

CENTAURI MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK



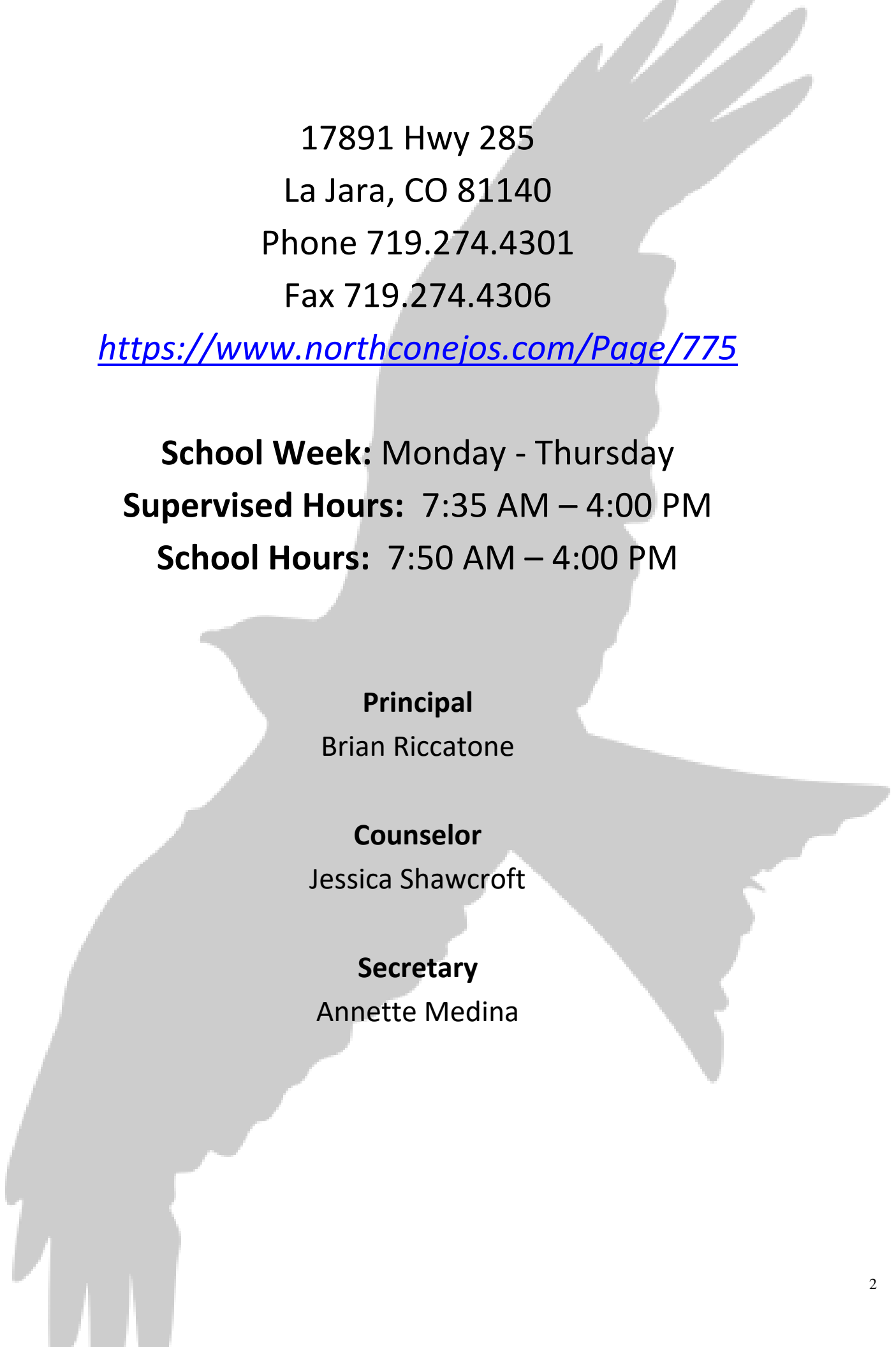
Success

Ownership

Aspirations

Relationships

North Conejos School District
2023-2024



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<https://www.northconejos.com/Page/775>

