2019-2020
TRINIDAD MIDDLE SCHOOL
612 Park Street
Trinidad, CO 81082
Phone: 846-4411 Fax: 846-4740
BOCES: 719-647-0023 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. Danielle Armijo

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. ___________
BELL SCHEDULE

Teachers Report ................................................................. 7:20 a.m.
Start Bell .............................................................................. 7:55 a.m.
Period 1 .............................................................................. 8:00-8:58 a.m.
Period 2 .............................................................................. 9:02-9:56 a.m.
Period 3 ............................................................................. 10:00-10:54 a.m.
Period 4A .......................................................................... 10:58-11:52 a.m.
Lunch A ............................................................................. 11:54-11:24 a.m.
Lunch B ............................................................................. 11:52-12:22 p.m.
Period 4B .......................................................................... 11:28-12:22 p.m.
Period 5 ............................................................................. 12:26-1:20 p.m.
Period 6 ............................................................................. 1:24-2:18 p.m.
Period 7 ............................................................................. 2:22-3:16 p.m.
Advisory ............................................................................ 3:20-4:00 p.m.

LATE BELL SCHEDULE

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

Teachers Leave ................................................................. 4:10 p.m.

Notice to parents and students- There is NO supervision of students before 7:45 a.m. or after 4:10 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.

### General Supplies—All Grade Levels

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencil Bag</td>
<td>1</td>
</tr>
<tr>
<td>4 Boxes Kleenex</td>
<td>1</td>
</tr>
<tr>
<td>8 Dry Erase Markers</td>
<td>2-12 count</td>
</tr>
<tr>
<td>2 Containers Disinfecting Wipes</td>
<td>2</td>
</tr>
<tr>
<td>2 Highlighters</td>
<td>4</td>
</tr>
<tr>
<td>1 Box Colored Pencils</td>
<td>1 Protractor</td>
</tr>
<tr>
<td>1 Ruler</td>
<td>1 Large Bottle Hand Sanitizer</td>
</tr>
<tr>
<td>4 Packages of Red Pens or Pencils</td>
<td>2 Glue Sticks</td>
</tr>
<tr>
<td>4 Packages of #2 Pencils or Mechanical Pencils</td>
<td>1-2” 3 Ring Binder</td>
</tr>
<tr>
<td>4 Packages of Loose Leaf Paper (College Rule)</td>
<td>2 Composition Notebooks</td>
</tr>
<tr>
<td>2 Containers Disinfecting Wipes</td>
<td>1</td>
</tr>
<tr>
<td>2 Highlighters</td>
<td>4</td>
</tr>
<tr>
<td>1 Box Colored Pencils</td>
<td>2 Highlighters</td>
</tr>
<tr>
<td>1 Ruler</td>
<td>1 Protractor</td>
</tr>
<tr>
<td>1-12 Count Package of Red Pens or Pencils</td>
<td>1-2” 3 Ring Binder</td>
</tr>
<tr>
<td>4 Packages of Loose Leaf Paper</td>
<td>2 Glue Sticks</td>
</tr>
<tr>
<td>1 Large Bottle Hand Sanitizer</td>
<td>1 Protractor</td>
</tr>
<tr>
<td>4 Packages of Loose Leaf Paper</td>
<td>1 Protractor</td>
</tr>
<tr>
<td>1 Large Bottle Hand Sanitizer</td>
<td>4 Book Covers</td>
</tr>
</tbody>
</table>

### 6th Grade Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Spiral Notebooks (2 for Social Studies, 1 for Science, 2 for Language Arts)</td>
<td>2 Folders</td>
</tr>
<tr>
<td>1 Composition Notebook</td>
<td>2 Folders</td>
</tr>
</tbody>
</table>

### 7th Grade Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Spiral Notebooks (1 for Social Studies, 1 for Science)</td>
<td>1-1” 3 Ring Binder</td>
</tr>
<tr>
<td>1 Compass</td>
<td>1-2” 3 Ring Binder</td>
</tr>
<tr>
<td>2 Pocket Folders</td>
<td>2 Composition Notebooks</td>
</tr>
</tbody>
</table>

### 8th Grade Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Spiral Notebooks (1 for Social Studies, 1 for Science)</td>
<td>1 Compass</td>
</tr>
<tr>
<td>2 Pocket Folders</td>
<td>1-1” 3 Ring Binder</td>
</tr>
<tr>
<td>3 Book Covers</td>
<td>1-2” 3 Ring Binder</td>
</tr>
<tr>
<td>2 Composition Notebooks</td>
<td>2 Composition Notebooks</td>
</tr>
</tbody>
</table>

