

2017-2018

TRINIDAD MIDDLE SCHOOL

607 Miner Drive/ P.O. Box 760

Trinidad, CO 81082

Phone: 846-4411 Fax: 846-4740

BOCES: 846-4484 District Office: 846-3324

Website: tsd1.org

Engage, Educate and Empower

Principal: Ms. Deana Pachelli

Assistant Principal: Mr. Michael Guadagnoli

Counselor: Mrs. Kristina Vezzani

Administrative Assistant: Mrs. Cheryl Radosevich



School Colors

Blue and White

School Song

Stand up and cheer, stand up and cheer for dear old Trinidad.

For today we raise the Blue and White above the rest. Above the rest!

Our teams are fighting, and they're bound to win this game.

We've got the team. Rah! Rah! We've got the steam. Rah! Rah!

For this is Trinidad Middle School's day.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE: _____

PHONE _____ STUDENT NO. _____

TMS BELL SCHEDULE & CALENDAR – 2017-2018

BELL SCHEDULE

Teachers Report	7:30 am
Start Bell	7:40 am
Period 1	7:45 - 9:06 am
Period 2	9:10-10:10 am
Period 3	10:14-11:14 am
Period 4A	11:18 -12:19am
Lunch A	11:14- 11:44pm
Lunch B.....	12:19 - 12:49 pm
Period 4B.....	11:48-12:49 pm
Period 5	12:53-1:53 pm
Period 6	1:57 - 2:57 pm
Period 7.....	3:01 - 4:00 pm

LATE BELL SCHEDULE

Start Bell.....	9:55 am
Period 1.....	10:00-10:45 am
Period 2.....	10:49-11:34 am
Period 3.....	11:38-12:23 am
Lunch A.....	12:23-12:53 pm
Period 4A.....	12:27-1:12 pm
Lunch B.....	1:12-1:42 pm
Period 4B.....	12:57-1:42 pm
Period 5.....	1:46-2:28 pm
Period 6.....	2:32-3:14 pm
Period 7.....	3:18-4:00 pm
Teachers Leave	4:15 pm

Notice to parents and Students- There is NO supervision of students before 7:30 a.m. or after 4:15 p.m. unless the student is participating in a school approved activity or organization.

TRINIDAD MIDDLE SCHOOL STUDENT SUPPLY LIST

Individual teachers may require additional supplies once school has begun.

6th Grade Supplies

- | | |
|---|--|
| 1 Large zipper close 3 ring binder | 2”3 ring binder (math) |
| 2 Composition notebooks (1 for science, 1 for Language arts) | |
| 5 Spiral notebooks (2 for Social Studies, 1 for science, 2 for language arts) | |
| 2 Folders | 8 book covers |
| 1 Package of red pens or pencils | 3 Packages of #2 Pencils or mechanical pencils |
| 1 Pencil bag | 8 Packages of loose leaf paper (college rule) |
| 2 Packages of copy paper | 4 Boxes Kleenex |
| 2 Containers disinfecting wipes | 1 Bottle hand sanitizer |
| 8 Dry erase markers | 2 Highlighters |
| 1 Basic calculator | 1 Ruler |
| 1 Protractor | 1Pair Scissors |
| 2 Or more glue sticks | |

7th Grade Supplies

- | | |
|---|--|
| 7 Spiral Notebooks (1 for each subject) | 1 Box Colored Pencils |
| 3 composition Books | 1 Pencil Bag (recommended) |
| 8 2-Pocket Folders | 1 Each – Ruler, Glue, Scissors, Protractor |
| 2 Sets of 5 Dividers | 1 Set of Highlighters |
| 1 Calculator TI-30x11s | 1 4-Pack of Dry Erase Makers |
| 1 Graph Paper Notebook (math) | 4 Book Covers (Optional) |
| 1 Larger Zipper Close 3 Ring Binder (Opt) | |

Class Supplies

- | | | |
|------------------------------------|------------------------------|--------------------|
| 3 Reams of Copy Paper | 1 Box (12) of Red Pens | 3+ Boxes of Tissue |
| 3 Packages Loose Leaf College Rule | 2 Packages (1) of #2 Pencils | |

8th Grade Supplies

- | | |
|---|--|
| 4 Pocket Folders | 1 Protractor |
| Several #2 Pencils or #2 Mechanical | 1 Calculator TI-30x11s |
| 3 Boxes Kleenex (1 st hour) | Several Highlighters |
| 1 Set Color Pencils | 3 Package Loose Leaf Paper (300 sheets each) |
| 1 2” White 3 Ring Binder for Writer’s Workshop – Must have the plastic cover on it! | |

Physical Education

- | | |
|-------------------------------|----------------------------------|
| 1 2” 3 ring binder | Athletic shoes that tie properly |
| T-shirt, shorts or sweatpants | |

Art

- | | |
|-----------------------------|-----------------------------------|
| 1 Composition notebook | 1 Folder |
| 2 Black Fine Point Sharpies | 2 Black Ultra Fine Point Sharpies |
| 1 Pack Markers | 1Pack Colored Pencils |
| Several Pencils | Large Erase |

Expectations: Students come to EVERY class prepared and have red pens, black/blue pens, pencils, dry-erase markers, sharpener, pencil erasers, paper and their regular notebook(s) as well as textbooks and other applicable materials, DAILY!

