress in school
6. Encourage reading, writing, and discussion among family members.

### **Student achievement improves when parents play four key roles in their children's learning.**

- As **teachers**, parents create a home environment that promotes learning, reinforces what is being taught at school, and develops the life skills children need to become responsible adults.
- As **supporters**, parents contribute their knowledge and skills to the school, enriching the curriculum, and providing extra services and support to students.
- As **advocates**, parents help children negotiate the system and receive fair treatment, and work to make the system more responsive to all families.
- As **decision-makers**, parents serve on advisory councils, curriculum committees, and management teams, participating in joint problem-solving at every level



## **CHECKRITE TO COLLECT DISTRICT 70 RETURNED CHECKS**

District 70 School Board approved the use of CheckRite to collect all district non-sufficient funds checks. This will include any check issued to the district (Activity, Athletic, Books, Food Service, etc). All returned checks (Non-Sufficient Funds) will be sent directly from the bank to CheckRite for collection. There will be a \$40.00 service fee/ collection cost charged to the account holder for each returned check. This service will be for all checks written to School District #70.

## **CURRICULUM**

The curriculum of Vineland Middle School consists of all the experiences of the learner that are under the guidance of School District No. 70. Instructional programs/curriculum are under the direction of the Superintendent of Schools, the Assistant Superintendent of Educational Programs and the leadership of the building principals. Constant evaluation, adaptation and development of the curriculum are necessary if the district is to meet the needs of the students in our school as well as the District and State's standards. The Superintendent will encourage and direct building staff members in evaluating, planning, implementing and revising curriculum for continual program improvement.

## **ACADEMIC CONTENT STANDARDS**

Academic Content Standards are an integral part of our day at VMS. Content standards identify what it is students need to know and be able to do in order to be successful in school. Students are expected to be able to identify the standards they are working on as well as telling how what they are doing applies to the standards.

To prepare our students to become lifelong learners, curriculum programs involve all students as personal managers, effective communicators, problem solvers, team workers, community contributors and pursuers of excellence.

## **RECORDING GRADES**

A grade for each course will be recorded on the student's permanent record and **may not be removed or changed without the input of the issuing teacher and administration.** The classroom teacher submitting the appropriate grade-change information to the office accomplishes grade changes.

## MARKING SYSTEM

GRADING SCALE GPA POINTS			PERFORMANCE LEVEL
A	90 – 100	4	Advanced
B	80 – 89	3	Proficient
C	70 – 79	2	Partially Proficient
D	60 – 69	1	Unsatisfactory
F	59 and below	0	No Measurable Evidence
W/F	Withdraw fail (Withdrawals will result in a W/F, which will calculate into the student's grade point average as a zero.)		
I	Incomplete (Student MUST complete course within two weeks unless otherwise specified by the instructor.)		
N/C	No Credit		

Letter grades are based on percentages. Rounding grades will be left to the discretion of each teacher. Teachers will notify students regarding their rounding procedure.

## GRADE POINT AVERAGE

- All courses receiving a letter grade will be used in computing the student's grade point average (G.P.A.). Final G.P.A. will be calculated on eight semesters.
- The following point average will be used to compute grade point average:  
A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points, W/F = 0 points
- Incomplete grades may be given at the discretion of the teacher. When the missing class work is made up and the incomplete grade is changed, the cumulative data will be updated appropriately. A student shall be allowed to make up an incomplete grade within a two-week period after the end of the semester unless prior arrangements have been made in writing with the teacher. In the absence of prior arrangements, the INCOMPLETE work becomes an F after the two-week period.

## POWERSCHOOL/GRADE CHECK

- Powerschool is a powerful way for parents to stay connected 24-7! **Students who know their parent is checking Powerschool regularly are motivated to stay current in their classes.** Log in information is available anytime- call the school office for tech support. If a parent does not have Internet access for PowerSchool, a printed grade check can be issued by request only. A report card will be issued first and third quarters. A final report card will be mailed at the end of each semester, as long as the student has no fines. Students and parents may retrieve their own grades via PowerSchool at any time.

## TEACHER OFFICE HOURS

- Parents and/or students can contact teachers during teachers' office hours which are posted on the school website.

## SCHEDULE CHANGE

Schedule changes will only be made if:

- A student does not have a full schedule
- A student was placed in a class that he/she has already taken

Students must sign up to see the Principal and/or Assistant Principal during the drop/add period (**the first two days of the semester**). Schedule changes will be considered only if the above conditions are met. Students are required to fully complete the semester in the assigned schedule. Any withdrawals will result in a "W/F" (withdraw fail), which will calculate into the student's grade point average as an "F".

## COSTS ASSOCIATED WITH COURSES OFFERED, FIELD TRIPS AND FEES

**General Information:** Students and their parents/guardians need to be aware that there may be certain costs or fees associated with the different courses offered in District No. 70 schools. These fees are utilized to offset expenses connected with these courses and the activities or materials used to enhance the overall educational component of the specific courses. Teachers in those courses will also make known to students the costs of these fees and what they are specifically designed to cover.

Should any student experience legitimate difficulty or inability to pay these fees, a process of providing assistance is available. These students may either contact their teacher directly or the principal's office at their school for assistance.

While students are encouraged to participate in either the activities or to benefit from the materials purchased through the payment of these fees, they should also be aware that no academic penalty of any kind may be levied against those students who are unable to pay the fees on time or to pay the fees at all.

**Field Trip Disclaimer:** A field trip may be associated with different courses. In accordance with District No. 70 policy regarding field trips and fees, the cost of a field trip may be passed along to the individual students in the course who participate in the field trip. This cost includes the per mile expense of the vehicle used for transportation as well as the per hour cost of the driver. All students are encouraged to participate in the enhanced educational opportunities that field trips represent. Should the student be either unwilling or unable to participate in the field trip or to pay for the cost of the trip, alternatives exist regarding assignments as well as payment of the fee. Please see the teacher of the course or the building principal for details.

Students may be held back from a field trip if they are not in good academic or behavioral standard. Good citizenship may also impact the student's ability to attend field trips and is at the discretion of the principal and/or assistant principal.

### **EXCEPTIONAL STUDENT SERVICES**

Exceptional Student Services staff facilitates the instructional services as stipulated by each eligible student's Individualized Education Program (IEP). Instructional support to the classroom may include the services of the school psychologist, speech and language personnel, school counselors, administrative staff and the consulting special education staff members. Supplementary supplies, materials and instruction are available depending upon the student's needs as determined by the individual education staffing team. Instructional services vary per classroom, academic content and the student's individual needs.

### **GIFTED AND TALENTED**

Students are identified for the gifted and talented (G/T) program in a variety of ways:

- Teacher nomination
- CSAP Performance Level
- Already in G/T from a middle school program or other school

A personal learning plan is developed for each student in cooperation with parent(s)/guardian(s) under the guidance of the G/T coordinator.

Teachers nominate a male and a female student to be recognized for demonstrating the lifelong learning standards in an outstanding manner: personal manager, effective communicator, problem solver, team worker, community contributor and pursuer of excellence.