### Physical Education

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencils</td>
<td>Athletic Shoes (that tie properly)</td>
</tr>
<tr>
<td>T-shirt, Shorts or Sweatpants</td>
<td>Composition Notebook</td>
</tr>
</tbody>
</table>

### Art

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected/recycled, shallow glass jars w/lids (4-8)</td>
<td>Composition Notebook</td>
</tr>
<tr>
<td>Big Paint Shirt or Apron</td>
<td>Big Bag of White Flour</td>
</tr>
<tr>
<td>1-2 Rolls Masking Tape (wide)</td>
<td>Large Eraser</td>
</tr>
</tbody>
</table>

Expectations: Students come to EVERY class prepared and have red pens, black/blue pens, pencils, dry-erase markers, 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 seven courses of study each semester at Trinidad Middle School. The courses of study are as follows.

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

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

- **A** – (4 points) – Excellent – More than meet the requirements of the class
- **B** – (3 points) – Very Good – Satisfactorily meet the requirements of the class
- **C** – (2 points) – Good – Indicates acceptable progress
- **D** – (1 point) – Unsatisfactory – Needs improvement 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

**MIDTERM 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.

**VIDEO SURVEILLANCE**

School District buildings and grounds are equipped with electronic surveillance for the safety of students, staff, and visitors. Your actions may be recorded and preserved.

**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 – Trinidad Middle School 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.

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 midterm. Students who are not eligible will be required to attend homework help during lunch.
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 three consecutive days of absences will be required to have a doctor’s excuse. Failure to provide a doctor’s excuse will result in all three absences marked as unexcused.
3. After 10 excused or unexcused absences, a mandatory parent meeting must be held, and the student will be placed on an improvement plan.

**ACCEPTABLE REASONS FOR BEING ABSENT**

1. Professional appointments, doctors and dentist; 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 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 unexcused absences in a month or ten 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** – Students who are absent or leave school during the day for any reason, without permission of a parent or guardian 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; 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.
**PERFECT ATTENDANCE** – A student cannot miss more than two periods during any month in order to qualify for quarterly Perfect Attendance and cannot have any tardies to first period.

**MAKE-UP WORK** – Students are expected to make up the work on any day they are absent from school. *All work must be turned in by 4:00 p.m. 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. Student’s suspension/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 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 7:20 a.m. to 4:10 p.m. 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 resolution 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](http://safe2tell.org)

**SCHOOL NURSE**

The school nurse will be in the building full time during school hours unless otherwise noted.

**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 days.
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 - Free – Milk - $0.50 – Breakfast – Free
Adults-$3.75

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 Infinite Campus Messenger, an automated notification service, regarding school closures and upcoming events, etc.

**ACTIVITY TICKETS** – Students and parents will be able to purchase activity tickets, which will enable them to attend any extracurricular activities for Trinidad Middle School Price - $25. Students that participate in an extracurricular activity will be given an activity ticket when they pay their one time activity fee of $25 which will allow them to attend any extracurricular activities for Trinidad Middle School and Trinidad High School.

**CHANGE OF STATUS** – It is important the school be notified of any change of address, telephone numbers, or legal documentation of guardianship status. All student’s 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 five 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 lunch or after school homework help when prearranged with teachers.

**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 leave items on top of their lockers are responsible for those items.

**IN-SCHOOL SUSPENSION** – Students are assigned to I.S.S by administration. Teachers send work to the ISS teacher and students spend their assigned day(s) completing assignments. Students in I.S.S are not allowed to attend any activities that school day.
PUBLIC DISPLAY OF AFFECTION – Students are to remember that Trinidad Middle School 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 iPads, iPods, cellphones, earbuds, headphones, 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 three days of lunch detention. For the second violation, the parent/guardian must pick up the phone and the student will be issued I.S.S. For the third violation and any subsequent violations, the parent/guardian must pick up the phone and the student will be issued an O.S.S. 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 $75.00.

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 their planners intact. They are not to tear out pages. If they choose to do so, they will be required to purchase another planner for $8.00. (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 bully 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

Any individual who feels 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 – Trinidad Middle School 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 – Trinidad middle School believes that one’s dress expresses his/her taste, character, and attitude. Student’s school attire shall adhere to general accepted standards of decency. Student’s 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 dress code 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 straps, 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. 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.

11. Tattoos must not be visible at any time.

12. Undergarments may not be visible at any time.

13. Jackets are not to be worn any time other than outside before school, lunch, and after school.

14. Skirt length must be mid-thigh or longer. Slits are not to be shorter than mid-thigh.

15. Pajamas, slippers or sleepwear of any kind.

16. Shorts can be worn during the months of September and May and must be mid-thigh.

17. 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. ISS or OSS from school.

c. In case of physical assault, legal action may be taken.

d. Repeat offenders shall be referred for other disciplinary action.

e. Police will 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) will result in parent notification, three to ten days O.S.S 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 potentially 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 I.S.S. Continued behavior of this nature will result in suspension, a behavioral contract, and possible expulsion.