School Week: Monday - Thursday
Supervised Hours: 7:35 AM – 4:00 PM
School Hours: 7:50 AM – 4:00 PM

Principal

Brian Riccatone

Counselor

Jessica Shawcroft

Secretary

Annette Medina

CMS STAFF



Anderson, Kristi	6 th Math
Brady, Katie	Technology
Corvera, Antonio	8 th Math
Crowther, Michelle	6 th English
Fringer, Paige	6-8 PE
Garrison, Brian	Band
Gurule, Nadine	Cook
Haslett, Shae	8 th English
Kelley, Nikol	7 th English
Keys, Donna Mae	8 th Social Studies
Martinez, Sheri	Cook
Medina, Annette	Secretary
Miller, Alyssa	7 th Math
Montoya, Jasmine	Librarian
Naranjo, Pat	6-8 Math/Lang. Lab
Perez, Esaya	6 th Science
Riccatone, Brian	Principal
Shawcroft, Deborah	7 th Science
Shawcroft, Jessica	Counselor
Shelton, Andrew	8 th Science
Sowards, Dayna	6 th Social Studies
Sowards, Esther	Custodian
Spannegal, Josh	Custodian
Talbert, Nick	7 th Social Studies
Ullrey, Amber	6-8 PE
West, Nancy	Special Education

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OUR SHARED BELIEFS

District Mission

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.

CMS Vision

The CMS community guides students to aspire to their full potential and make a positive impact on the world around them.

CMS Mission Statement

We believe that all students can achieve academic growth and success to help them become well-rounded individuals both at school and in society. Therefore, we are dedicated to providing an academic environment that will ensure, for every student, the following:

- A positive, safe, healthy, nurturing, and respectful learning environment
- Daily instruction that meets individual student needs
- Programs and activities that enhance not only academic growth, but also social and emotional growth
- Curricula aligned with Colorado Academic Standards

STUDENT S.O.A.R. PRINCIPLES

Success

- Be present and engaged in classes
- Do my best in all areas of school
- Reflect on my learning and behavior
- Challenge myself

Ownership

- Be responsible for my choices
- Be prepared
- Advocate for my needs
- Take ownership for my education

Aspirations

- Respect myself and those around me
- Have a positive impact on my school and community
- Seek out opportunities to better myself
- Set achievable goals for myself

Relationships

- Build positive relationships
- Be supportive
- Seek positive solutions to problems and conflicts
- Treat everyone as a teammate

PARENT S.O.A.R. PRINCIPLES

Success

- Communicate with my child about their schoolwork and expectations
- Access resources available at CMS (i.e. Infinite Campus, Newsletter, school website, parent/teacher conferences...)
- Model positive behavior
- Be involved in your student's education

Ownership

- Allow my child room to grow from mistakes and accomplishments
- Supply my child with the tools they need to succeed
- Advocate for my needs
- Be proactive in communication with my child and school staff

Aspirations

- Encourage my child
- Have a positive impact on my child's school and community
- Support school programs and educational goals
- Model resourcefulness

Relationships

- Assume positive intent
- Know the students and adults with whom my child associates, including those on social media
- Seek positive solutions to problems and conflicts
- Participate in meetings and conferences

BEHAVIORAL SUPPORT

At our school, we believe that every student has the right to a safe and supportive learning environment. We recognize that behavior is a form of communication and that students may exhibit challenging behaviors for a variety of reasons. Our goal is to create an environment where students have a sense of belonging and positive relationships with adults and students within the school. It is crucial that staff work with all students to create this sense of belonging within our school community.

RESTORATIVE PRACTICES

When applicable, administration will utilize restorative practices with students. Restorative practices are a social science approach to affecting positive behaviors and relationships by having students participate in their learning and decision making processes. These practices will be used when applicable to the behavior as they allow for a progressive discipline process.

