

A large, stylized falcon logo in white and grey with red accents, positioned behind the text. The falcon is facing right, with its wings spread and talons visible.

# **CENTAURI MIDDLE SCHOOL HOME OF THE FALCONS**

## **STUDENT HANDBOOK 2018-2019**

**Principal  
Counselor  
Secretary**

**Mr. Tyler Huffaker  
Mrs. Christine Smith  
Mrs. Lynnae Shawcroft**

**719.274.4301**

**Fax-719.274.4306**

**or**

**[cmsfax@northconejos.com](mailto:cmsfax@northconejos.com)**

A NOTE FROM THE PRINCIPAL

Dear Parents\Guardians,

On behalf of the staff at Centauri Middle School, I would like to welcome you and your student to the 2018-2019 school year!

This handbook has been designed to answer many of the questions you might have about our school's policies and procedures. It is important that you read this handbook and discuss the rules, regulations, and procedures with your student. If you have any questions about any of the information contained in this handbook, please feel free to call 274-4301 or come by the school any time.

I encourage you to take an active role in your student's education. Together, we can make the 2018-2019 school year a GREAT year. Thank you for ALL of your effort in supporting your child in their future success!

Sincerely,

*Tyler Huffaker*

CMS Principal

**The Mission of the North Conejos School District is  
to provide a safe, nurturing, learning environment  
where diversity is celebrated  
mutual respect among adults and children is practiced  
and where school and communities are valued partners  
in creating the foundation for life-long learning.**

Mr. Antonio Corvera	8 <sup>th</sup> Math
Mrs. Bonnie Keller	8 <sup>th</sup> Science
Mrs. Shae Haslett	8 <sup>th</sup> English
Mrs. Donna Mae Keys	8 <sup>th</sup> Social Studies
Mrs. Alyssa Miller	7 <sup>th</sup> Math
Mr. Brian Riccatone	7 <sup>th</sup> Science
Mrs. Nikol Kelley	7 <sup>th</sup> English
Mr. Nick Talburt	7 <sup>th</sup> Social Studies
Mrs. Kristi Anderson	6 <sup>th</sup> Math
Mrs. Dayna Sowards	6 <sup>th</sup> Social Studies
Mrs. Michelle Crowther	6 <sup>th</sup> English
Mr. Andrew Shelton	6 <sup>th</sup> Science
Mrs. Paige Fringer	6-8 PE
Ms. Taylor Wilson	Special Education
Mrs. Pat Naranjo	Title/RTI
Mrs. Gloria Marquez	Title/RTI
Mr. Brian Garrison	Band
Mrs. Norma Chacon	Librarian
Ms. Kimberly Christensen	Cook
Ms. Stephanie Vigil	Cook
Mrs. Esther Sowards	Custodian
Mr. Tyler Huffaker	Principal
Mrs. Christine Smith	Counselor
Mrs. Lynnae Shawcroft	Secretary
Mrs. Kelsey Fransen	BOCES
Mr. John Finehout	BOCES
Ms. Thea Healey	BOCES
Mr. David Mc Coy	BOCES
Mrs. Jean Salazar	BOCES
Ms. Heather Salazar	BOCES
Mrs. Emmalee Sorensen	BOCES

1 <sup>st</sup> Bell	7:50 AM
1 <sup>st</sup> Period	7:53:8:56
Breakfast	8:56-9:11
2 <sup>nd</sup> Period	9:14-10:17
3 <sup>rd</sup> Period	10:20-11:23
4 <sup>th</sup> Period (4 <sup>th</sup> Hour split lunch changes at beginning of 2 <sup>nd</sup> Semester)	11:47-12:20 7 <sup>th</sup> Grade- 12:08-12:50 8 <sup>th</sup> Grade- 11:26-12:29
6 <sup>th</sup> Lunch	11:23-11:44
7 <sup>th</sup> Lunch	11:47-12:08
8 <sup>th</sup> Lunch	12:29-12:50
Reading	12:53-1:14
5 <sup>th</sup> Hour	1:17-2:20
6 <sup>th</sup> Hour	2:23-3:26
7 <sup>th</sup> Hour	3:29-4:00PM

Centauri Middle School provides a student centered environment and middle school concept for learning. The administration, faculty and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual. It is with that in mind, that this handbook was prepared.