### **MAKEUP POLICY – ASSIGNMENTS**

It is the responsibility of the student to make up any work missed as a result of an absence. It is also the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class. The time limit for make-up work is **THE LENGTH OF THE ABSENCE PLUS ONE DAY**. If a test has been scheduled during the time of the absence, the student is expected to take the test during the designated make-up period.

Only in the event of prolonged or prearranged absences (3 or more days), can assignments be requested from teachers. Such a request should be directed to the office. Homework for pre-arranged absences is the responsibility of the student. It is up to the teacher if the work will be given in advance or on the return of the student.

**STUDENT RECORDS SCHOOL DISTRICT NO. 70 POLICY FILE:  
JRA/JRC SYNOPSIS**

1. Individual student records, while accessible to school personnel and parents or legal guardians, are confidential.
2. Parent(s)/guardian(s) are welcome to inspect and review their student's school records by calling the school counselor or principal and scheduling an appointment at a mutually convenient time. Parent(s)/guardian(s) will have the opportunity for a hearing to challenge the contents of their student's records to correct or delete any inaccurate, misleading or other inappropriate data in the record.
3. The District is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday. Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities, any sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.
4. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released

**NEWS RELEASES**

From time to time, the news media is on campus for coverage of news issues, and may film or interview students. If you have an objection to this occurring with your student, please indicate this in writing, and we will keep this on file for future reference. If this documentation is not on file, we will assume your permission is granted.

**ACCREDITATION – ACADEMIC STANDARDS**

All District No. 70 schools are accredited through the Colorado Department of Education.

## **BEHAVIORIAL EXPECTATIONS:**

### **ATTENDANCE POLICY**

The philosophy of the attendance policy is to encourage good attendance, develop student responsibility, and build greater cooperation between parents/guardians, school officials and students. Regular and punctual attendance is a major contributor to success in the classroom and on the job. Vineland Middle School students are expected to attend every class. **Initially, the responsibility to attend school rests with the student- be your own manager for getting to school! But ultimate responsibility to ensure that the student has good attendance rests with the parents/guardians. Attendance has a HUGE impact on school performance and attitude toward learning in general.**

Under Colorado State Law, school attendance for students who have not reached the age of 17 is mandatory. Failure to attend school will result in the following:

- The school will initiate a progression of written notifications until the unexcused absences exceed 10 in a school year.
- At that time, judicial proceeding will begin with respect to truancy.

### **VMS ATTENDANCE POLICY**

**Student absences will be classified into three (3) categories:**

1. **General/excused:** Parent is aware of absence and has called the school within 48 hours of absence. Parents may excuse 10 (ten) absences per year. After a student has accrued ten absences, we will require medical or other state excused documentation. Continued excessive absences, even if excused by the parent/guardian, will be grounds for truancy proceedings.
2. **State Excused:** State excused absences fall into these categories: illness (with medical verification), bereavement, court proceedings, and school sponsored activities. Absences for the above (with documentation) do not count toward truancy or for a student being dropped from our roll.
3. **Unexcused:** If a student is absent without parental notification, the student will be considered unexcused. 10 unexcused absences will result in either truancy proceedings.

**State excused absences do not count toward the 10 absences mentioned above. State excused absences include:**

- ✓ A student who is temporarily ill or injured, such absences must be verified with medical documentation (doctor's signature/note)
- ✓ Bereavement time
- ✓ Absences for court proceedings
- ✓ School-sponsored activity

### **Excused Absences:**

1. According to the Colorado School Attendance Law (22-33-104) and School District Policy FRE/JH, the following conditions excuse a student from compulsory school attendance:
  - Temporary illness, injury, or absence approved by a school administrator. (Dr. appointment, field trip, pre-arranged absence, death of family member or relative, observance of a religious holiday, athletic events, etc., fall into this category.)
  - Absences for an extended period of time due to physical, mental or emotional disability (**with physician documentation**).
  - Absences due to being in the custody of court or law enforcement authorities.
2. Pre-arranged absences may be excused up to three days if an educational value can be established (i.e., college visitation, special religious observance, etc.), as long as the student does not have any unexcused absences or a total of ten (10) or more excused absences. Students with pre-arranged absences must make arrangements for completing make-up work either prior to the absence or on their return at the teacher's discretion.

The following procedure is to be followed:

- Parent must contact the attendance secretary stating the reason for leaving and the dates to be missed.
- Get a pre-arranged absence form from the Office at least one week prior to the absence. Complete the form with teachers' signatures and assignment arrangements.
- Have appropriate administrator sign the form.
- Return the form to the Office prior to leaving.

Please be aware that the teachers cannot ensure that equivalent academic experiences can be provided for absent students. The classroom experience cannot be duplicated; therefore, any absence results in loss of instruction. Please consider this carefully when arranging family trips, etc.

3. Field trips are considered pre-arranged excused absences. Students are expected to make arrangements for make-up work prior to the date of the scheduled field trip. The responsibility to make teachers aware of the trip and complete assignments lies with the student.

### **PARENT CALL-IN PROCEDURE**

Parent(s)/guardian(s) must notify the attendance secretary by telephone (719) 948-3336 within 48 hours of the student's absence or the absence will be considered unexcused. (Written notes are not accepted.) School office hours are from 7:00 A.M. to 4:30 P.M. It is important to remember that parent(s)/guardian(s) report absences, but they may legally be excused only by the school.

**In cases of excessive excused absences (more than 10), it will be necessary for parent(s)/guardian(s) to provide documentation, such as a doctor's verification of illness for their student's absence.**

- Absences will not be excused past 48 hours from the absence.
- Students who are absent or tardy must report to the attendance secretary to check in.

Students who leave school during the day due to illness or appointments, etc. must check out through the Office prior to leaving the building. Parent(s)/guardian(s) must give permission for their son or daughter to leave, or they must sign their son/daughter out in the office when leaving early. Failure to do so could result in the student being considered truant.

## **TRUANCY (DITCHING)**

If a student is absent without a verbal, parental excuse or if the student does not show up to a class, the student shall be considered truant or absent unexcused (ditching). It will be an automatic Friday school for the 1<sup>st</sup> offense, a possible two-day suspension for the 2<sup>nd</sup> offense and an escalation of disciplinary consequences if the truancies continue.

## **TARDY POLICY**

Students who are not in the classroom when the tardy bell rings are considered tardy. Tardies will be tracked by the classroom instructor, and reported to the appropriate administrator. Should a student be more than 30 minutes late to class, an absence (not a tardy) will be recorded. **RANDOM SWEEPS WILL BE CONDUCTED THROUGHOUT THE YEAR. STUDENTS IN THE HALLWAYS AFTER THE BELL RINGS WILL BE GIVEN 2 DAYS OF LUNCH DETENTION.**

***\*\*\*PARENTS MAY EXCUSE ONLY THREE TARDIES TO SCHOOL PER SEMESTER\*\*\****

**Students will face the following consequences for being late to class:**

- Third tardy - 2 days detention.
- Sixth tardy - 3 days detention.
- Ninth tardy - 5 days detention or 1 day in-school suspension
- Eleventh tardy – 2 days in-school suspension
- Thirteenth tardy – 3 days in-school suspension
- Fifteenth tardy - 2 day out-of-school suspension and attendance contract
- Seventeenth tardy - 3 day out-of-school suspension

\*Running out of gas or oversleeping is not considered an excuse for being tardy. Rule of thumb - was this an avoidable situation?