INFORMATION FOR YOUR ACADEMIC SUCCESS

COURSE OF STUDY – Students are required to take 7 courses of study each semester at TMS. The courses of study are as follows.

Sixth Grade: Required courses are: Reading, Language, Math, Social Studies, Science, Physical Education, and Electives.

Seventh Grade: Required courses are: Reading, English, Math, Social Studies, Science, Physical Education, and Electives.

Eighth Grade: Required courses are: Reading, English, Math, Social Studies, Science, Physical Education, and Electives.

REPORT CARDS - Report cards are issued every 9 weeks. The grades on all report cards appear as letters and carry specific points.

- A – (4 points) – Excellent – More than meets the requirements of the class
- B – (3 points) – Very Good – Satisfactorily meets the requirements of the class
- C – (2 points) – Good – Indicated acceptable progress
- D – (1 point) – Unsatisfactory – Improvement needed but passing
- F – (0 points) – Failure

GRADING ASSESSMENT SYSTEM – the grading scale for TMS shall be as follows:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 & below	F

MID-TERM GRADES – Midterms will be sent home. Parents are encouraged to make arrangements with teachers for individual conferences or at any time they feel a need for such a conference. If it is necessary, teachers may request a conference according to the student’s performance.

ASBESTOS

Trinidad Middle School does contain asbestos. Asbestos abatement plans are kept in the office and are available for public review.

ELIGIBILITY FOR ATHLETIC ACTIVITIES

INSURANCE – TMS has purchased an “all school” student accident supplemental insurance policy covering your child during school supervised and sponsored activities. This plan is **NOT** designed to provide coverage for 100% of all medical expenses. Its intent is to supplement your health insurance coverage.

Your child is covered if he/she is enrolled in the district and:

1. While on the school premises during the hours when school is in session and while participating in any school sponsored activity, including athletics, with the exception of high school football.
2. While away from the school premises, and participating in a school sponsored activity including athletics. All sports are covered with a low option plan.

If you do not have insurance, you can contact the District Office for information on optional plans to cover your child in and out of school. If your child plays football, you are covered under the **low option plan**; but you may purchase additional coverage at a reasonable cost.

CRITERIA FOR PARTICIPATION IN ATHLETICS – the following are general guidelines which govern participation in all athletic activities:

1. Athletic events require a physical examination before he/she can participate.
2. Students may be required to take a drug test, with written parental consent, prior to participating.
3. An eligibility check will be done at mid-term. Students who are not eligible will be required to attend Homework Help in the morning before school.
4. Maintain good citizenship as determined by the staff and administration.
5. Participants must be in school the day before, the day of and the day after any events take place. The only exceptions will be determined by the administration.
6. Young men and women who participate in school activities are students first and athletes second.
7. Students who participate in an event must travel with the team. After the event, coaches may release students to **parents only** with a written note. Any exception must be cleared with Administration in advance of the event.

ATTENDANCE PROCEDURES

ABSENTEE PROCEDURES

1. Students must check into the office following each unexcused absence. A note or a phone call must be received from the parent or guardian acknowledging the absence. The proof of parent knowledge is important to eliminate the possibility of truancy.
2. Students with 3 consecutive days of absences will be required to have a doctor’s excuse. Failure to provide a doctor’s excuse will result in all 3 absences marked an unexcused.
3. After 10 absences, a mandatory parent meeting must be held; & the student will be placed on an improvement plan.

ACCEPTABLE REASONS FOR BEING ABSENT

1. Professional appointments, doctors, dentist, etc. provided the student returns with a note.
2. Illness or injury of student or an immediate family member.
3. Death in the immediate family.
4. Student who is in the custody of law enforcement or the courts.
5. School sponsored or sanctioned activities
6. Others as approved by the building administrator.

PLEASE NOTE—OUT OF TOWN IS NOT EXCUSED. TRUANCY WILL BE ASSIGNED TO THOSE WHO DO NOT COMPLY WITH THE RULES AS SET FORTH ABOVE.

UNEXCUSED ABSENCES – If a student fails to attend school as specified above and the absence is considered an unexcused absence, the following shall occur.

1. Three (3) unexcused absences during a school semester – the parent/guardian will be notified by administration in order to determine the reason for the absence and attempt to avoid any repeat of the situation.
2. After four (4) unexcused absences in a month or ten (10) in a year, legal proceedings will begin.
3. In all cases, the final decision on whether an absence is excused or unexcused will be the responsibility of the building administrator.

