

2023-2024

TRINIDAD MIDDLE SCHOOL

607 Miner Drive
Trinidad, CO 81082
Phone: 719-846-4411

BOCES: 719-647-0023 District Office: 719-846-3324
Website: tsd1.org

Engage, Educate and Empower

Principal: Ms. Deana Pachelli

Assistant Principal: Mr. Michael Guadagnoli

Counselor: Mrs. Kristina Vezzani

Administrative Assistant: Mrs. Sharon Barrett

Mrs. Sherry Hinchley



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 – 2023-2024

BELL SCHEDULE

Teachers Report.....	7:30 a.m.
Start Bell.....	7:55 a.m.
Period 1.....	8:00-9:00 a.m.
Period 2	9:04-10:00 a.m.
Period 3	10:04-11:00 a.m.
Period 4	11:04-12:00 p.m.
Lunch	12:00-12:30 p.m.
Period 5	12:34-1:30 p.m.
Period 6	1:34-2:30 p.m.
Period 7	2:34-3:30 p.m.
Advisory	3:34-4:00 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	12:23-12:53 p.m.
Period 4.....	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

1 Pencil Bag	1-12 Count Package of Red Pens or Pencils
4 Boxes of Kleenex	2 Packages of #2 Pencils or Mechanical Pencils
8 Dry Erase Markers	4 Packages of Loose-Leaf Paper (College Rule)
2 Containers of Disinfecting Wipes	1 Large Bottle of Hand Sanitizer
2 Highlighters	2 Glue Sticks
1 Box Colored Pencils	1 Protractor
1 Ruler	3 Book Covers

6th Grade Supplies

3 Spiral Notebooks (1 for Social Studies, 1 for Language Arts, and 1 for Math)	
1 Composition Notebook	3 Folders
1 Calculator	1-1" 3 Ring Binder

7th Grade Supplies

4 Spiral Notebooks (1 for Social Studies, 1 for Science, 2 for Math)	
1 Compass	1- 1" 3 Ring Binder
2 Pocket Folders	1- 2" 3 Ring Binder
2 Composition Notebooks	1-3" 3 Ring Binder (for English)
1 Calculator-5 Function	2-Sets of Dividers (for 3 Ring Binders)

8th Grade Supplies

4 Spiral Notebooks (2 for Math, 2 for Science)	
5 Pocket Folders	1 Compass
1 Scientific Calculator	1 package of highlighters

Physical Education

Pencils	Athletic Shoes (that tie properly)
T-shirt, Shorts or Sweatpants	1 Spiral Notebook

Art

1 Pack of markers	2 Black Fine Point Sharpies
2 Black Ultra-Fine Point Sharpies	Large Erasers
1 Pack of Colored Pencils	Several Pencils

Expectations: Students come to EVERY class prepared and have red pens, black/blue pens, pencils, dry-erase markers, pencil erasers, paper and 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 approximately every nine weeks. The grades on all report cards appear as letters and carry specific points.

- A – (4 points) – Excellent – More than meet requirements of class
- B – (3 points) – Very Good – Satisfactorily meet requirements of 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 available on the following dates: Sept. 15, 2023, November 16, 2023, February 1, 2024, and April 18, 2024. Parents and guardians are encouraged to use the Infinite Campus portal to check the status of your child/children’s grades during midterm or at any time during the school year. Any parent or guardian may request a hard copy of the midterm report by contacting the school office and a report will be mailed to parents or guardians.

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.

ELIGIBILITY FOR ATHLETIC ACTIVITIES (continued)

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 after 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 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 8 excused or unexcused absences, a mandatory parent meeting must be held, and the student will be placed on an improvement plan and may be recommended for enrollment in the TMS-EARRS program

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 action will be taken for tardies: Tardies will be handled on an individual class basis. Students who have an unexcused tardy to class will be issued a day of after school detention from 4:00-5:00 p.m. The detention will be scheduled the day of the tardy; however, if arrangements cannot be made the day in which the tardy occurred, the detention will be scheduled the next school day. Parents/guardians will be contacted by school administration in order to arrange for transportation for students to be picked up at 5:00 p.m. from detention. Any student with 15 or more tardies will be placed on an attendance improvement plan.

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.

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 PHYSICAL EDUCATION PARTICIPATION

If a student must be excused from PE, 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 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 a.m. to 4:10 p.m. Students wanting to visit the counselor should make an **APPOINTMENT IN ADVANCE** through Teams Chat 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>

SCHOOL NURSE

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

DISPENSING MEDICATION AT SCHOOL

Colorado rules and regulations for health services specifically outline the procedure for 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 a 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 possession. If the student loses or abuses the usage of the medication, it will be necessary to be dispensed from the school nurse.
5. Over-the-counter medications also require the written legal prescriptive authorization for administering in the schools.