## **LUNCH DETENTION**

Lunch detention will be held during the student's regular lunch hour. Students who are assigned detention will be directed to sit at one of the prescribed individual lunch detention desks along the wall upon entering the Commons. Students will begin working on a character education work packet while they wait to be called to the food line. Students will be expected to work on and/or complete the behavior work packet during detention time. Refusal to complete the written work will result in greater consequences. After the student finishes eating his or her lunch, he/ she will spend the remaining time either helping clean the Commons area, or continuing to work in behavior packet. Lunch detention students will not be permitted to go outside for recess time. Multiple days of detention will be served consecutively. Only extreme circumstances will be taken under consideration for a student missing detention without additional days being assigned. All missed detentions must be made up. Failure to serve detention will result in discussion with office staff and parents, and greater consequences being applied.



## PIRATE RULES

**The Bottom Line:** Our school is a place for learning and personal growth. It is also a place to have fun, to meet new people and to become prepared for a successful adult life. These goals can only be met if everyone feels safe and comfortable; therefore, an orderly purposeful environment is essential.

**PIRATE Expectations:** Vineland Middle School Pirates are expected to conduct themselves in such a way as to reflect pride and respect in their school and themselves at all times.

**YOU** are expected to:

- Be prepared for class
- Attend and be on time
- Respect yourself, others and property
- Be honest
- Be an active participant in the learning process

These are basic expectations in any family or work situation. We need to recognize and value that from the beginning to the end of the school day, Vineland Middle School is our “HOME”. The Board of Education of School District No. 70 assigns the responsibility of student discipline to the principals of each building and his/her staff. Students must respect the rights of others as outlined in the Code of Conduct. Refer to Colorado Revised Statute 123-20-7.

## LOCKERS

Each student will be assigned a locker. Students with PE will also be issued their own gym locker. These rules apply to both sets of lockers.

- Lockers are **NOT** to be shared under any circumstance.
- Locker combinations are not to be given out.
- Locks on the lockers are not to be tampered with i.e. paper, erasers shoved into the lock to keep it open.
- Vandalism to the lockers will not be tolerated. Kicking, slamming, writing on, etc. will be considered vandalism.
- It is a privilege to have a locker, not a right. Repeated violation of the above rules could be grounds for removal of locker privileges.
- However, lockers are **NOT** secure. The school **CANNOT** be responsible for items lost or stolen and **NO REIMBURSEMENT** will be given. Please be sure you lock your locker and do not share the combination with anyone.
- **VALUABLES SHOULD NOT BE LEFT IN LOCKERS.** Students should **CHECK TO SEE THAT THE LOCK IS LOCKED BEFORE LEAVING FOR CLASS.**

## CLASSROOM DISCIPLINE CODE

**Behaviors that interfere with the educational process and the student's learning will NOT be tolerated.** Individual teachers will notify students of their individual classroom rules and consequences for not following the rules.

### VINELAND MIDDLE SCHOOL'S REGULATIONS AND CODE OF CONDUCT

Vineland Middle School's regulations and code of conduct are founded on the principle of "RESPECT"; therefore the following expectations exist:

1. Maintaining a respectful attitude toward other students, teachers, substitutes, administrators, bus drivers, student resource officer and visitors is mandatory. Insubordination toward any staff member or defying reasonable adult requests will result in disciplinary actions.
2. Being rude, harassing, taunting, threatening, hazing, using vulgarity or profanity will not be tolerated and may result in suspension.
3. Abusing someone verbally or in written form such as name calling or making ethnic or racial slurs will not be tolerated.
4. **Fighting will not be tolerated on school property at any time. Any infraction will result in suspension and could result in disorderly conduct charges.**
5. District policy will be followed in handling students in possession of drug and/or alcohol products with an automatic **referral to ASC-Director of Student Services.**
6. Damaging school/private property or theft of school/private property are serious offenses. Expense of repairs or replacements will be paid for by the offender. The offender could face suspension, possible expulsion and/or arrest.
7. Public display of affection is out of place while in the school building, on the school grounds, at a school-related event or on a school bus. Inappropriate behavior will not be tolerated.
8. Inappropriate dancing will not be tolerated.
9. Possessing weapons (real or fake), dangerous devices or substances on school property are major offenses and will result in an automatic **Referral to ASC-Director of Student Services.**
11. Possessing and using glass containers is prohibited for safety reasons.
12. Using water guns/ balloons or similar types of apparatus on school property are prohibited and will be confiscated with the possibility of the apparatus not being returned.
13. Throwing snowballs is not allowed on school grounds because of the danger involved. Disciplinary measures will be taken. This also violates a city/county ordinance, which could result in a fine.
14. Scuffling, running and yelling in the halls are not allowed.
15. Cheating and plagiarism are intolerable in an educational institution. Infractions will result in disciplinary action by the teacher and administrator.
16. Skateboards are not allowed on school property due to liability issues.

## INTERROGATION AND SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, book-bags, desks, storage areas, student automobiles, etc. Whenever a school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, the school authorizes a search. From time-to-time, the K-9 unit will be utilized to do a drug sweep of the building and/or parking lot.

## ESCALATION OF CONSEQUENCES FOR OFFENSES TO THE GENERAL CODE OF CONDUCT

When a student violates the policies and procedures outlined in this handbook or the instructors' syllabus/classroom rules and expectations, he/she will be directed to the appropriate administrator for disciplinary action. The administrator reserves the right to determine the severity of the offense and the appropriate consequence for the offense. Generally, students will face the following steps in the escalation of discipline at VMS:

- First offense-2 days detention, phone call home, conference with student.
- Second offense-3 days detention, phone call home, conference with student.
- Third offense-5 days detention or ISS, phone call home, conference with student.
- Fourth offense-2 days ISS, phone call home, conference with student, loss of special privileges.
- Fifth offense-2 days out of school suspension, phone call and letter home, mandatory re-admittance meeting with parent/guardian, student, and administrator.
- Sixth offense- 3 day suspension, phone call and letter home, re-admittance meeting with student, parent/guardian, and administrator, student is placed on a behavioral contract for remainder of the school year.
- Seventh offense- 5 day suspension with referral to Director of Student Services for a hearing to determine educational placement (hearing may result in student being removed from VMS).