This handbook is designed to be used as a reference guide for students, parents/guardians, and staff to help them become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration.

May this year be enjoyable and profitable to you as a student. School is a cooperative venture. Our staff members are here to teach and help you grow and develop. Show them the respect they deserve. Take advantage of the opportunities available and make this a great year.

North Conejos School District RE-IJ is an equal opportunity institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment, or employment, in its educational programs or activities.

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board Policies or individual school rules may be appealed to the principal, or a designated representative, or by following the specific appeal process created for particular complaints (See North Conejos Policy J11(JIH)). inquiries concerning Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; Section 504 of the **Rehabilitation Act of 1973; Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990** may be referred to **Kevin Schott, Superintendent, PO Box 72, La Jara, CO 81140 or to the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Spear Blvd., Suite 310 Denver, CO 80204, (303) 844-2991.**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

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## BULLYING

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North Conejos School District is committed to providing a safe and positive learning environment, free from bullying.

According to HB 11-1254, "Bullying" means any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. "Bullying" is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109 (1)(11)(I).

**Bullying will not be tolerated** in the school, on school grounds, in school vehicles, at a designated school bus stop, at school activities or sanctioned events.

Any student who engages in bullying behavior is subject to appropriate discipline, up to and including, but not limited to detention, suspension, expulsion or referral to law enforcement.

If a student is being bullied continuously you can contact:

**SAFE2TELL PROGRAM at 1-877-542-SAFE.**

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## CYBERBULLYING

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**Definition: Cyberbullying is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others.**

**-Changes in Colorado law now expose "cyberbullies" to a misdemeanor charge that carries a possible fine of up to \$750 and up to six months in jail.**

**-Cyberbullying is a criminal intent to alarm, annoy or harass; and it can be either direct or indirect. An online posting need not be sent directly to an individual victim to fall under the statute.**

**-All possible threats will be turned over to the Conejos County Sheriff's Office for investigation.**

**-People shouldn't do or say anything in the cyber world that they wouldn't say or do in person**

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## STUDENT CONDUCT

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**The North Conejos School District conducts an instructional program for the benefit of the pupils living in the school district. It is desirable to have all pupils remain in school so students can learn to their full potential. Every resource available to the school district will be used to achieve this goal.**

Students are expected to be reasonably diligent in carrying out their school obligations. Failure to be diligent in study or adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending school. Students will be given every opportunity of achieving academic success, but those who persist in creating behavior problems will be subject to disciplinary action.

Discipline is under the control of the principal, with noon-detention being the usual method of discipline for minor infractions and in-school and out-of-school suspension for major infractions. Any of the following offenses will cause a student to be assigned disciplinary action/s:

1. Scholastic dishonesty, which includes but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work for credit that is not their work.
2. Use or possession on school grounds of water guns, water balloons, eggs, making or throwing of snow-balls, firecrackers, cigarette lighters, pocketknives with less than a three inch blade, laser pointers, etc.
3. Rudeness, vulgarity, profanity towards other students
4. Excessive unexcused absences
5. Excessive unexcused tardies
6. Truancy
7. Inappropriate display of affection-holding hands, kissing, etc.
8. Misconduct in any school function or out of school function that is school sponsored.
9. Displaying any gang related activity – Marking of school property with gang graffiti on personal notebooks used in the classroom, or display of gang related signs or symbols on school grounds.
10. Loitering in off-limits areas.
11. Inappropriate behaviors while being transported on a bus.
12. Excessive violation of school dress code.

Under normal circumstances, detention, will be assigned on a case by case basis and is not solely limited to only the above-mentioned offenses.