TRUANCY – Absence from school without permission of a parent or guardian. Students who leave school during the day for any reason, without permission, will be considered truant.

STATE LAW – Students between the ages of 6-17 must be in school. Parents are responsible for their child and must make sure their child is in school. Parents must notify the school if their child will be absent.

TARDIES

1. In school, on time, but late to class: If another teacher has detained the student, he/she should obtain a pass from that teacher. If the student is late unnecessarily, the teacher documents an unexcused tardy.
2. If a student is having locker trouble, he/she must report immediately to class, inform his/her teacher of the problem, and ask for permission to be late.
3. The following disciplinary actions will be taken for tardies: *3 tardies* – 2 lunch detentions; *6 tardies* – 4 lunch detentions; *9 tardies* – 1 day In School Suspension ; *12 tardies* – 2 days In School Suspension days; *15 tardies* – 3 days In School Suspension, *18 tardies* – Mandatory Attendance Hearing.
4. All students who arrive to school late in the morning are to report to the main office in order to sign in. Then, students will report to the ISS Room until the end of 1st period.

PERFECT ATTENDANCE – A student cannot miss more than 2 periods during any month in order to qualify for quarterly Perfect Attendance and cannot have any tardies to 1st period.

MAKE-UP WORK – Students are expected to make up the work on any day that they are absent from school. *All work must be turned in by 4:00 pm on the last day due.* One day will be allowed for each day missed by the student. Students with excused absences may make up work at full credit. Students with unexcused absences, not including suspensions or expulsions, will receive no less than 75% credit, depending on the quality of work as judged by the teacher. Students’ suspensions/expulsion work will be made up according to a plan developed by the building administrator.

EXCUSE FROM GYM PARTICIPATION – If a student must be excused from gym, the student must have a written note from home and approval by the office. For any excuse from gym for more than three (3) days, a written note from a physician stating the reason will be required.

COUNSELING DEPARTMENT

Individual counseling services are available for every student in the school. These services include assistance with academic, personal/social concerns, and/or any questions the student may feel he/she would like to discuss with the counselor. Individual counseling services are generally short-term and focus on solving problems and making decisions. It is not the role of the school counselor to provide in-depth therapy. The counselor is in the building daily from 7:30 am to 4:15 pm. Students wanting to visit the counselor should make an **APPOINTMENT IN ADVANCE** and “prearrange” if a class will be missed. A comprehensive school counseling program also includes classroom guidance. Such lessons include topics relating to academic, career, and personal/social development; examples of these lessons include goal-setting, problem-solving, decision-making, conflict resolutions, and anger management. Small groups are sometimes formed to address specific topics in greater detail. Attendance at Trinidad Middle School implies consent to the counseling services described above. If you have any concerns, please contact the counselor or administrator.

SAFE-2-TELL – The *Safe-2-tell* Hotline is available for students to make an anonymous report if they witness threatening behaviors or activities endangering them or someone they know. *Safe -2-tell* can be reached at 1-877-542-7233 or by submitting a tip through the following website: <http://safe2tell.org>

SCHOOL NURSE

The School Nurse will be in the building full time during school hours.

DISPENSING MEDICATION AT SCHOOL

Colorado rules and regulations for health services specifically outline the procedure for the dispensing of medications in the schools. It is recommended that every possible means be taken to give children medication at home. If it becomes necessary for a student to take any form of medication at school, the following steps must be in place.

1. Written authorization from a legal prescribing practitioner stating the student’s name, medication, dosage, time to be given, and for how many years.
2. Medication properly identified and in its original pharmacy labeled container.

3. Written permission from the parents/guardians giving the school district authorization to administer a particular medication.
4. Medications, such as inhalers, only when properly labeled, may be carried by the student if his/her physician has indicated by written authorization that it is best for the student's health. School staff must be notified that the student has the medication in his/her possession. If the student loses the medication or abuses the usage of the medication, it will be necessary for the medication to be dispensed from the office.
5. Over-the-counter medications also require the written legal prescriptive authorization for administering in the schools.

*** LUNCH PROGRAM**

Lunch - \$2.75 – Reduced - \$0.40 – Milk - \$0.50 – Breakfast – Free – Adults - \$3.50

Parents can now pay their lunch accounts online at www.mealpayplus.com

**All students will be charged for extra milk or additional lunch items.
Prices are subject to change.**

SCHOOL CLOSURE- Parents will be notified by telephone through School Messenger, an automated notification service, regarding school closures and upcoming events, etc.

ACTIVITY TICKETS – Students will be able to purchase activity tickets, which will enable them to attend any extra curricular activity Price - \$25.00

CHANGE OF STATUS – It is important that the school be notified of any *change of address, telephone numbers, or legal documentation of guardianship status*. All students' family information is kept confidential.

BACKPACKS - Backpacks and purses are to be kept in assigned lockers.
They are not allowed in the classrooms.