Please remember that these are typical guidelines. **Administration will consider each case individually, and reserves the right to change this escalation process.**

## PUEBLO COUNTY SCHOOL DISTRICT 70 DRESS CODE

Pueblo County School District 70 encourages individuality among our students and encourages them to celebrate their unique qualities and potential. The best manner in which our students can express their individuality and unique qualities is through exhibiting their ultimate potential academically, athletically, in fine arts, community service projects, or other similar endeavors. Some students may choose to exhibit their individuality through the clothes that they wear. All students are encouraged to wear clothing to school that is appropriate for the educational environment and not disruptive or distracting to their own educational process or the educational process of others, including the school staff.

If once at school a student's clothing and attire are identified as in violation of the building dress code or disruptive to the educational process by a building staff member, then the student will be referred to the building level administration for final review and decision. If building level administration deems the student's attire to be disruptive to the educational process, then the student will be asked to contact their parents to create alternative solutions to the disruptive attire. The school may have options available at the facility such as a school shirt with the school emblem that the student may wear, or the school may request that the student simply remove or cover the item that is deemed distracting, such as piercings or tattoos.

The building level administration will be the final authority on the educational distractibility of the student's attire. **If building level administration asks the student to create alternatives for his/her attire then the student must comply.** Parents and students may discover difference between school facilities. Educational distractibility is determined by each building level administration as they have identified the educational process in each of their own facilities.

Pueblo County School District 70 believes that this type of dress code will allow students to celebrate their individuality and also provide for the larger function of the building level educational process

### VMS STUDENT DRESS CODE

1. Red or Black Moisture-wicking polo shirt with our embroidered logo on the front only. No screen-printing at all, No VMS on the back. Our approved vendors are Color Splash (on Santa Fe Dr.) and The Spirit Store (on N. Elizabeth St.).
2. Zip-up sweatshirts and/or fleece jackets with our embroidered logo on the front only.
3. Under shirts are permitted and can be long or short sleeve. Under shirts must be solid red or black in color. The fleece jackets may be worn at all times if necessary.
4. **No former uniforms allowed, including past activity/athletic shirts.**
5. If a club or team wants to do an activity/athletic shirt, it must be the same uniform top (moisture-wicking material with the embroidered logo) with the name of the club/team embroidered on the shirt, either by the logo, the other side of the shirt or on the sleeve. ***The Uniform Committee must approve proposed activity/athletic shirts.***
6. Students may have their name professionally embroidered on the shirt or sweatshirt, opposite of the logo, by our two approved vendors, Color Splash & The Spirit Store.
7. Black or tan khaki (chino) pants, knee-length shorts/bermudas, capris, knee-length skirt/skort.
8. Blue Jean (denim) pants, knee-length shorts/bermudas, capris, knee-length skirt/skort. Jeans must be a true denim color, no off-colors will be allowed, such as grey, pink, red, etc. **NO HOLES OR TEARS AT ALL** allowed.
9. No other alterations to the uniform top will be allowed, including nothing being put on the back of the shirts.
10. Winter coats may be worn outside the building. In the winter, students will need to have appropriate layers to put on if they get cold- not their coats.
11. Trench coats are not acceptable at any time.
12. Hats are not to be worn in the building. The term hat includes ball caps, stocking caps and bandanas.

13. Slippers are not allowed at any time at school.
14. Any hair color, hairstyle, haircut, or arrangement that distracts from the educational environment is considered unacceptable. (For example, Mohawks, and/or brightly colored hair)
15. Any kind of facial piercing and/or plug, other than in the ears, is not allowed.
16. Tattoos will be covered at all times. Students are not allowed to write on themselves or others and will be asked to wash it off.
17. Spiked jewelry of any kind is not allowed at school.
18. Non-traditional clothing and/or other attire that distracts from the educational process and environment is not acceptable. Traditional attire is defined by building administration.
19. Anything that can be considered gang-affiliated, such as hatchet man necklaces, jewelry, etc. are not allowed. Rosaries are not allowed.
20. Building administration reserves the right to make any modifications or changes to the dress code as it deems necessary.
21. Excessive armbands, bracelets or jewelry will not be allowed.

This dress code has been established by the Vineland Middle School Administration and Faculty to create a positive learning environment that promotes academic growth and safety for all students and staff.

### **BEHAVIORAL EXPECTATIONS FOR BREAKFAST PROGRAM AND LUNCH**

The commons is used and appreciated by people in the community as well as Vineland Middle School students. To help maintain this area and remain on the current school day schedule, the following guidelines must be adhered to:

1. Dispose of all trash in appropriate locations.
2. Use courtesy when forming lines.
3. Clean up own area and mop up spills. See the custodian for supplies.
4. Food and/or snacks are to be consumed in the cafeteria and not to be taken anywhere else in the building or outside.

**Students are not allowed in the front of the building during lunch, but will be taken outside by staff members for some “recess time” if weather is cooperative.**

### **BEHAVIORAL EXPECTATIONS FOR FOOD AND DRINK**

1. Classroom instructors will have the discretion in allowing food or drink in their classrooms. Maintaining the cleanliness of the classrooms in which food or drink is allowed will be the responsibility of the students in that classroom. If cleanliness is not maintained, this privilege will be revoked.
2. Trash receptacles are to be used for gum and litter at all times.
3. As a **proud PIRATE**, please do your part in keeping our school clean.

## BEHAVIORAL EXPECTATIONS FOR SCHOOL FUNCTIONS

Sportsmanship and fair play must be shown at all times in accordance with CHSAA guidelines and guidelines set by Vineland Middle School.

Conduct at activities should reflect respect and pride of self, others, the school and property. All school behavior policies and dress codes will apply at extra-curricular functions unless prior notification is given or in the case of semi-formal or formal occasions.

## BEHAVIORAL EXPECTATIONS FOR THE MEDIA CENTER

Students are expected to maintain proper behavior at all times. Failure of students to maintain proper behavior will result in loss of media privileges.

**Media Use:** All students not accompanied by a teacher must have a pass when entering the media center. Students must ask permission when leaving the media center during class. Students must check in to use computer reference materials.

### **Media Procedures:**

- Please refer to the Media Center's rules and guidelines that are posted on the VMS website.

## BEHAVIORAL EXPECTATIONS FOR TEACHER/OFFICE/MEDIA ASSISTANTS

- Student assistants are expected to assist designated staff with whatever tasks they are asked to complete. Refusal to help in this role is not permitted.
- When a student assistant is assigned to a teacher, they are to remain in this teacher's classroom.
- If they leave class, they must be running an errand for this teacher, and they must possess the designated teacher assistant pass that authorizes them to be outside of this classroom.
- Office assistants are to deliver all messages to teachers, who will in turn give the messages to intended students. The teacher should never be interrupted. Use courtesy at all times, place the message in a highly visible area such as the teacher's computer keyboard.
- All assistants must read, sign and adhere to a confidentiality policy.

## BEHAVIORAL EXPECTATIONS FOR ASSEMBLIES

Individual conduct should be courteous, respectful and attentive. Remember that the presenters have the stage- not you. Stay quiet. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, taking out cell phone, or talking during a program. **Students who exhibit inappropriate conduct will lose assembly privileges for a designated amount of time.** Detention or suspension can also be assigned for misconduct during an assembly based on the infraction.