DISCIPLINE

Administration has the responsibility to enforce the discipline code and policies of North Conejos School District and apply appropriate consequences as deemed necessary for the infraction. Parents/guardians of students are expected to support the school's efforts to maintain a safe environment that is conducive to learning for all. Students are responsible for their actions as well as their learning. These basic rules are expected to be followed in school and at all school sponsored activities. Please refer to the CMS Discipline Matrix which outlines the Code of Conduct, Behavior Guidelines, and responses.

Centauri Middle School Discipline Matrix

Behavior Guidelines

Category A: After three behavior incidents are incurred and documented in the classroom, students will be referred for administrative response.

Category B: After two behavior incidents are incurred and documented in the classroom, students will be referred for administrative response.

Category C-E: Students will be referred immediately for administrative response.

Restorative Practices: Restorative practices will be utilized alongside or in lieu of 1st-3rd responses in Categories A and B. Restorative practices will be mandatory in Categories C-E alongside administrative responses.

Behavior Category	Behavior Description	Administrative Response to Offense	Restorative Practices
CATEGORY A BEHAVIORS THAT INTERFERE WITH ACADEMIC PROGRESS These behaviors include, but are not limited to the following.	<ul style="list-style-type: none">• Interfering with learning inside the classroom• Interfering with learning outside the classroom• Academic dishonesty (cheating)• Chronically not prepared for class• Unexcused tardiness to class/school• Excessive tardiness and absences from school as outlined in the handbook• Failure to respond to reasonable requests by staff	1st - Detention - 1 Day 2nd - Detention - 2 Days 3rd - Detention - 3 Days 4th - OSS - 3 Days 5th - OSS - 5 Days 6th - OSS - 10 Days + Expulsion Hearing	Student/administrative choice assigned for 1st through 3rd offense. May be assigned as an alternative to detention Support services/referrals to follow out of school suspensions

Behavior Category	Behavior Description	Administrative Response to Offense	Restorative Practices
CATEGORY B BEHAVIORS RELATED TO SCHOOL OPERATIONS These behaviors include, but are not limited to the following.	<ul style="list-style-type: none"> • Altering an official document, including forging a signature • Dishonesty/giving false information to staff • Failure to report to assigned classes or disciplinary setting while on school grounds • Gambling • Horseplay • Violating school dress code • Misuse of communication devices • Unauthorized use of school electronic equipment • Inappropriate use of technology/violation of the internet policy • Vandalism, graffiti, or damage to school or personal property • Bus - Distracting Driver or endangering other passengers- immediate referral *serious bus offenses may warrant more severe response 	1st - Detention - 1 Day 2nd - Detention - 2 Days 3rd - Detention - 3 Days 4th - OSS - 3 Days 5th - OSS - 5 Days 6th - OSS - 10 Days + Expulsion Hearing	Student/administrative choice assigned for 1st through 3rd offense. May be assigned as an alternative to detention Support services/referrals to follow out of school suspensions
CATEGORY C RELATIONSHIP BEHAVIORS These are behaviors that create a negative relationship between two or more people, but do not result in physical harm and include, but are not limited to the following.	<ul style="list-style-type: none"> • Bullying/Cyberbullying • Inappropriate physical contact that is not sexual in nature • Saying, writing, texting, sending media whether directly or electronically sexually suggestive comments, propositions, or other remarks • Sexual misconduct (other than Title IX sexual harassment) • Teasing, taunting, engaging in verbal confrontation, or verbally inciting a fight • Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs, etc.) • Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, disability, or any other basis prohibited by law 	1st - Detention - 3 Days 2nd - ISS - 2 Days 3rd - OSS - 3 Days 4th - OSS - 5 Days + Expulsion Hearing	Student/administrative choice assigned for 1st through 2nd offense Support services/referrals to follow out of school suspensions
CATEGORY D BEHAVIORS OF A SAFETY CONCERN These behaviors include, but are not limited to the following.	<ul style="list-style-type: none"> • Alcohol possession, use, or distribution • Bullying/cyberbullying: Continuous after intervention • Drug possession, use, distribution including drug paraphernalia, and unaccounted for over-the-counter medication Notification to Law Enforcement • Engaging in behavior that is reckless, with risk of injury to self or others including those which intentionally endanger the health, safety, and welfare of others. • Exposing of body parts: lewd or indecent exposure • Falsely activating the fire alarm • Fire related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke • Harassment or intimidation, including Title IX sexual harassment Notification to Law Enforcement 	1st - OSS - 3 Days 2nd - OSS - 5 Days 3rd - OSS - 10 Days +Expulsion Hearing Principal discretion for serious incidents may warrant more severe response Principal discretion for serious incidents may warrant more severe response Any use or possession of a dangerous weapon will	Support or intervention services/referrals to follow out of school suspensions