DETENTION – Students placed in after-school detention are to call home to notify their parents. Detention may include, but not limited to, working with custodial staff. Students assigned to lunch detention are to report to assigned detention room within the first 5 minutes of their lunch. Any student who does not comply with this policy will be assigned an additional day of detention.

HOMEWORK – Students will be assigned and required to do homework. Opportunities exist for all students to participate in Before/After-School Homework Help.

LOCKERS – Students are to keep lockers locked at all times. Students are not to leave combinations fixed. Combinations are not to be given to other students. Lockers are the property of the school district and are subject to search at any time. Students may not change assigned lockers without permission from the office. Students are responsible for the contents of their assigned lockers. Students, who choose to leave items on top of their lockers, are responsible for these items.

IN-SCHOOL SUSPENSION – Students are assigned to ISS by administration. Teachers send work to the ISS teacher and students spend their assigned day(s) completing assignments. Students in ISS are not allowed to attend any activities that school day.

PUBLIC DISPLAY OF AFFECTION – Students are to remember that TMS has a “HANDS OFF” Policy. This means no arms around one another, holding hands or kissing.

PERSONAL BELONGINGS – Students are not allowed to bring items such as CD players, pagers, ipods, mp3 players, cameras, or any other electronic equipment to school. Failure to comply will result in the item being confiscated and may result in disciplinary consequences.

CELL PHONES - Due to distractions and disruptions of the educational process and learning environment, cell phones are absolutely prohibited from being used anytime during the school day. For the first violation, the parent/guardian must pick up the phone and the student will be issued 3 days of lunch detention. For the second violation, the parent/guardian must pick up the phone and the student will be issued an ISS. For third violation and any subsequent violations, the parent/guardian must pick up the phone and the student will be issued an OSS. The school is not responsible for the loss or replacement of any cell phones.

TEXTBOOKS – Textbooks are the property of the school and are issued without requiring a loss or damage deposit. There are no book fees. Students are held accountable for proper care of textbooks and will be charged for loss or damage. Lost books are to be paid for before a replacement book will be issued. Average cost is \$70.00.

DISCIPLINARY CODE

AGENDA PASSES TO BE OUT OF CLASS – All students must have their planner filled out in pen and initialed by a teacher before going to the office, library, or bathroom, seeing the nurse, or being out of a regular scheduled class at any time during the school day. A student in the hall without a completed planner may receive lunch or after school detention. Continued disregard and/or refusal to use the planner may result in suspension. Students are to keep planner intact. They are not to tear out pages. If they choose to do so, they will be required to purchase another planner for \$7.00. (The privilege of being out of class can be revoked at any time because of abuse.)

BULLYING PREVENTION and EDUCATION – The district supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and help create a climate on which all types of bullying are regarded as unacceptable.

For the purposes of this Policy the term “Bullying” means any written or verbal expression or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or harm one or more students.

Any student who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, of any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The superintendent and school administrators have developed a comprehensive program addressing bullying at all school levels. The goals of this program are as follows:

1. To send a clear message to students, staff, parents and community members that bullying shall not be tolerated
2. To train staff and educate students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention and investigation of students engaged in bullying behavior.
4. To initiate and support ongoing efforts to change the behavior of students who engage in bullying behaviors through education on what is acceptable behavior and discussions and to make available counseling services to explain the consequences of bullying.
5. To establish a productive partnership with students, parents and community members in order to support and maintain a bullying free environment with the district.

6. To provide counseling and support for victims of bullying.
7. To help the development of peer support, social skills and confidence for all students
8. To recognize and reinforce positive actions and behaviors of students in their treatment of one another.

Adopted by the Board: April 2, 2014

Legal reference: CRS 22-32-109.1(2) (a) (X)

Any individual who feels that he/she is being harassed because of his/her race, religious beliefs, or sex should immediately notify the administration. Any individual may also use the help box located in front of the office or the Safe-To-Tell hotline # 877-542-7233. If he/she is not satisfied that his/her concerns have been addressed, he/she may file a grievance. Grievance forms are available in each building and in the superintendent's office. All written grievances will be responded to within 5 working days.

CHEATING AND DISHONESTY – Cheating on tests, copying academic work of another, forging signatures, or lying shall not be tolerated. A disciplinary referral shall be sent to the office with each offense. All offenses – Parent Notification. Student will receive a zero and may receive detention and/or suspension.

DISRESPECT TO AUTHORITY – TMS has a zero tolerance policy toward disrespect of authority. Students who choose to be disrespectful to any adult in the building will receive consequences according to the severity of the offense.

DISRUPTIVE BEHAVIOR – A disruptive act is one involving behavior which causes a disruption in the classroom, on school grounds, in school vehicles or at school activities or events in which a student engages in the behavior deliberately and which requires the attention of school personnel to deal with the disruption.