We take great pride in the presentation of our nation's flag. Students and guests should stand and show respect for the colors. Hats should never remain on while the flag is present on the floor. All should remain silent and standing until the flag leaves the floor.

## BEHAVIORAL EXPECTATIONS FOR FUND RAISERS

For our students' safety there are no door-to-door sales allowed. All fundraisers must be cleared by the principal before implementation.

## BEHAVIORAL EXPECTATIONS FOR BEFORE AND AFTER SCHOOL

- Students are expected to have proper behavior at all times. This includes conduct before and after school.
- *Students are to leave the building and campus at the end of the school day unless they are involved in extra-curricular activities or are under the direct supervision of a staff member of VMS.*
- Students walking home must have a parent and/or guardian meet with administration prior to being allowed to leave campus.
- **Students are not allowed to leave campus to walk to PCHS, Loaf N Jug, or any other business and/or house unless pre-arranged through the office. If permission is not granted, it will be considered a truancy.**

## BEHAVIORAL EXPECTATIONS FOR BUILDING AND GROUNDS

- Only you can make your school look good. Therefore, please pick up and throw trash in available containers. **BE PROUD OF YOUR SCHOOL – KEEP IT CLEAN!**
- Students, groups or individuals may use the building only when faculty sponsors are present and after a Building Usage Form has been submitted to the Assistant Principal and all requirements have been fulfilled.
- The lunchroom conduct of students must be such that leaving trays, throwing food, etc. could result in the loss of lunchroom privileges and/or disciplinary actions.
- Restrooms are to be kept clean.
- The fields should be kept clean from all litter.
- No loitering is permitted.
- No skateboarding is permitted.
- No bicycling on sidewalks is permitted.

## BEHAVIORAL EXPECTATIONS FOR FIELD TRIPS

Regulations regarding pupil conduct:

- The instructor-in-charge is directly responsible to the school and to the parent(s)/guardian(s) for the conduct of students on field trips. Field trips are simply an extension of the classroom and pupils are expected to follow classroom guidelines.
- Students who leave school on the bus for any trip must return to the school on the bus. The only exception to this rule is when parents of the student personally have made written arrangements to pick them up.
- The bus driver is in complete charge during the trip unless an instructor is present. In that case, the instructor shall assume complete charge.

- Parent(s)/guardian(s) will be notified of field trips in advance and will be required to sign a permission slip. Students may not participate in field trips without parent(s)/guardian(s) permission.
- At this time, there is a moratorium on field trips unless students pay the bus fee and any expense for the activity.
- Field trips are an extension of the school day. Therefore, all school rules and policies will apply.
- Students of any field trip must have a “C” or better and be in good behavioral standing in order to participate.

### **BEHAVIORAL EXPECTATIONS FOR THE BUS**

Pueblo County School District 70 provides transportation for our students through a third party provider, First Student Inc. We believe that all students should be allowed to ride the bus and have the opportunity to ride the bus to and from school and for field trips and extra-curricular activities. It is important to note that generally, bus ridership is a privilege and is available to all students until the students’ conduct on the bus proves otherwise. As a result, we believe that parents and students should be aware of our **Code of Conduct** expectations that govern bus ridership.

1. Students should be at the bus stop approximately 5 minutes before the designated pick up time.
2. Behaviors at the bus stop should mirror the behaviors a student is expected to exhibit in the school building. i.e. no behavior that endangers the welfare and safety of the student or others.
3. While on the bus, the bus driver is considered an extension of the staff at a school building. As a result, the bus driver is in charge and the students must comply with the requests of the driver. Failure to do so will result in a disciplinary report and action.
4. The bus driver sets the specific rules for their bus, but there are common rules for all students riding the bus;
  - a. No drugs or prescription drugs (without school permission) allowed on the bus.
  - b. No weapons on the bus. (i.e. knives of any kind, BB guns, pellet guns, soft air guns). This includes replicas of weapons, guns themselves or any device that is used as a weapon.
  - c. No use or possession of any form of tobacco.
  - d. No alcohol.
  - e. No matches, lighters, or any type of explosive material, including CO2 cartridges.
  - f. No profanity or profane gestures.
  - g. Loud and disruptive talking or behavior that would distract or impact the drivers’ ability to drive the bus safely.
  - h. No vandalism or destruction of bus property of any kind. Any vandalism will be dealt with through Law Enforcement and parents will be responsible to pay for the repair of the damaged item.



5. Students shall board and depart from the bus only at their own school or at their designated stop **unless written permission has been received by either the school office or transportation department.** Students must not attempt to get on a bus that is not their designated bus. Forms can be accessed from the school building office that can be provided to the transportation office.

**Code of Conduct Violation Process:**

**First Violation:** Driver verbally warns the student and may move the student to a different seat.

**Second Violation:** Driver issues a written warning (conduct report) to the student that must be signed by the parent and returned to the driver before the student is allowed back onto the bus.

**Third Violation:** Driver will issue a second written warning that is reviewed by the central transportation department and will result in a 1 day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

**Fourth Violation:** Driver will issue a third written warning that is reviewed by the central transportation department and will result in a 3 day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

**Fifth Violation:** Driver will issue a fourth written warning that is reviewed by the central transportation department and will result in a 5 day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

**Any further violations will result in suspension from the bus pending a hearing with the Director of Student Services for Pueblo County School District 70.** A decision about further ridership privileges will be made at that hearing.

Automatic suspension of ridership privileges include but are not limited to:

- Physical harm or threat of physical harm to the driver or other individuals on the bus.
- Property damage.
- Endangering other vehicles traveling with the bus on roadways.
- Any other behavior that jeopardizes the welfare and safety of individuals on or around the bus.

It is important for parents and students to keep in mind that severe violations of bus code of conduct can also result in school disciplinary action as well as ridership disciplinary action. Additionally, any suspension of bus ridership on any bus means that ridership on all buses is suspended.

We hope and expect that students will have a safe and pleasurable experience riding the buses provided by the services of First Student. We encourage families to review these basic rules and regulations and support a positive educational experience.

## **STUDENT SUSPENSION/EXPULSION (ESS STUDENTS)**

Special education students are neither immune from the district's disciplinary process, nor entitled to participate in programs when their behavior impairs education of other students (CRS 22-33-106 (1) (c)). A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions that present a physical danger to himself/herself, other students, school personnel or school property.

A special education student whose behavior is determined to be a manifestation of his/her handicap may not be expelled, but such a child shall be removed from the classroom to an alternative setting within the District and have his/her Individual Education Plan (IEP) reviewed by the appropriate IEP team within ten (10) days of an incident of conduct deemed inappropriate. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternative placement. Legal counsel and the Special Education Director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to the student's handicapping condition.

Procedure: Special education students who engage in disruptive activities and/or actions dangerous to themselves or others may be suspended from school by the principal or designee following Board policies for all students.

Following each such suspension, the principal or designee shall contact the Director of Special Education.