LUNCH PROGRAM

Lunch - Free – Breakfast – Free

Adults-\$4.85-Lunch/\$2.30 Breakfast

All students will be charged for extra milk (\$0.50) or additional lunch items.

Prices are subject to change.

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

CHANGE OF STATUS – It is important the school be notified of any *change of address, telephone numbers, or legal documentation of guardianship status*. 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.

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, ear buds, 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. In all cases the cell phone will be confiscated. For the first violation, the student will be issued 3 days of Lunch Detention; and the student may pick up the phone from the office at the end of the school day. For the second violation, the parent/guardian must pick up the phone; and the student will be issued after school detention. For the third violation, the parent /guardian must pick up the phone; and the student will be issued ISS. For the fourth 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 ranges between \$75.00-\$100.00.

SCHOOL-OWNED DEVICES: Laptops and charging devices are the property of Trinidad School District #1. Students and parents will be required to sign a contract before the device will be issued. Students are responsible for proper care of the devices and will be charged for any loss or damage. Lost or damaged devices are to be paid before a replacement device will be issued. The cost of replacement is approximately \$280.00

FOOD AND DRINK-Food and drinks are not allowed in the classrooms. Students may have water in a clear bottle.

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” is defined as the use of coercion or intimidation to obtain control over another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e. cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived. A student who engages in any act of bullying, retaliation, and/or behaviors prohibited by this policy 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. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment. The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The goals of this program are as follows:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying shall not be tolerated.
2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students who engage in bullying behaviors through re-education on acceptable behavior, discussions, counseling and appropriate negative consequences.

5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help the development of peer support networks, social skills and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, member of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

Adopted by the Board: March, 2022 Legal reference: CRS 22-32-109.1(2) (a) (X)

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 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 – 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 – 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. Altered clothing.
3. Hats or head coverings, such as bandannas/handkerchiefs/do-rags.
4. Offensive or indecent decals/pictures/words on clothing or accessories.
5. 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.
6. Spaghetti straps, tube tops, racer backs, camis, tank tops, and/or narrow strapped tops or dresses that do not cover undergarments. Sheer and/or see-through garments (without another shirt worn underneath; and only, if the shirt would pass code itself).
7. Muscle shirts that have largely cut arm openings unless worn with a sleeved shirt underneath it.
8. Clothes that advertise alcohol, tobacco, marijuana, drugs, sexual innuendoes, criminal violence, or profanity.
9. 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.
10. Tattoos must not be visible at any time.
11. Undergarments may not be visible at any time.
12. Jackets are not to be worn any time other than outside before school, lunch, and after school.
13. Skirt and short lengths must be mid-thigh or longer. Slits are not to be higher than mid-thigh.
14. Pajamas, slippers or sleepwear of any kind.
15. Jeans and pants with holes above the mid-thigh are not allowed unless worn with appropriate undergarments which cover the holes. i.e., leggings
16. Hair that covers the eyes or face.
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. OSS from school and possible recommendation for expulsion.
- 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) are prohibited at Trinidad Middle School. 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 detention or suspension. Continued behavior of this nature may result in suspension, a behavioral contract, or 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, puff bars, Juuls, and other electronic nicotine-delivery systems on any school properties (including buildings, grounds, vehicles or any school function home or away) will result in the following:

First Offense – Parent Notification. Student must complete a school approved tobacco program within 2 days or will receive a 2-day OSS.

Second Offense – May result in 2 days OSS.

Third & any Subsequent Offenses – May result in 3-10 days 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, other's property, and/or school property including "tagging." All offenses will result in Parent Notification and may result in ISS or OSS.

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, 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 INFRACTIONS WILL BE HANDLED BY
ADMINISTRATION ACCORDING TO SEVERITY.
CONSEQUENCES WILL BE DETERMINED ACCORDING TO THE
TMS DISCIPLINARY MATRIX AND THE TSD #1 BOARD POLICY
AT THE DISCRETION OF ADMINISTRATION**

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.**

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 or attend 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. Each midterm or a designated date, a list of students participating in extra-curricular activities will be reviewed by the grade level teacher teams.
7. 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 Athletic Director.
8. 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.
9. 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.
10. Any student who becomes ineligible three times in a season will be dismissed from the team and/or club.
11. 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.
12. If a student athlete is assigned to detention 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, or nationality.

The A, B, C, and D of Bullying: **A** – Aggressive: Attacks physically, socially and/or emotionally. **B** – Balance of Power is Unequal: Bigger vs. Smaller. Older vs. Younger. Even popularity can play a role. **C** – Consistent: It happens more than once over a period of time. **D** – Deliberate: There is an intent of hurt or harm. 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.