Any of the following infractions will cause a student to be considered for out-of-school suspension, and a parent conference with the principal before re-admittance; these infractions may also be referred to the legal authorities.

1. Fighting and/or abusive harassment and/or bullying of students will not be tolerated and will be dealt with severely according to district policy (students in self-defense situations are not in violation).
2. Drug or alcohol violations or sufficient odor or suspect the use of drugs: including aerosol and other materials that are known to be used for getting “high”. (see District Policy).
3. Theft and/or possession of stolen items.
4. Vandalism (destruction of school property)
6. Abusive, disrespectful, or defiant language/ actions toward staff.
7. Blatant refusal of noon detention attendance.
8. Extortion.
9. Sexual harassment.
10. Use or possession of tobacco even when in certain cases there is sufficient odor to suspect use of tobacco product.
11. Knives or any sharp object with a blade or blades 3 1/2” or longer is an automatic suspension and referral to the superintendent for expulsion. Disciplinary action of pocket knives or other sharp objects with the blades length of less than 3 1/2” will be evaluated at the discretion of the Principal.
12. Possessing or using weapons (automatic suspension and hearing for expulsion). When warranted, legal authorities will be notified and charges filed. “Safe School” legislation has mandated expulsion for the following offenses:
  - a. Bringing, carrying, using or possession of a deadly weapon.
  - b. Sale of a drug or a controlled substance.
  - c. Commission of an act, which if committed by an adult, would be robbery or assault.
  - d. Declaration as a habitually disruptive student.

Under normal circumstances, the following penalties will apply:

**First Offense:** One or two day suspension with a parent phone call and **possible** behavior plan.

**Second Offense:** Three to four day suspension with a parent conference and a **behavior plan**.

**Third Offense:** Five day suspension and an expulsion meeting will be held with the superintendent.

Students who are suspended will not be allowed to participate in performances, games, etc. for the term of the suspension. The Student may not attend practice during the actual days of suspension.

\* The administration reserves the rights to consider each case individually and to develop a disciplinary plan accordingly.

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## WEAPONS IN SCHOOL

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Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is **prohibited**. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun, or spring gun; slingshot, bludgeon, brass knuckles of any kind; or any knife that applies to the above-mentioned criteria.

Violation of this policy shall require the proceedings for expulsion of the student/students involved and appropriate disciplinary action shall be initiated immediately by the principal

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### **TOBACCO, DRUGS, AND ALCOHOL**

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Liquor, narcotics, smoking and chewing tobacco are never allowed in the building, on school grounds, or on the buses. This applies to all school sponsored activities as well as the regular school day. These items will be confiscated and Parents and law enforcement officials will be notified. As a proactive measure to discourage illegal contraband at school, a contraband canine may visit the school, unannounced, at any time.

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### **FALSE FIRE ALARMS**

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Any student caught pulling the fire alarm for the purpose of disrupting classes will be dealt with severely. Pulling a false alarm constitutes a criminal offense, and the offender will be turned over to the police. In addition, there will be disciplinary action taken by the CMS administration.

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### **PUBLIC DISPLAY OF AFFECTION**

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Public display of affection at school is in poor taste. Students who are brought to the office for this behavior may expect to serve Noon Detention. If this does not solve the problem, additional disciplinary measures will be taken by the school. Holding hands is considered a public display of affection and will not be allowed. This rule also applies when students are attending school sponsored extra curricular activities.

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### **SELLING OF MERCHANDISE BY STUDENTS**

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No student is to sell or buy any item on school property from another student unless permission has been given by the office. Any such item will be confiscated and parents will be notified immediately.