Behavior Category	Behavior Description	Administrative Response to Offense	Restorative Practices
	<ul style="list-style-type: none"> Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students Leaving school grounds without permission Physical contact of a sexual nature: Patting body parts, pinching, tugging clothing Physical sexual aggression and/or forcing another to engage in sexual activity/rape Notification to Law Enforcement Shoving, pushing, or striking a student with no visible injury Throwing an object that has the potential to cause a disturbance or injury, or property damage Stealing money or property: Without physical force or use of weapons Tobacco: Possession, use, or distribution of tobacco products, e-cigarettes, or vaping products Trespassing Weapon: Possessing or selling any weapon(not including firearms), Notification to Law Enforcement 	<p>result in immediate expulsion hearing</p> <p>Sale of drugs will result in an immediate expulsion hearing</p>	
<p>CATEGORY E</p> <p>BEHAVIORS THAT ENDANGER SELF OR OTHERS</p> <p>These behaviors include, but are not limited to the following.</p>	<ul style="list-style-type: none"> Assault: Intending to cause physical injury to another person Assault and Battery: Causing physical injury to another person Bomb threat: Making a bomb threat Notification to Law Enforcement Drugs: Possession/being under the influence/using/distributing (controlled substances, illegal drugs, synthetic hallucinogens, or unauthorized prescription medications) Notification to Law Enforcement Fighting/rioting: Use of physical violence between students or another person with no injury Fire: Attempting to set, aiding in setting, or setting a fire Gang-Related: Engaging in threatening or dangerous behavior Hazing Robbery Notification to Law Enforcement Malicious wounding without a weapon includes intentionally causing another person bodily injury, with the intent to maim, disfigure, disable, or kill Notification to Law Enforcement Physical sexual aggression and/or forcing another to engage in sexual activity/rape Notification to Law Enforcement Possession, distribution or use of weapons or lookalikes Notification to Law Enforcement Striking Staff: The use of force against a staff member when no injury is caused Threatening or instigating violence, injury, or harm to another student or staff member Weapon: Possession of a firearm or destructive device Notification to Law 	<p>1st - OSS - 3 Days</p> <p>2nd - OSS - 5 Days</p> <p>3rd - OSS - 10 Days + Expulsion Hearing</p> <p>Principal discretion for serious incidents may warrant more severe response</p> <p>Any use or possession of a dangerous weapon will result in immediate expulsion hearing</p> <p>Purchase, sale, distribution, or exchange of drugs will result in immediate expulsion hearing</p>	<p>Support or intervention services/referrals to follow out of school suspensions</p>

Behavior Category	Behavior Description	Administrative Response to Offense	Restorative Practices
	<p>Enforcement</p> <ul style="list-style-type: none"> • Weapon: Using any weapon to threaten or attempt to injure school personnel, students, self or others Notification to Law Enforcement • Use of bomb includes any explosive device Notification to Law Enforcement 		

Restorative Practices

Below is a list of practices utilized by the school in place of or in addition to our administrative responses. Students will be assigned practices that best align with their behavior which may include practices not listed below.