Such suspensions must be for a definite period of time, and not longer than three (3) days.

Prior to a student's return from suspension, the special education placement team will hold a review of the student's Individual Education Plan (IEP) to determine its appropriateness and the need for a more restricted or alternate placement. Repeated suspension may not be used as a device to change a student's placement without the procedural safeguards provided in federal law.

In extreme cases, in which the district and the parents/guardians disagree about the placement of a disruptive special education student, the Board of Education may seek a court injunction allowing the district to place the student over the parent's/guardian's objection. None of the above procedures shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

# **PUEBLO SCHOOL DISTRICT NO. 70 STUDENT CONDUCT AND DISCIPLINE CODES**

## **STUDENT TOBACCO FREE POLICY**

Since the 1988 – 1989 school year, a tobacco free policy was implemented in District 70. Students are not allowed to bring tobacco products to school or to use them on school grounds during the school day or during school sponsored activities either home or away.

If students are observed with tobacco products during the school day, those tobacco items will be confiscated. A student who uses a tobacco product is subject to the following penalties:

- **1<sup>st</sup> Offense: Two (2) day out of school suspension**
- **2<sup>nd</sup> Offense: Three (3) day out of school suspension**
- **3<sup>rd</sup> Offense: Five (5) day out of school suspension and referral to Director of Student Services**

The possession of tobacco can result in a \$50 fine from the Pueblo County Sheriffs' department.

## **USE, POSSESSION AND ABUSE OF ALCOHOL AND OTHER DRUGS**

1. Use, possession, distribution or sale of alcohol or other drugs by students and adults are prohibited in all District No. 70 schools, on school grounds, at sponsored activities or any time during the calendar year.
2. The term "other drugs" includes, but is not limited to narcotics, stimulants, depressants, inhalants, hallucinogens and cannabis derivatives, other than prescribed by a licensed physician.
3. The regulation which shall guide the enforcement of this policy shall be in keeping with applicable laws and shall be observed by all school personnel. Appropriate procedures shall be followed by all District No. 70 school personnel in working with students who may:
  - Be "under the influence" of alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
  - Possess alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
  - Be engaged in acts of using, selling or distributing alcohol or other drugs on school grounds, at school sponsored activities or when students are being transported in vehicles dispatched by the district.
4. The District No. 70 School Board has authorized the use of the Pueblo County Sheriff Department's K9 Unit to conduct random searches for illegal drugs when requested by Vineland Middle School administrators.

## **GROUNDS FOR SUSPENSION OR EXPULSION**

**Out of School Suspension:** student is dismissed from school for a set period of time, and is expected to be under the direct supervision of a parent or designated adult during this time. OSS students may not participate in any school events during this time, nor be on school property.

**In School Suspension:** student attends school during regular hours, but is relegated to a specific room (supervised) to complete independent, grade-level and current curriculum work assigned by teachers and administrators. The student's usual daily privileges are revoked, such as socializing with other students, walking in halls during common times, eating lunch with peers, going out for recess, attending assemblies or special presentations, etc. Students who are disruptive or refuse to do work at this time may be assigned out-of-school suspension instead.

The following will be grounds for suspension or expulsion of a student from the schools:

1. Any grounds authorized by the Colorado Statutes including but not limited to the following:
  - Continual willful disobedience or open and persistent defiance of proper authority. (Section 22-33-105(2)(a), C.R.S.)
  - Willful destruction or defacing of school property. (Section 22-33-105(2)(a), C.R.S.)
  - Behavior on or off school property which is detrimental to the welfare or safety of other pupils or school personnel. (Section 22-33-105(2)(a), C.R.S.)
  - Repeated interference with the school's ability to provide educational opportunities to other students. (Section 22-33-105(2)(a), C.R.S.)
2. Violation of any criminal statute of the State of Colorado or the doing of an act made unlawful by the statutes of this state while on school property or while engaged in school functions or school-sponsored activities.
3. Violation of any policy of the Board of Education.
4. Violation of any written rule or regulation adopted by the principal of any school or adopted by any other employees of the district who are authorized by the Board of Education to establish rules and regulations in regard to a particular school or in regard to a particular activity.
5. Insubordination or continued and willful misconduct.
6. Student behavior which is detrimental to the welfare and safety of teachers, other students or school employees.
7. In addition to the foregoing, the following procedures shall be followed in instances of assault, disorderly conduct, harassment or alleged criminal offenses by a student directed toward a teacher or school employee occurring on school or district premises.
  - The teacher or employee shall file a written complaint with the building principal, the Director of Student Services, and the Board of Education.
  - The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for up to three (3) days in accordance with established procedures.
  - The Director of Student Services shall initiate procedures for the further suspension or expulsion of the student.
  - The Director of Student Services shall report the incident to the district attorney or the appropriate local authorities.
  - A copy of this policy shall be posted to School District #70's website.

- The foregoing shall not be construed as a limitation on the normal powers of a Superintendent in regard to suspension or expulsion.
8. If suspension or expulsion was not caused by the child's handicap, a handicapped child may be suspended temporarily if exclusion is due to disruptive behavior, which represents a physical danger to self/others/property. Otherwise, during the interim of any administrative or legal proceedings the placement of the child shall not be changed. The foregoing factors shall be determined by the same group established to determine placement and the same procedures shall be used. After an affirmative finding as to both factors, the foregoing grounds for a suspension or for an expulsion shall be applied and the factors set out shall be applicable.

**Suspension/expulsion is considered an unexcused absence per district/state policy. (JED-R)**

**Make-up work:** Suspended students will be provided an opportunity to make up schoolwork during the period of suspension so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive credit for makeup work, which is completed satisfactorily. The instructor will determine this credit. This is school board policy, File: JKD/JKE-R.

## **COLORADO SCHOOL LAWS 1971- ARTICLE 29**

### **PROPERTY DEFACING CONTROL LAW**

**40-29-1. Legislative Declaration.** It is the intent of the general assembly by this article to prohibit throughout the state any and all defacing of public and private property and thereby to curb harm to the health, welfare and safety of its citizens. This article shall not be construed to preempt or limit the authority of any city, city and county or town.

**40-29-2. Short Title.** This article shall be known and may be cited as the "Property Defacing Control Act."

**40-29-3. Unlawful to deface.** It shall be unlawful for any person to deface or cause, aid in or permit the defacing of any public or private property without consent of the owner of such property.

**40-29-4. Definition.** The term "defacing" as used in this article shall include any painting, marking or in any other manner placing of any letter, character, sign, paper or device upon any public or private property so as to change in any way its former appearance.

**40-29-5. Violation – Penalties.** Any person violating the provisions of this article shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed one hundred dollars (\$100.00) or by imprisonment in the county jail for a period not exceeding thirty days.

**Public Officials Required to Publicize Articles.** All public officials having supervision of properties of this state are authorized, empowered and instructed to establish and to post signs and to otherwise publicize the requirements of this article along state roads and highways, in, on or about public areas where defacing frequently has been or is likely to be a problem.