Anti-Bullying Pledge—Students (continued)

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, or nationality.

The A, B, C, and D of Bullying: **A** – Aggressive: Attacks physically, socially and/or emotionally. **B** – Balance of Power is Unequal: Bigger vs. Smaller. Older vs. Younger. Even popularity can play a role. **C** – Consistent: It happens more than once over a period of time. **D** – Deliberate: There is an intent of hurt or harm. 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.)

Signed By: _____

Print Name: _____

Date: _____

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 student's 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.

RULES AND RESPONSIBILITIES (continued)

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.

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.

Student Printed Name: _____

Student Signature: _____

Date: _____

INTERNET ACCESS FORM

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: _____

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: _____

Trinidad School District #1
COMPUTER/INTERNET DEVICE CUSTODY AND USE AGREEMENT
This form must be completed before equipment is issued to a student.

Device Description		Serial Number	
School Name	Student ID	Student Grade	Return Date

Any District-owned equipment removed from school is subject to and must comply with Board Policy JS, JS-E, JS-R by signing below, you agree that:

1. You are personally responsible for the equipment listed above. If the equipment is damaged, lost or stolen, you are responsible for the reasonable cost of repair or replacement, as determined by the District, on the date of damage or loss. Damage, loss or theft of the equipment must be immediately reported to the District.
2. The District may remotely monitor, update and disable equipment to protect the District's network, systems, the device and/or data on the device.
3. Legal title to the equipment will at all times remain with the District.
4. The District may revoke this agreement at any time for any reason. Upon notice of revocation of the agreement you shall promptly return the equipment to the District.
5. The equipment must be returned to the District by the return date indicated above. Failure to return the equipment to the District by that date will result in the District charging you the full replacement cost of any equipment not returned. Returned equipment is expected to be in good working order and the same condition as when it was issued, taking into consideration normal wear and tear.
6. To the maximum extent permitted by law, you shall indemnify the District against any claim, cause of action, judgment, loss, demand, suit, or legal proceeding brought against the District or its officers, employees, representatives, or agents, which arises directly or indirectly from your use of the equipment.

COMPUTER/INTERNET DEVICE CUSTODY AND USE AGREEMENT
THE DISTRICT MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, REGARDING THE EQUIPMENT PROVIDED. UNDER NO CIRCUMSTANCES IS THE DISTRICT RESPONSIBLE TO YOU OR ANY THIRD PARTIES FOR ANY DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES, LOSSES, OR COSTS CAUSED BY OR ARISING FROM ANY USE OF THE EQUIPMENT, INCLUDING ANY LOSS OF DATA.

Student Name	Student Signature	Date
Parent Name	Parent 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.
1. 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
2023-2024 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 2023-2024 School Year.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Trinidad Middle School
2023-2024 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 2023-2024 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

BOARD POLICY JICDA

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. 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.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for brining or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.

CODE OF CONDUCT *(continued)*

14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

REVISED: DECEMBER 2005; FEBRUARY 2019
ADOPTED SEPTEMBER 2000

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 <i>and</i> AC-E	Nondiscrimination/Equal Opportunity (and complaint process)
ADC	Tobacco Free Schools
EBCE	School Closings and Cancellations
EBCE-R	School Closing and Cancellations-Regulation
EEAG	Student Transportation in Private Vehicles
EFC	Free and Reduced-Price Food Services
IC/ICA	School Year/School Calendar/Instruction Time
IKE	Ensuring All Students Meet Standards
IKF	Graduation Requirements
IHCDA	Concurrent Enrollment
IKA	Grading/Assessment Systems
IMB/IMB-R	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions form Required Instruction
JB	Equal Educational Opportunity
JBB	Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct on buses
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	Drug and Alcohol use by students
JICI	Weapons in School
JICJ	Use of Cell Phones and Pagers
JIH	Student Interviews, Interrogations, Searches and Arrests
JJA-2	Student Organizations-Open Forum
JK and JK-R	Student Discipline
JK-2	Discipline of Students with Disabilities
JKA	Use of Physical Intervention
JKBA <i>and</i> 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	Screening and Testing of Students
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-E-1	Student Records/Release of Information on Students (Notification to parents and Students of Rights Concerning Student School Records) Exhibit
JRCA	Sharing of Student Records/Information between School District and State Agencies
JIHB	Parking Lot Searches
JIHC	Use of Metal Detectors
JLCG	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)
JEA	Compulsory Attendance Ages
JFBB/JFBB-R	Intra-District Choice/Open Enrollment
JFC/JFC-R	Student Withdrawal from School/Dropouts
JII	Student Concerns, Complaints and Grievances
JII-R	Students Concerns Complaints and Grievances-Regulation
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
KBBA/KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities
KEF	Public Concerns/Complaints About Teaching Methods, Activities or Presentations
KI	Visitors to Schools