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### **DRESS AND GROOMING CODE**

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A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is **deemed disruptive or potentially disruptive** to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing, or make arrangements to have appropriate clothing brought to school immediately. If the student cannot promptly obtain appropriate clothing, the student shall remain in the administrative office until appropriate clothing can be obtained. In most cases a student will check out a loaner t-shirt and will be asked to change. In these cases, there shall be no further penalty unless it is a repeated offense. (See next paragraph)

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. [Note: The Board needs to determine whether any classes missed as a result of the second offense are considered excused or unexcused absences.] On the third offense, the student may be subject to noon detention, or other disciplinary action as outlined in the school discipline code. Offenses will be logged in office and repeat offense will be dealt with in a manner that will

#### **Unacceptable Items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, tank tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.

4. Leggings or tight clothing on the legs that do not have additional covering that covers to mid-thigh. Cut or torn pants must be past mid-thigh length or have appropriate under covering.
5. Tank tops or other similar clothing with straps narrower than the width of 1 ½” width.
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are, or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching and learning process

### **Exceptions**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event and according to the spirit of this policy. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

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## **ACADEMIC STANDARDS/GRADING**

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It is our sincere belief that all students can satisfactorily accomplish the work required to pass from the middle school to the high school. The staff is here to help you.

- A. Any student not passing two or more core classes during a quarter will be required to attend an RTI (Response to Intervention) meeting following the first quarter. A student may not be allowed to participate in elective classes if he or she is struggling in core classes. There is also a possibility of retention if improvements are not made.

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## **FINES AND FEES**

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A \$10 fee will be charged to students to replace lost or stolen locks. Students who have any fines or fees will not receive a report card until fines or fees are paid. Library and Lunch fines are also to be kept up to date and paid before the end of each quarter.

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## **VALUABLES**

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You should not bring large sums of money or personal valuables to school at any time. The school claims no responsibility to students who leave their lockers unlocked or students who have shared locker combinations with other students. **Students should not bring their bags or backpacks to class for any reason.** Devices which are disruptive to the educational process, such as electronic games, radios, stereos, pagers, laser point lights, baseball trading cards, iPods, and MP3 players etc., will be confiscated by school authorities if being used during school hours. They are allowed to be used before 8:00 and after 3:28 p.m. iPods and MP3 players may be used at the discretion of the PE teachers while walking or running outside only. If being used any other time, they will be confiscated and detention will be given. Parents will also be contacted to come pick up the electronic device.



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## GRADING SYSTEM

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A uniform grading system of "A" through "F" shall be followed by all schools in the district. The grades shall be computed as follows:

A = 90-100%	C = 70-79%	
B = 80-89%	D = 60-69%	F = 0- 59%

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## MAKEUP WORK

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Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class.

There shall be **one day plus the number of days absent to complete the assignments**. Make-up work shall be allowed following an unexcused absence; however, this work may only receive partial credit. **In order for students to make up assignments for excused absences, parent/guardians must call or send a note within 24 hours of their absence.**

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## EXCUSED ABSENCES

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The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a pre-arranged or post-absence basis. **The school must be notified within 24 hours of the absence of the reason for absence or the absence will be marked as unexcused.**
2. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
3. A student who is absent for an extended period due to physical, mental, or emotional disability when proven by a valid medical source.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. **Excessive excused absences could result in attendance mandates listed under the "Unexcused Absences" section. Cases will be considered on an individual basis by the building principal.**

**The district may require suitable proof regarding the above exceptions, including written statements from medical sources.**

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## UNEXCUSED ABSENCES

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An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

In accordance with the law, the district may impose academic penalties which relate directly to classes missed while unexcused.

**Attendance is important in order for your child to succeed at school. The following process will be followed when initiating attendance mandates that are excessive:**

**4 absences: Parents will be contacted by phone and a letter will be sent home to schedule an attendance Response to Intervention Meeting (RTI) that will include the parent, school officials and the designated attendance liason-Family Foundations.**

**5-6 Unexcused absences: School attendance officials-Family Foundations and other resources will be utilized to change attendance outcomes. If any unexcused absences are in excess of 5-6 and interventions have not produced the desired attendance outcomes then judicial proceedings and other necessary measures can or may be considered including an official NCSD attendance hearing, and other paperwork to initiate civil court proceedings regarding the attendance concern.**

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the

school year, or enrolled in another school, home study course or on-line program, such student is not considered a dropout and shall not be reported.