DRESS AND GROOMING – TMS believes that one's dress expresses his/her taste, character, and his attitude. Students' school attire shall adhere to general accepted standards of decency. Students' dress shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive or distracting to classroom activities or pupil behavior in or about the school will not be permitted. Students who choose not to follow the DRESS CODE may be given a disciplinary consequence. Students are expected to follow all policies at school activities.

Examples of items NOT ALLOWED by Trinidad Middle School and Trinidad School District No. 1 include:

1. Clothing that exposes the midriff area or that is low cut. No skin shown inappropriately at any time.
2. Sheer and/or see-through garments (without another shirt worn underneath; and only, if the shirt would pass code itself).
3. Altered clothing.
4. Hats or head coverings, such as bandannas/handkerchiefs.
5. Offensive or indecent decals/pictures/words on clothing or accessories.
6. Excessively baggy or tight clothing, sagging or the wearing of pants below the waist and/or in a manner that allows underwear or bare skin to show.

7. Spaghetti strap, tube tops, racer backs, camis, tank tops, and/or narrow strapped tops or dresses that do not cover undergarments.
8. Muscle shirts that have largely cut arm openings unless worn with a sleeved shirt underneath it.
9. Clothes that advertise alcohol, tobacco, marijuana, drugs, sexual innuendoes, criminal violence, or profanity.
10. Body piercing, except for ears.
11. Gang paraphernalia or any gang-related items. Such as, but not limited to: belts or chains hanging from the waist, only the top of a shirt buttoned, 8 ball, roman numeral 13, roman numeral 14, playerz/s 69, Old English lettering, Joker, head to toe in one color, any gang affiliated attire, or as determined by school administration or law enforcement.
12. Tattoos must not be visible at any time.
13. Undergarments may not be visible at any time.
14. Jackets are not to be worn any time other than outside before school, lunch recess, and after school.
15. Skirt length must be mid-thigh or longer. Slits are not to be shorter than mid-thigh.
16. Pajamas, slippers or sleepwear of any kind.
17. Shorts can be worn during the months of September and May and must be mid-thigh.
18. Altered streaks of Hair color are not allowed for example red, pink, blue, purple, and orange. No Mohawks or hair which covers the eyes or face.
19. All leggings and Yoga pants must be worn with shorts, skirts, or tunics which go to the mid-thigh or longer.
20. As determined by Administration.

FIGHTING – Students involved in or instigating a fight on school property, including school buildings, grounds, school buses, and at school activities.

- a. Parents shall be notified.
- b. The Trinidad Police will be called.
- c. ISS or OSS from school.
- d. In case of physical assault, legal action may be taken.
- e. Repeat offenders shall be referred for other disciplinary action.
- f. Police may be called in any incident involving a fight.

USE OF DRUGS/ALCOHOL – Students using, under the influence of, selling, or possessing any narcotic drug, hallucinogenic drug, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on school properties (including buildings, grounds, properties, vehicles, or at any school function home or away).

All offenses will result in Parent Notification, 3 to 10 days OSS and/or expulsion from school and referral for prosecution and/or requirement to enter into a substance abuse program.

INSUBORDINATION – A student who fails to follow directions given by a staff member is insubordinate. Severity will dictate consequences.

MISCHIEF – Students who choose to participate in dangerous or irresponsible acts, and/or threatening the well-being of others (such as throwing rocks, snowballs or other potential dangerous activities).

All offenses will result in Parent Notification, and may result in detention, suspension, or possible expulsion.

PUSHING/HORSEPLAY – Students who choose to participate in pushing and/or horseplay will receive a disciplinary consequence which may include an in-school suspension. Continued behavior of this nature will result in suspension, a behavioral contract, and possible expulsion.

THEFT OF PROPERTY – Taking or using of others’ property without permission, regardless of intent to return.

TOBACCO – Students who are using or possessing tobacco including e-cigarettes, vape pens, and other electronic nicotine-delivery systems, on any school properties (including buildings, grounds, vehicles or any school function home or away).

1st Offense – Parent Notification. May result in 1 to 3 days ISS or OSS.

2nd Offense – May result in 1 to 5 days ISS or OSS and/or expulsion.

TRUANCY – Intentional unauthorized or illegal absence from compulsory education. All offenses will result in Parent Notification and/or the student may be assigned After School Detention and may result in the student being placed on an attendance contract.

VANDALISM – The willful destruction of, or damage to, others’ property, and/or school property including “tagging”.

All offenses will result in Parent Notification. May result in 1 to 5 days of ISS or OSS. Repeat offenders may be placed on a behavior contract.

VERBAL MISCONDUCT AND PROFANITY – Directing or using profanity, vulgar language, or obscene gestures toward others, including students, school personnel, or visitors will not be tolerated. Engaging in verbal abuse such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that cause disruption to the school program or incite violence are prohibited. Consequences will be according to the severity of the offense.