Trinidad Middle School Discipline Matrix

Destruction of school property Vandalism Misuse of property	Restitution ISS/OSS 1-3 days depending on severity of infraction	Restitution 3 days OSS	Restitution 5 days OSS	10 days OSS with recommendation for Expulsion
Public Display of affection (PDA)	3 days Lunch Detention	After School Detention	1day ISS	2-3 days ISS
Detrimental behavior	1-2 days ISS/OSS depending on the severity of the offense	3-4 days ISS /OSS depending on the severity of the offense	1-5 days OSS	5-10 days OSS and possible recommendation for Expulsion
Dress Code Violation	Required to change or have parents bring appropriate clothing. Written documentation	3 days Lunch detention	After School Detention	1-3 days ISS
Assault /Fighting	3 days OSS Referral to local law enforcement	5 days OSS Referral to local law enforcement	10 days OSS with recommendation for Expulsion Referral to local law enforcement	
Enticing a fight/ Bullying, Harassment Intimidation/ Use of Hate Language	1-3 days ISS depending on severity of infraction. Referral to local law enforcement	3 days OSS Referral to local law enforcement	5 days OSS Referral to local law enforcement	10 days OSS with recommendation for Expulsion Referral to local law enforcement
Gang Affiliation display	3 days OSS Referral to local law enforcement	5 days OSS Referral to local law enforcement	5 – 10 days OSS with possible recommendation for Expulsion Referral to local law enforcement	

Trinidad Middle School Discipline Matrix

Alcohol / Drug Violation /Paraphernalia	3 days OSS Referral to local law enforcement /and or expulsion /classes	5 days OSS Referral to local law enforcement /and or expulsion /classes	10 days OSS with recommendation for Expulsion/classes	
Alcohol/Drug Distribution	10 OSS Expulsion Referral to local law enforcement			
Insubordination/ Lack of cooperation/ Defiance/Disruptive behavior	3 days Lunch detention/After School Detention/1-3 days ISS depending on the severity of the infraction	1 – 3 days ISS	1-3 days OSS	5 – 10 days OSS with possible recommendation for Expulsion
Blatant Disrespect/Abusive Language toward any staff member	3 days OSS	5 days OSS	10 days OSS with recommendation for Expulsion	
Use of Profanity	3 days Lunch detention	After School Detention	1-3 days ISS	1-3 days OSS
Sexual Harassment Immoral Conduct	1-3 days ISS/OSS depending on severity of infraction In severe cases Referral to local law enforcement.	3 days OSS In severe cases Referral to local law enforcement.	5 days OSS In severe cases Referral to local law enforcement.	10 days OSS with Recommendation for Expulsion. In severe cases Referral to local law enforcement.
Sexual Assault	3-10 OSS with possible recommendation for Expulsion Referral to local law enforcement	5-10 OSS with possible recommendation for Expulsion Referral to local law enforcement	10 OSS with recommendation for Expulsion Referral to local law enforcement	
Theft	Restitution 3 days OSS Referral to local law enforcement	Restitution 5 days OSS Referral to local law enforcement	Restitution 10 days OSS with recommendation for Expulsion. Referral to local law enforcement	

Trinidad Middle School Discipline Matrix

Tobacco Violation-including vape pens	Option to enroll in school approved program to be completed by given timeline <i>or</i> 2 days OSS	2-3 days OSS	3-5 days OSS	5-10 days OSS
Threat towards any staff member/student	3 Days OSS Threat Assessment as determined by administration Referral to local law enforcement	5 Days OSS Threat Assessment as determined by administration Referral to local law enforcement	10 Days OSS with Recommendation for Expulsion Threat Assessment as determined by administration Referral to local law enforcement	
Dangerous Weapons/Threats of Violence or Eminent Danger toward students and/or staff	10 days OSS with recommendation for Expulsion Mandatory Threat Assessment Referral to local law enforcement			
Cell Phones <i>Teachers may utilize a drop-box in their classroom for students to store their cell phones during class</i>	Confiscation 3 days Lunch Detention-Student may pick up phone at end of day from the office	Confiscation After School Detention. Parent must pick up phone	Confiscation 1 day ISS. Parent must pick up phone	Confiscation 1 day OSS. Parent must pick up phone
Cheating /Plagiarism	Teacher imposed academic consequence- Teacher is to communicate with both parent and student	Teacher imposed academic consequence Teacher is to communicate with both parent and student	1-3 days ISS	1-3 days OSS

Repeat offenders may be placed on a Behavior Improvement Plan as determined by Administration.