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### **PERFECT ATTENDANCE**

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In order for a student to have “perfect attendance,” a student must remain in class for no less than one half of a class period. School excused absences will not be counted against perfect attendance. Please make sure and check your child out of the office when picking them up during the school day. Parents/Guardians also need to check your child back in when they return back to school. **Please bring Doctor, Dentist, Ortho and Eye Doctor notes when applicable. These absences are excused but will exclude your student from perfect attendance.**

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### **TARDIES**

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Tardies are a disruption to the educational process. Students will be assigned Noon Detention each time they are tardy after exhausting their classroom hall passes. The principal reserves the right to suspend a student for being habitually tardy. Habitual tardies will not be tolerated and will result in necessary action taken by the building principal.

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### **FIRST HOUR TARDIES**

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In the mornings, difficulties arise from time to time. If you cannot make it on time, the school tardy policy will apply to individuals arriving late to school. **Morning tardy/ies will exclude your child from athletic participation that day.** Extenuating or emergency circumstances may be considered by the building principal, but most will be applicable to the general tardy policy.

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### **PHYSICAL EDUCATION**

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Physical Education is a core course and is required by the State of Colorado. All students are required to dress and participate. Students are responsible for bringing their own appropriate clothes, which include t-shirt, trunks (mid-thigh) or sweats, and non marking athletic shoes. **No spaghetti straps, tank tops, muscle shirts or short shorts will be allowed.** P.E. teachers will have extra P.E. clothing if a student forgets his or her P.E. clothing. The following consequences will take place if a student chooses not to dress out for Physical Education:

- 1st time- Detention and a phone call home.
- 2nd time- Parent/Teacher Conference

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### **ATTENDANCE AT ACTIVITIES**

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Students who attend or participate in activities sponsored by any other school or CMS represent our school. They are expected to follow the guidelines presented in our handbook.

**In order to participate in a school sponsored activity, academic or athletic, students must be at school the entire day; the day of the activity. If the activity is on Friday or Saturday, the student must be at school the entire day on that Thursday.**

Students from CMS are expected to demonstrate good sportsmanship behaviors at all school sponsored events. They are expected to be courteous to all competitors by not booing or engaging in activities that may be unsportsmanlike. Students who violate the sportsman-ship guidelines may be suspended from attending CMS activities. More information is contained in the CMS Athletic Policy Handbook for reference.

Any student who has been suspended from CMS may **not** attend any extra-curricular activity sponsored by CMS during the suspension period.

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### **STUDENT ELIGIBILITY**

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All eligibility guidelines are contained in the CMS Athletic Policy Handbook.

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## ACTIVITY BUS

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**No students other than athletes in their particular sport or designated tutoring students may ride the activity bus home after an athletic contest or tutoring.** Athletes and students who receive tutoring are expected to follow all district transportation rules when being transported on an activity bus. Students who choose to stay and watch an athletic event must provide their own transportation.

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## HALL PASS

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When it is absolutely necessary for you to leave a classroom, you must have a “hall pass” completed and signed by the classroom teacher. The signature of the sending and receiving teacher, if there is one, must be on the pass. All passes are to be returned to the teacher who issued the pass.

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## SCHOOL CAFETERIA

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You may purchase hot lunches at a nominal fee or bring lunches from home. Disruptive behavior in the cafeteria could result in removal and/or other disciplinary action as prescribed by the personnel on duty and the administration. By federal mandate, all pop and candy machines are off limits one half hour before the first lunch bell and until one half hour after the last lunch period ends. **All food must be eaten in the cafeteria.** The same rule applies for breakfast.

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## OUTSIDE FOOD SOURCES

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**Students may not bring any items to school for parties or any other reasons unless the food item was or is contained in a valid sealed container.** Homemade food items will not be allowed for the protection of your student.