WEAPONS – Possession of weapons or objects which might be harmful to others, including fireworks, are prohibited.

All offenses will result in Parent Notification, ISS or OSS and/or expulsion, and/or referral to the superintendent/school board for a disciplinary hearing and/or the filing of legal charges.

HABITUALLY DISRUPTIVE – According to Colorado School Law 22-33-106.II (c.5), a student shall be recommended for expulsion after 3 times of being suspended.

ALL DISCIPLINE INFRACTIONS WILL BE HANDLED BY ADMINISTRATION ACCORDING TO SEVERITY. CONSEQUENCES WILL BE DETERMINED BY ADMINISTRATION ON AN INDIVIDUAL BASIS.

TRANSPORTATION

Students will be expected to comply with the rules for bus passengers and the rules of common sense and courtesy. Failure to comply could lead to the suspension of the privilege of riding the bus. Bus discipline will be handled by transportation director and/or designee.

Staff Personal Security and Safety

Offenses against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the “Colorado Criminal Code” by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent’s office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings

504/ADA/HARRASSMENT/OTHER GRIEVANCE PROCEDURES

The Trinidad School District #1 does not discriminate on the basis of disability with regard to admission, access to services, and treatment of employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, the Americans with Disabilities Act, Harassment, or Other Issues should be addressed through the grievance procedure which follows:

STEP 1: The person who believes he/she has a valid basis for grievance under Sect. 504 shall informally discuss the complaint with the District 504/ADA/Harassment/Other Issues Coordinator. The District Coordinator will investigate and document the complaint (including dates of meetings and dispositions), and give written reply to the complainant within 5 working days of meeting with the complainant.

STEP 2: If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District Coordinator within 5 working days of disposition at Step 1. The District Coordinator will appoint a hearing officer within 5 working days of receipt of the written complaint.

The hearing officer will conduct a hearing regarding the alleged grievance within 15 working days of appointment. The hearing officer shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student or employee may, at his/her own expense, be assisted or represented by individuals of his/her choice, including legal counsel. The hearing officer will present his/her written decision to the District Coordinator and complainant with 10 working days of the hearing.

STEP 3: If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the Board of Education. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District Superintendent's Office within 5 working days of disposition at Step 2.

The Board of Education will address the complainant at its next regularly scheduled meeting provided the written complain is received in the Superintendent's Office at least one week prior to the next scheduled meeting of the Board of Education. Within 10 working days of addressing the complaint, the Board of Education will issue a written disposition of the alleged grievance through the Superintendent's Office.

STEP 4: IF THE COMPLAINT IS NOT SATISFACTORILY RESOLVED FOLLOWING STEP 3, FURTHER APPEAL MAY BE MADE TO THE UNITED STATES OFFICE OF CIVIL RIGHTS, DEPARTMENT OF EDUCATION, WASHINGTON, DC 20201.

TRINIDAD SCHOOL DISTRICT #1 SCHOOL BOARD POLICIES

Available upon request

TMS ELIGIBILITY

1. Denial of participation due to ineligibility will include all games, practices, and extra-curricular activities.
2. Any student with more than one (1) F will be ineligible.
3. Eligibility will be determined cumulatively.

4. Truancy will result in automatic ineligibility for a seven (7) day period and the next game.
5. Any student that receives an OSS will not be allowed to participate in any practices or games during the day(s) of suspension.
6. Two (2) truanies and/or suspensions will result in automatic ineligibility for the remainder of that season.
7. Each midterm or a designated date, a list of students participating in extra-curricular activities will be reviewed by the grade level teacher teams.
8. Grade level teacher teams will turn in grades by 4:00 p.m. on Thursday or the day prior to the last day of the school week to the Assistant Principal and /or Athletic Director.
9. Coaches will have eligibility lists by the end of the last day of the school week. They will inform students of ineligibility & parents will be notified.
10. Ineligibility is from 8:00 a.m. Monday to 8:00 a.m. the following Monday (This is a one week period) as long as their grades have improved. If grades have not improved, they will remain ineligible.
11. Once a student is listed ineligible he/ she must attend Homework Help from 7:15-7:45 Monday-Thursday. If a student fails to report to Homework Help, this absence will be considered an unexcused absence from practice. Three unexcused absences will result in dismissal from the sport or activity. All students and especially those students who have late practice are encouraged to attend Homework Help.
12. Any student who becomes ineligible three times in a season will be dismissed from the team and/or club.
13. In order to participate in games and/or activities, students must be in school the day before, the day of, and the day after any event takes place. The only exceptions will be determined by the administration
14. If a student athlete is assigned to ISS on the day(s) of an away game/activity, the student will not be allowed to travel if the departure is prior to the end of the school day.