- Written reflection or letter of apology
- Essay appropriate to the referral
- Public awareness project (letter to editor, speech, poster board, etc.)
- Before or after school assistance
- Teacher aide/assistant during elective hour
- Peer mediation or conflict resolution
- Training in and use of organizational aids
- Logical consequences
- Restitution
- Mediation/Conflict Resolution
- Confiscation of disruptive communication and entertainment devices
- Student conference
- Community service (appropriate to correct the behavior)
- Referral to work-it-out Wednesday
- Referral for community-based services
- Referral to student court
- Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program),
- Substance Use and Intervention Program
- Referral to Individualized Education Plan (IEP) Team

BULLYING PREVENTION

North Conejos School District is committed to providing a safe and positive learning environment, free from bullying. According to NCSD- JICDE, "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).

CYBERBULLYING

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.

Bullying is not 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, retaliation against those reporting bullying, or makes knowingly false accusations of bullying, is subject to appropriate discipline up to and including, but not limited to detention, suspension, expulsion or referral to law enforcement.

GRADING

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

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

It is essential that students and parents are kept fully informed of current progress in school. We encourage both students and parents to stay up to date on student progress by checking Infinite Campus regularly. Parents may log in with their student's login information or gain access through their own account, which can be set-up through the school. Grades are updated weekly with eligibility postings completed by 4:30 pm every Wednesday.

INTERVENTION

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 summer school or retention if improvements are not made. Current summer school classes are at a cost of \$50/class paid by parent.

MAKE-UP WORK

Make-up work is 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 is 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.**

AR/STAR GUIDELINES

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

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.

Individual reading grades are determined by percentage of points acquired towards goal and reading class participation. Tests must be taken by the 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 the status of points/AR grade as the quarter progresses. All teachers are responsible for reading time during the reading period and for allowing students permission to test in the classroom.

*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 are updated in the Infinite Campus portal or can be requested by contacting the office.

PROTOCOLS AND REFERENCE MATERIALS

DRESS CODE

Students are expected to dress in a way that is conducive to a learning environment. Any dress that that would not be acceptable in a professional work environment should not be worn in the school.

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 or sweats and will be asked to change. In these cases, there shall be no further penalty unless it is a repeated offense.

DRESS CODE 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, hats, sweatbands, and bandanas worn inside the building during school hours
3. Inappropriately sheer, tight or low-cut clothing (i.e., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet mesh or similar material, muscle tops, jeans with holes above the fingertips, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. **Pants may not expose skin above the fingertips. Slits in jeans above the fingertips will be permitted as long as there are not significant amounts of skin exposed. Large holes in the jeans will not be permitted above the fingertips.**
4. Tank Tops or other similar clothing with straps narrower than the width of a dollar bill.
5. Sagging or wearing pants below the waist and/or in a manner that allows underwear or bare skin to show, or the wearing of excessively baggy pants with low hanging crotches are prohibited. Belt ends may not hang down more than 2 inches.

6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, studded belts, chains, spikes, or handcuffs).
7. 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 drugs use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, offensive, 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-learning process

Clothing for special occasions must be prior-approved with the principal (dances, spirit-day, etc.)

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

LOCKERS

Students will be issued a locker at the beginning of the year. Lockers are to be kept neat and clean inside and out. Lockers are the property of the school and are subject inspection at any time. Students should not share locker combinations as it compromises student security. Backpacks and coats must be stored in student lockers throughout the school day. Backpacks will not be permitted in the classroom, but students are encouraged to have a small case for storing and carrying their Chromebook. Students may decorate their locker with school appropriate material, but stickers and adhesives are not allowed.

PERSONAL PROPERTY

Personal risk is assumed for any personal item brought in by a student. Centauri Middle School advises that parents discuss with students the level of risk associated with personal items and make decisions based on the student level of responsibility. It is recommended that any personal property should be labeled with permanent marker or engraved. The school assumes no responsibility for lost or stolen items and may not investigate theft or loss. Personal property that is a distraction to the learning environment may be confiscated by staff or administration and may result in further consequences including but not limited to loss of privileges or parent pick up.