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## STUDENT HEALTH AND IMMUNIZATIONS

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All students are required to have their immunizations up to date according the current guidelines set by the Colorado Department of Public Health. These guidelines can also be found on the district web page and the CDPHE Immunization Requirement Flyer (Attached on our website.)

Medications may be administered to students at school following these guidelines:

1. Medication must be provided by the student.
2. Medication must be brought to school in the original pharmacy/over the counter labeled container.
3. Medication administration form must be filled out and signed by parent and physician, for prescription and non-prescription medications to be administered at school.

Any students with allergies will have a care plan stating the plan of action if an allergy occurs while at school. Staff will be informed of student allergies as needed. Any allergy medication required for a student must be provided by the student, and the medication administration form must be filled out and signed by parent and physician.

Vision and Hearing screenings will take place annually in the fall or upon request by parent or teacher/administration. These screenings will be administered by the school nurse and students will be referred for vision and hearing as needed.

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## VISITING SCHOOL

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All visitors to the school must first check in at the school office. All exterior doors are locked and you will need to call 274-4301 or “buzz in” if you wish to be let in the building. You will be issued a visitor’s tag that must be worn until you check out in the office. This policy is enforced for the safety of the students and the staff.

Parents/guardians are always welcome to visit school at any time. **It is a safety mandate that you check in at the office and sign the register as you enter in order to pick up your pass.** We hope all parents will make an effort to visit the rooms of their students to observe the work of students and to keep acquainted with the materials and learning techniques used by the various teachers.

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## **OTHER STUDENTS VISITING SCHOOL**

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While we encourage parents to visit school, it is not in the best interest of the students of our school to have visiting relatives or friends visit the school. These visitors usually cause a disruption in the classrooms no matter how well behaved they might be. Please consider this before requesting permission for your student to bring a visitor to school. **All visitor requests must be approved by the principal.**

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## **DISMISSING STUDENTS FROM SCHOOL**

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Parents or guardians listed on a student's emergency card must enter the building to sign out students. **A student will not be allowed to meet parent/guardian out in the parking lot.** A person requesting to excuse a student to leave school, whose name is not listed on that student's emergency card, will be required to call the parent or guardian to give the school permission to release that student

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## **CONTRABAND CANINE**

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CMS is visited at random by a harnessed, trained contraband canine and professional evaluator. This canine is used for detection of any contraband that could be harmful to any student, staff or visitors to this educational institution. Any contraband found in any area of the entire campus will be subject to consideration of disciplinary action by the building principal, superintendent or local law enforcement.

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## **STUDENT CONDUCT IN SCHOOL VEHICLES**

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If you are a bus student or athlete on a school sponsored trip, you are under the supervision of the bus driver according to the same regulations as those of the classroom teacher. Please read the bus rules and regulations sheet given the first day of school. A copy of these rules is also posted in each bus. Riding a bus is a privilege provided by North Conejos School District. Any student who fails to maintain appropriate conduct while waiting for a bus, riding a bus, or walking to or from bus stops may lose the riding privilege temporarily or permanently. Video cameras may be used on school vehicles transporting students to monitor behavior. **Bus discipline will be at the discretion of the principal; administration reserves the right to handle each bus discipline referral on a case-by-case basis.**

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## **CLOSED CAMPUS AND DESIGNATED AREAS**

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We are a closed campus. Students must stay on the school grounds (CMS area) from the time they arrive until the time they are dismissed, or until they are picked up by the bus. Students are not to leave the school grounds unless an authorized person comes into the office and signs him/her out. We will not allow an unauthorized person to check out any student.

No Centauri Middle School student will be allowed on the Centauri High School campus unless accompanied by an instructor or permission has been granted by the office.

Students are only allowed to be directly in front of CMS (lawn area) in the morning before class, breakfast, lunch time, and after school. Students are not allowed on the North, East, or West sides of the building unless accompanied by a CMS staff member.