## **STUDENT DISTRIBUTION OF NONCURRICULAR MATERIAL (CONSTITUTIONAL RELATIVITY)**

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the rights of students' free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's free speech and the school's responsibility to maintain an orderly school environment which respects the rights of all students on school grounds and during school sponsored activities.

Students shall be allowed to distribute non-curricular material on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any written materials containing expression, which is obscene, libelous, slanderous or defamatory, shall be prohibited. Students shall not distribute any materials that advocate commission of unlawful acts or violation of Board policy and/or regulations, which violates another person's right to privacy or which causes a material and substantial disruption of the orderly operation of the school.

Students who distribute materials in violation of this policy and/or materials that cause a substantial disruption or damage to a person or property in the judgment of school officials shall be subjected to appropriate disciplinary action. Students who wish to distribute non-curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption or damage to persons or property in the judgment of school official may subject the responsible students to disciplinary action following the distribution.

The following restrictions will apply to all requests for distribution of non-curricular materials by students:

- **Place:** Distribution of printed materials must be made at places within the school or school grounds as designated by the principal except that in no way shall such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
- **Time:** Distribution may be made one-half hour before school and/or fifteen minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
- **Littering:** All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

- **Manner:** No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such material or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates, subject to the right of appeal as stated above.

## **DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT**

The school district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to discriminate under any district program or activity on the basis of race, color, religion, gender, age, national origin, marital status or disability.

The school district affirms the rights of all students and staff, regardless of race, color, religion, gender or disability to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

The school district further recognized that sexual harassment is a form of sexual discrimination and a violation of the law that prohibits sexual discrimination. The Board is committed to a learning and working environment that is free from general and sexual harassment.

It shall be a violation of District policy for any member of the staff or student body to discriminate against or harass any staff member or student.

**General Harassment:** General harassment or discrimination occurs when a staff member or student is denied their civic rights or access to equal educational opportunities through conduct or communications of another staff member or student, including comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, gender or disability of the individual or group, or created an intimidating, hostile or demeaning environment for work or education.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly as a term or condition of a person's employment, advancement or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, advancement, demotion or educational decisions affecting an individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment at the district, at specific schools, or in other district setting, such as school buses.
3. Factors to consider when determining whether sexual harassment exposes students to a hostile environment because of their sex includes the age of the victim(s); the frequency,

duration, repetition, location, severity and scope of the act(s) of harassment; the nature and context of the incident(s); whether perpetuating the alleged harassment; and whether the harassment was directed at more than one person.

4. Sexual Harassment as defined above may include, without limitation:
  - Sex-oriented “kidding”, abuse or harassment.
  - Pressure for sexual activity.
  - Repeated remarks to a person with sexual, threatening or demanding implication.
  - Unwelcome written material, posters, letters, notes or other graphic writing.
  - Unwelcome touching, patting, pinching, hitting or repeated, intentional brushing against another’s body.
  - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status or similar personal concerns.
  - Intimidating, tormenting or threatening verbally and/or physically, accompanied by implied or explicit threats.

## **COMPLAINT PROCEDURE**

Staff members and students may file a formal complaint of discrimination or general harassment through use of the Discrimination/General Procedure. Claims of sexual harassment should be filed utilizing the Sexual Harassment Complaint Procedure. No student or staff member shall be subject to adverse action in retaliation for any good faith report of discrimination, general harassment and sexual harassment under the policy. Filing a formal complaint or otherwise reporting harassment shall not reflect upon the individual’s current or future employment or educational standing or status. All matters involving harassment complaints shall remain confidential. No information shall be disclosed unless the person so requesting has legitimate need for such information, as determined by the Director of Instruction, who has been appointed as the coordinator for this policy. Where police, social services or law enforcement have authority to act, such agency will be involved at the onset of the complaint procedure in addition to the school district process.

## **ATHLETICS/ACTIVITIES INFORMATION**

### **BUDGETS**

Each club and organization within the school operates on a budget approved by the principal. The sponsor and the principal must approve fund raising projects in order to ensure that organizations are not duplicating activities. **No club or organization can expend funds without securing a purchase order or using a P Card and ordering from a vendor with the purchase order.** Vineland Middle School will not be responsible for any bills incurred unless the procedure listed here are followed. **No club or activity fund money can be spent for gifts for members or for sponsors.**



## ORGANIZATIONS AND CLUBS

Clubs and organizations will be developed to accommodate special interest activities. Each club must file their constitution with student council.

**Brain Bowl** is a group of students that meet to compete in academic competitions.

**Math and Science Club** provides students interested in math and/or science access to competitions or projects. Practice for competitions will be held before/after school. The club is open to all grades levels.

**National Honor Society:** The Pirate Chapter of National Junior Honor Society has been created to encourage students in their development of character, to create an enthusiasm for scholarship, to promote worthy leadership and to stimulate a desire to render service to others.

Students are eligible for NJHS if they meet the following criteria:

- Have three consecutive semesters with an average grade point average of 3.50
- Can be recommended by members of the faculty
- Have demonstrated the ideals of NJHS (character, leadership, service, citizenship and scholarship)

**Student Council:** StuCo is a student governing body of Vineland School. The class meets daily and is under the direction of the student council advisor.

### *ELIGIBILITY TO HOLD STUDENT COUNCIL OFFICE-*

To hold a school office, a student must:

1. Have and maintain a C (2.0) or better grade point average.
2. Student council members must have and maintain a 2.5 or better grade point average and have had no “F’s” during any prior grading period that year to hold a position or to be a candidate for an upcoming position. The principal, aided by the staff, has full authority to remove a student from office or place a student on probation.

## ATHLETICS

Since it is a privilege to represent a school in athletics, the school must have the authority to revoke the privilege when student athletes do not meet the standards set forth. This responsibility not only exists while the athletes are involved in their chosen sport but shall be required of them while at school and at other times. All students are invited and encouraged to take part in this program. As athletic programs are voluntary, all athletes desiring the advantages of participation in the athletic program should be prepared to follow all rules and regulations as determined by the athletic staff, administrators and School Board. Participation is a privilege that can be revoked. Those not willing to comply with rules and regulations will not be permitted to participate in the program. Each sport’s head coach has their own parent/guardian/athlete mandatory pre-meeting to go over the policies that govern their sport. Training rules are distributed and discussed. Both the parent/guardian and athlete must read and sign off on these rules before participating. Student Athletes and their parents are encouraged to complete a survey found in the training packet on conclusion of their sport.

## **SCHEDULING ACTIVITIES**

All activities are to be scheduled as far in advance as possible. Generally, one week notice is considered a minimum for requesting an activity. **ALL ACTIVITIES ARE TO BE APPROVED BY THE PRINCIPAL AND PLACED ON THE MASTER ACTIVITY CALENDAR.**

### **ELIGIBILITY FOR ACTIVITIES/ATHLETICS**

Vineland Middle School is a member of the Colorado High School Activities Association (CHSAA). This membership requires that students comply with the general eligibility rules covered by article 16 of the CHSAA Handbook. The activities director and/or the sponsor/coach will review these rules with the participants of each activity at the beginning of the season.