Anti-Bullying Pledge—Students

We the students of Trinidad Middle School agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students promise to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school’s policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Signed By _____

Print Name: _____

Date: _____

Anti-Bullying Pledge—Parents

We the parents of Trinidad Middle School agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, I/We the parent/parents promise to:

1. Keep ourselves and our children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about school work, friendships and relationships.
4. Inform faculty of changes in their children’s behavior or circumstances at home that may change a child’s behavior at school.
5. Alert faculty if any bullying has occurred.
6. Be aware that the most effective strategy in dealing with bullying comes from cooperation between the school and I/us. (The only way to ensure the school knows of a particular situation is if I/we make certain that they are aware of the same facts).

Signed By: _____

Print Name: _____

Date: _____

ACCEPTABLE USE POLICY

Network technology has provided new ways of accessing, communicating and transferring information. This new form of communication will affect instruction and student learning. TMS offers faculty, staff, and student’s access to the information highway and the Internet. This service is called the Miner

Net. Included with such access to computers, computer networks and people around the world comes the availability of materials they may not be considered appropriate for an educational environment. Since the Internet is essentially a network of networks, it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for establishing and communicating standards students should follow when using media and information sources. TMS supports and respects each family's right to decide whether or not to allow their child access to the Miner Net.

RULES AND RESPONSIBILITIES

Students are expected to maintain good behavior on school networks just as they are in classrooms, hallways or any other location on school grounds, since network communications are often public in nature, the general school rules for behavior and communication apply. Miner Net is a service for educational research and communications. Access to the network is a privilege given to students who agree to act in a considerate and responsible manner. Parent/Guardian permission is required. Inappropriate use will be assessed by the system administrators based upon the acceptable use guidelines outlined herein, and all decisions are final. The system administrators have the right to revoke privileges at any time. The Administration, Faculty, and Staff of TMS may deny, revoke, or suspend specific user privileges. Individual users of the Miner Net are responsible for their use of the network. Use of the network must be in support of education and research and must be in accordance with academic expectations of TMS. Use of other networks or computing resources by Miner Net users must comply with the rules established by that network. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities are strictly prohibited.

Miner Net users are expected to follow the following network rules of etiquette:

1. Be polite. Do not write or send abusive messages.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Transmission of obscene materials is prohibited. Sending or receiving offensive messages, images, video or audio files to/from any source will result in immediate suspension of access privileges.
4. Do not reveal the personal address or phone number of yourself or other individuals.

5. Do not communicate any credit card number, bank account number, or any other financial information.
6. Electronic mail is not private. People who operate the system have access to all mail. Inappropriate messages can result in suspension of access privileges.
7. Do not use the network in any way that would disrupt the use of the network by other users.
8. Vandalism—any malicious attempt to harm or destroy Miner Net equipment, software or data belonging to another user will not be tolerated.
9. Any questionable action can result in the suspension of access privileges.

Violation of any of the above mentioned rules and responsibilities can result in the suspension of access privileges as well as other disciplinary or legal actions.

Supervisory Measures:

1. Parent/Guardian notification and permission. Student Orientation Program: Fall Orientation will cover acceptable use policy. Transfer students will be oriented by Advisory Teachers or Class Sponsors.
2. Electronic Supervision for the internet: District “Firewall”.
3. Staff Supervision: Users are not to access the Miner Net facilities without a TMS Staff Member present.

Miner Net Access Form

Please review the above TMS Acceptable Use Policy. The signatures of both student and parent/guardian are required before access privileges to the Miner Net will be granted. This permission form, which incorporates the TMS Acceptable Use Policy, reflects the entire agreement and understanding of all parties.

Student Printed Name _____

Student Signature _____

Date _____

As parent/guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I have read and agreed to the policies stated in the TMS Acceptable Use Policy and I

understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, sharing and/or exploring information and media.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Street Address: _____

Home Telephone: _____

Date: _____

Student Handbook Form

I have received a copy of the STUDENT HANDBOOK and I know that it is my responsibility to read and understand its contents. If there is something that I do not understand, I know that I may contact the TMS School Administration for further clarification.

Parent Signature: _____

Student Signature: _____

Date: _____

SOUTH CENTRAL BOCES
PARENT CHECKLIST FOR CHILD'S PRIMARY LANGUAGE

Student Name: _____

Grade _____

School: _____

Parent/Guardian Name: _____

Address: _____

Did your child learn to speak a language other than English before he/she learned English? (Check one) _____ Yes _____ No

1. How often is a language other than English used in your home (Check only one)
_____ a. Only the other language and no English.
_____ b. Other language more often than English.
_____ c. Other language and English equally.
_____ d. English more often than the other language.
_____ e. Only English.
2. Please describe the language spoken by your child. (Check only one)
_____ a. Speaks only the other language and no English.
_____ b. Speaks mostly the other language and some English.
_____ c. Speaks the other language and English equally.
_____ d. Speaks mostly English and some of the other language
_____ e. Speaks only English.
3. Please describe the language understood by your child. (Check only one)
_____ a. Understands only the other language and no English.
_____ b. Understands mostly the other language and some English.
_____ c. Understands the other language and English equally.
_____ d. Understands mostly English and some of the other language.
_____ e. Understands only English.
4. If your child speaks or understands a language other than English, what is the other language? _____