**Students will not be allowed in the CMS Gym during passing periods or lunch if the doors are closed.**

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## **FIRE DRILLS/LOCK DOWN PROCEDURES**

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The fire drill/lock down procedures will be recognized by designated signal. Teachers will discuss with students the important factors which are to be recognized during an emergency drill of this type and the exit routes to be taken from each classroom. A CMS fire exit plan is posted in each room.

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## **AR/STAR GUIDELINES**

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STAR Test will be administered at the beginning/mid-term/end of school year (or upon registration for new students) to acquire student's reading zone and progress.

Upon teacher written request/reasoning and parent permission, a student may retest once within the first 15 school days after beginning/mid-term/new student arrival.

All CMS students are required to read books and take AR quizzes that relate to the reading material to meet their goal of points set forth by the AR/STAR assessment. Students may read books at any level but must meet the reading goal that relates to their reading abilities.

AR Grading:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 and Below	F

Individual reading grades will be determined by percentage of points acquired towards goal and reading class participation. Tests must have been taken by deadline date per quarter before the end of each nine-week period. Students who are absent on that day will have the first day upon return to school to test.

The reading period teacher will be responsible for informing students of status of points/AR grade as the quarter progresses. All teachers are responsible for reading time during reading period and for allowing students permission to test in the classroom, library, or computer lab.

\*AR books checked out from the library will follow library policies.

\*Students will receive AR scores as each test is completed and are responsible for keeping parents informed. Reading grades will be update in the Infinite Campus portal or can be requested by contacting the office.

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### GIFTED EDUCATION PROGRAM

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The North Conejos School District is committed to recognizing the unique talents, gifts, and abilities of the student population. We are committed to providing an environment which maximizes intellectual development of each student.

Our goal is to recognize student potential, identify student needs and align instructional programming. We will do this by:

- Assisting students in becoming self-directed learners
  - Providing students with a curriculum that has advanced content
  - Providing opportunities for students to work in interest areas
  - Encouraging students to develop their talents and abilities
- To learn more about specific programs and opportunities, please contact the school.

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### STUDENT PUBLICATIONS

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General Method of communication to the community will be through District School Website, NCSD Facebook page, School Messenger, or printed materials sent from CMS. Please update your household information to make sure you get School Messenger communications.

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### PERSONAL ELECTRONIC DEVICES

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Personal electronic devices, including cell phones are allowed to be in a student's possession. However; they can only be seen and/or in use before school until 7:50 a.m. and must be turned off immediately. Students may resume use at 4 p.m. Use during school time in any manner (text messaging, talking, taking pictures, recording, playing games, listening to music) will result in confiscation and noon detention can be assigned. Parents will be contacted if there is repeated misuse of a cell phone. Students may request to use their cell phones with the office personnel if there is an emergency or urgent situation. Student needs to get prior approval before using their electronic device. Parents, please remember student electronic devices are to be turned off during school hours, if you need to contact your student, please call the office and arrangements will be made for you to communicate with your student via message, note, etc.

**\* A student will always be allowed to use the phone in the office in the event of an emergency through arrangements with office personnel.\***

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### SEXUAL HARRASSMENT

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Sexual harassment in any form is prohibited. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual

harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

For Full Policy see District Policy JBB\*

Any results of Sexual Harassment will result in severe disciplinary action at the Building Principal's discretion and could result in a referral of Law Enforcement.

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### **DISTRICT POLICIES**

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This handbook does not include District Policies in its entirety but all District Policies are agreed to by your signature and are expected to be adhered to for the duration of the academic year described above.

## **CMS HANDBOOK IS AVAILABLE ON LINE**

[www.northconejos.com](http://www.northconejos.com)

Please call if you need a hard copy sent home with your student.

719-274-4301

**\*\*PLEASE REVIEW HANDBOOK WITH YOUR STUDENT, YOU  
AND YOUR STUDENT SIGN AND RETURN THIS PAGE TO  
CMS OFFICE \*\***



I have read and agree to follow all of the information in the  
**Centauri Middle School Handbook.**

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_