*Athletics/Activities at Vineland Middle School are considered an integral part of the middle school experience.*

### **ELIGIBILITY BEFORE AND DURING THE SEASON:**

1. Before a student may practice for any sport or activity, he/she must submit the following to the Athletics/Activities Office:
  - Physical form – signed by parent(s)/guardian(s) and doctor
  - Training rules/ Eligibility Agreement – read and signed by student and parent(s)/guardian(s)
  - Pueblo School District No. 70 Athletic Emergency Form (parental release/liability waiver and medical consent form) – signed by parent(s)/guardian(s)
  - Safety rules (Football)
  - Pay all fees (\$65 1<sup>st</sup> time participation fee and \$50 2<sup>nd</sup> sport fee)
2. If a student is enrolled in 6 classes, they cannot be failing more than one class.
3. A student must be enrolled in 5 classes to be eligible and cannot fail any course.
4. Students must attend school the day of an activity, if school is in session, in order to participate unless prior arrangements have been made with the principal. This pertains to all athletes.
5. A student cannot be failing more than the equivalent of one course each week to be eligible to participate.
6. New students to School District No. 70 are eligible if they met the eligibility requirements from their previous school.
7. The coach/principal shall provide participant/coach/sponsor lists to teachers of students involved in all activities. These groups include all activity participants, clubs, organizations, athletes/managers, cheerleaders and student council members.
8. If a teacher has a concern about a student's eligibility, he/she should contact the coach and/or principal.
9. Students not adhering to the accepted norms of behavior may be declared ineligible.

## **SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR PARTICIPATION**

If an extra-curricular game, contest, event or tournament falls on a day that school is in session, a student must attend that day to be eligible to participate in the game, contest, event or tournament unless prior arrangements have been made with the principal, assistant principal/ athletic director or sponsor. **Suspended/expelled students are not allowed on the school grounds for participation in school activities while the suspension/expulsion is in effect.**

**Suspended/expelled students are banned from attending all school functions, home or away including dances, plays, sporting activities, etc.**

### Code of Sportsmanship:

1. Positive attitudes, statements, and behavior equal a positive competitive environment.
2. Treat others as you would want to be treated.
3. Be a positive role model and leader at all times.
4. Have respect for all aspects of competition.
5. Have fun; it's just a game.

## **SPORTSMANSHIP**

Fair play, courtesy, generosity, self-control and respect for the opposing team or school shall not be sacrificed in the desire to win. It is the duty of the host school at any contest to take every possible measure to assure courteous, friendly and fair treatment to visiting players, school officials, fans and game officials. This is the basic tenet of the programs in Vineland Middle School, and we shall strive for it above all else. Those who cannot cooperate need **NOT ATTEND** and will be asked to leave.

## **TEN GUIDELINES FOR PARENTS WITH ATHLETIC CHILDREN**

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship and actual skill level.
3. Be helpful, but don't coach them on the way to the rink, pool or track or on the way back or at breakfast and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your children in a way that creates pressure; you fumbled too, you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure them because of your lost pride.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc. with your athlete.
7. Don't compare the skills, courage or attitudes of your children with other members of the team, at least within his/her hearing range.

8. Get to know the coach so that you can be assured that the philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under this leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage and the fact that it is relative. Some of us can climb mountains and are afraid to fight. Some of us will fight but turn to jelly if a bee approaches. Everyone is frightened in certain areas! Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped- I was lucky in this."

#### **NON-DISCRIMINATION STATEMENT**

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, or handicap (disability) in admission or access to, or treatment, or employment in its education programs or activities. Inquiries about ADA, Section 504, and Title IX may be addressed to the Superintendent of Schools, 301 28<sup>th</sup> Lane, Pueblo, Colorado 81001. 719-542-0220

Inquiries regarding compliance of nondiscrimination may be directed to:

School District No. 70  
Director of Educational Programs  
24951 HWY 50 East  
Pueblo, CO 81006

School District No. 70 is an equal opportunity affirmative action employer. Complaints may also be filed with the office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

#### **Important Phone Numbers:**

VMS 948-3336  
VMS Fax 948-2323  
District 70 Central Administration Building 295-6518

#### **Important Websites:**

VMS [www.vlm.district70.org](http://www.vlm.district70.org)  
School Board [www.district70.org](http://www.district70.org) (access Power School from here)

***“To succeed...you need to find something to hold onto, something to motivate you, something to inspire you.” ~Ron D. Chapin Jr.***

**INTERNET CONTRACT  
PUEBLO SCHOOL DISTRICT 70: INTERNET ACCESS**

I, \_\_\_\_\_ (Student) \_\_\_\_\_, agree to abide by the following rules relative to the use of Pueblo School District No. 70's Internet connection:

I have read and agree to abide by Pueblo School District No. 70's Internet Access Policy Guidelines.

I understand that the primary purpose of the School District No. 70 Internet connection is educational, and I will use my access privileges for purposes related to my classroom assignments. I will not use my access privileges for interpersonal communications (i.e., chat groups, e-mail, news groups, etc.), without prior approval of an instructor.

I agree not to participate in the transfer of inappropriate or illegal materials through the school's Internet connection. I understand that in some cases, the transfer of such materials may result in legal action against me. I also understand that my access privilege may be denied for misuse of the Internet connection, and I may be suspended from school for misuse of the system.

I release Pueblo School District No. 70 from any liability or damages that may result from my use of the Internet connection. Furthermore, I accept full responsibility and liability for the results of my actions with respect to the use of the Internet. In using the District computers and connections, the user agrees that there can be no privacy and further that sites which are accessed and information which is obtained may be monitored and reviewed.

Current School Vineland Middle School

I, \_\_\_\_\_ (Parent) \_\_\_\_\_, the parent/guardian of the above, have read the Pueblo School District No. 70 Internet Access Policy guidelines. I agree to accept all financial and legal liabilities that may result from my student's use of the Pueblo School District No. 70 Internet Connection. Furthermore, I do not hold School District No. 70 or any teacher employed by School District No. 70 liable in any manner for the misuse by my student of the Internet Connection.

**(This page does not need to be returned to VMS. Parent(s), please initial the front page of the back to school packet that you receive indicating that you have read and understand the Internet Access Contract.)**

**(Separate Guidelines and Contract will be provided to each student/parent pertaining to the 1:1 Initiative of Computers in District No. 70)**

Approved February 17, 1998  
Revised June 2011

## STUDENT/PARENT HANDBOOK VERIFICATION

We, \_\_\_\_\_ Student and Parent \_\_\_\_\_ have received and reviewed the Vineland Middle School Student/Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Vineland Middle School and School District No. 70.

---

**(This page does not need to be returned to VMS. Parent(s), please initial the front page of the “Back to School” packet that you receive indicating that you have read and understand the Student/Parent Handbook.)**