Race/Ethnicity:

_____ Native American _____ Asian/Pacific Islander

_____ African American _____ Hispanic

Parent/Guardian Signature _____

Date: _____

Trinidad Middle School
2017-2018 School Year Agreement and Release Form

Further, We/I, _____, parent/guardian of _____, student at Trinidad Middle School, hereby agree, release, and discharge Trinidad School District #1 and its employees from any claims or demands for any injuries incurred by your student while he or she participates in the following courses of activities: Any and all Field Trips or Travel Activities during the 2017-2018 School Year.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Trinidad Middle School
2017-2018 School Year Photo Release Form

I hereby authorize any media agencies authorized by Trinidad Middle School and/or Trinidad School District #1 to publish the photographs or video taken of my child, and their name, for use in printed publications, videos, and on authorized Web sites during the 2017-2018 school year.

I acknowledge that since my child's participation in media produced by the authorized agencies of Trinidad Middle School or Trinidad School District #1 is voluntary, we will receive no financial compensation. I further agree that my child's participation in any media produced by authorized agencies confers no rights of ownership whatsoever to me or my child. I release authorized agencies of Trinidad Middle School, Trinidad School District #1 and their employees/contractors from liability for any claims by me or any third party in connection with their participation.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the school district, unless the student has delivered the firearm or weapon to a Teacher, Administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

TRINIDAD SCHOOL DISTRICT#1 SCHOOL BOARD POLICIES

Available upon request

The following Trinidad School District #1 Board of Education policies can be found on-line via the district website: tsd1.org or at any school office. Parents and students are encouraged to consult these policies as needed should any circumstances arise during the school year.

AC, AC-R and AC-E	Nondiscrimination/Equal Opportunity (and complaint process)
ADC	Tobacco Free Schools
IHCDA	Concurrent Enrollment
IKA	Grading/Assessment Systems
JB	Equal Educational Opportunity
JBB	Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDD	Violent and Aggressive Behavior
JICDE	Bullying Prevention and Education
JICEA	School-Related Student Publications
JICEC	Student Distribution of Noncurricular Materials
JICF	Secret Societies/Gang Activity
JICH/JICH-R	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JICJ	Student Use of Electronic Communication Devices
JIH	Student Interviews, Interrogations, Searches and Arrests
JJA-2	Student Organizations (Limited Forum or Open Forum)
JK and JK-R	Student Discipline
JK-2	Discipline of Students with Disabilities
JKA	Use of Physical Intervention and Restraint
JKBA and JKBA-R	Disciplinary Removal from Classroom
JKD/JKE	Suspension/Expulsion of Students
JLCB	Immunization of Students
JLCD	Administering Medications to Students
JLCDA	Students with Food Allergies
JLDAC and JLDAC-E	Screening and Testing of Students (And Treatment of Mental Disorders) Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JLFF	Sex Offender Information
JQ	Student Fees, Fines, and Charges
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-R and JRA/JRC-E-1	Notification to Parents and Students of Rights Concerning Student Education Records
JRCA Agencies	Sharing of Student Records/Information between School District and State

EEAEF-E	Notice to Students and Parents/Guardians Regarding the Use of Video Recorders on School Buses
JHBB	Parking Lot Searches
JHCB	Use of Metal Detectors
JLCCG	Medicaid Reimbursement
JS	Student Use of the Internet and Electronic Communications
JS-E	Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement)
IHAM-R	Health and Family Life/Sex Education (Exemption Procedure)
EBCE/EBCE-R	School Closings and Cancellations
EEAG	Student Transportation in Private Vehicles
EFC	Free and Reduced-Price Food Services
IC/ICA	School Year/School Calendar/Instruction Time
IJNDAB	Instruction through Online Courses
IKE	Ensuring All Students Meet Standards (Promotion, Retention, and Acceleration of Students)
IKF	Graduation Requirements
IMB/IMB-R	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions from Required Instruction
JEA	Compulsory Attendance Ages
JFBB/JFBB-R	Intra-District Choice/Open Enrollment
JFC/JFC-R	Student Withdrawal from School/Dropouts
JII/JII-R	Student Concerns, Complaints and Grievances (<i>and grievance procedure</i>)
JJJ/JJJ-R	Extracurricular Activity Eligibility
JLC/JLC-R	Student Health Services and Records
JLCE-E	School First Aid and Emergency Medical Care Card
JLF/JLF-R	Reporting Child Abuse/Child Protection
JLIB	Student Dismissal Precautions
KBBA/KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities
KEF	Public Concerns/Complaints About Teaching Methods, Activities or Presentations
KI	Visitors to Schools