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

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

  - First Offense – Parent Notification. May result in one to three days I.S.S or O.S.S.
  - Second Offense – May result in 1 to 5 days I.S.S or O.S.S 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, other’s property, and/or school property including “tagging.”

All offenses will result in Parent Notification. May result in one to five days of I.S.S or O.S.S. 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, I.S.S or O.S.S 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 may be considered habitually disruptive when he or she have caused material and substantial disruption three or more times during the course of the school year at which time may be recommended for expulsion.

**ALL DISCIPLINE INFRINGEMENTS 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 five working days of meeting with the complainant.
STEP 2: If the complaint is not satisfactorily resolved through step one, 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 Office for Civil Rights Coordinator within five working days of disposition at step one. The District Office for Civil Rights Coordinator will appoint a hearing officer within five 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 Office for Civil Rights Coordinator and complainant within 10 working days of the hearing.

STEP 3: If the complaint is not satisfactorily resolved through step two, 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 five working days of disposition at step two.

The Board of Education will address the complainant at its next regularly scheduled meeting provided the written complaint 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 THREE, FURTHER APPEAL MAY BE MADE TO THE UNITED STATES OFFICE FOR 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 F will be ineligible.

3. Eligibility will be determined cumulatively.

4. Truancy will result in automatic ineligibility for a seven day period and the next game.

5. Any student that receives an O.S.S will not be allowed to participate in any practices or games during the day(s) of suspension.

6. Two truancies 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 and 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 during lunch 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 I.S.S 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 justifiable 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_____________________________________________
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 justifiable 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 our 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.)
ACCEPTABLE USE POLICY

Network technology provides ways of accessing, communicating and transferring information. This form of communication will affect instruction and student learning. Trinidad Middle School offers faculty, staff, and students access to the information highway via the Internet.

Included with such access to computers, computer networks and people around the world comes the availability of materials that 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. Trinidad Middle School supports and respects each family’s right to decide whether or not to allow their child access to the Internet.

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. The Internet 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 Trinidad Middle School may deny, revoke, or suspend specific user privileges. Individual users of the Internet 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 Trinidad Middle School. Use of other networks or computing resources by Internet 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 of commercial activities by not-for-profit organizations, products, promotions, political lobbying, or illegal activities are strictly prohibited.
Internet 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 computer 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 computer facilities without a Trinidad Middle School staff member present.

Internet Access Form

Please review the above Trinidad Middle School Acceptable Use Policy. The signatures of both student and parent/guardian are required before access privileges to the Internet will be granted. This permission form, which incorporates the Trinidad Middle School Acceptable Use Policy, reflects the entire agreement and understanding of all parties.
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 agree to the policies stated in the Trinidad Middle School 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: _______________________________
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 Trinidad Middle School’s 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: _________________________________
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 2019-2020 School Year.

Student Signature ______________________________ Date __________

Parent/Guardian Signature ______________________________ Date __________

Trinidad Middle School
2019-2020 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
his/her name, for use in printed publications, videos, and on authorized Web sites during
the 2019-2020 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 his/her 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. In accordance with state law, 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.

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.
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
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
Screening and Testing of Students (And Treatment of Mental Disorders)

JLDAC-E
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
Sharing of Student Records/Information between School District and State Agencies
Notice to Students and Parents/Guardians Regarding the Use of Video Recorders on School Buses

Parking Lot Searches

Use of Metal Detectors

Medicaid Reimbursement

Student Use of the Internet and Electronic Communications

Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement)

Health and Family Life/Sex Education (Exemption Procedure)

School Closings and Cancellations

Student Transportation in Private Vehicles

Free and Reduced-Price Food Services

School Year/School Calendar/Instruction Time

Instruction through Online Courses

Ensuring All Students Meet Standards (Promotion, Retention, and Acceleration of Students)

Graduation Requirements

Teaching about Controversial Issues and Use of Controversial Materials

Exemptions form Required Instruction

Compulsory Attendance Ages

Intra-District Choice/Open Enrollment

Student Withdrawal from School/Dropouts

Student Concerns, Complaints and Grievances (and grievance procedure)

Extracurricular Activity Eligibility

Student Health Services and Records

School First Aid and Emergency Medical Care Card

Reporting Child Abuse/Child Protection

Student Dismissal Precautions

Custodial and Noncustodial Parent Rights and Responsibilities

Public Concerns/Complaints About Teaching Methods, Activities or Presentations

Visitors to Schools