PERSONAL CELL PHONES/ELECTRONIC DEVICES

- It is preferred that all electronic devices be kept in lockers and turned off during the day. However, given the current culture of violence directed toward schools, it is understood that some parents want their children to have access to their phones. In that case, students are expected to keep phones off and out of sight at all times during school hours. (This includes in class, the hallways, bathrooms, lunchroom, and outside during lunch.) If students are distracted by their phones while in class, a staff member will ask that student to turn off the phone and place it in a storage unit in the classroom. The student may pick up the phone at the end of class. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers, may take the device away from students if used

during the times not permitted. Repeated unauthorized use of such devices may lead to office confiscation and/or parent/guardian contact so an appropriate plan can be put in place.

- Students may **not** use electronic devices during the lunch period or passing periods.
- Phone use is not permitted during the school day without teacher permission for a class activity.
- Absolutely no electronic devices with cameras will be permitted in the restrooms or PE locker room.
- Social media should not be used at school. These forms of communication often lead to increased conflict and are avenues for bullying. Students that use electronic media to harass or bully others will forfeit the right to have any device on school grounds.

ATTENDANCE

Research shows there is a strong correlation between student achievement and regular attendance in school. Frequent absences can lead to poor work, inhibited social development, and academic failure. Regular school attendance is mandated and regulated by Colorado State Law. Excessive absences or tardiness to school will result in administrative actions, including legal actions.

PERFECT ATTENDANCE

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.**

EXCUSED ABSENCES

- 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.**
- Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability when proven by a valid medical source.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- **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 with teacher consultation. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.**

UNEXCUSED ABSENCES

- 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:

- **Four unexcused 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 liaison, Family Foundations.
- **Six 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 six 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.
- An "**habitual truant**" shall be defined as a student of compulsory attendance age who **has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year.** Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.
- 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.
- If a student is absent, it is his/her responsibility to get any homework assigned by teachers.

ATTENDANCE AT ACTIVITIES

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.

TARDY PROTOCOL

Tardiness is 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 or use restorative practices for being habitually tardy. Habitual tardiness will not be tolerated and will result in necessary action taken by the building principal.

FIRST HOUR TARDY PROTOCOL

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 tardiness will exclude your child from athletic participation that day. Parents or guardians must enter the office to sign in their student if they are tardy first hour.** Students on a late bus will be excused; and extenuating or emergency circumstances may be considered by the building principal.

DISMISSING STUDENTS FROM SCHOOL

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

MAKEUP WORK

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.

Students will have 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.**

VISITING SCHOOL

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.

OTHER STUDENTS VISITING SCHOOL

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.**

DANGEROUS WEAPONS IN SCHOOL

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; firearm facsimile, slingshot, bludgeon, brass knuckles of any kind; or any knife with a fixed blade longer than 3 inches, or folding blade longer than 3 ½ inches. Smaller knives than listed are not allowed at school and still carry consequences if students possess them. Refer to CMS Discipline Matrix. 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

TOBACCO, DRUGS, AND ALCOHOL

Liquor, narcotics, smoking, vape devices, 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 may be notified. As a proactive

measure to discourage illegal contraband at school, a contraband canine may visit the school, unannounced, at any time.

FALSE FIRE ALARMS

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.

PUBLIC DISPLAY OF AFFECTION

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 extracurricular activities.

SELLING OF MERCHANDISE BY STUDENTS

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.

FINES AND FEES

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.

PHYSICAL EDUCATION

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

STUDENT ELIGIBILITY

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

ACTIVITY BUS

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.

HALL PASS

When it is absolutely necessary for you to leave a classroom, you must have a hall pass from the classroom teacher. All passes are to be returned to the teacher who issued the pass.

SCHOOL CAFETERIA

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.

OUTSIDE FOOD SOURCES

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.

STUDENT HEALTH AND IMMUNIZATIONS

All students are required to have their immunizations up to date according to the current guidelines set by the Colorado Department of Public Health. These guidelines can also be found on the district web page.

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.

CONTRABAND CANINE

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.

STUDENT CONDUCT IN SCHOOL VEHICLES

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.**

CLOSED CAMPUS AND DESIGNATED AREAS

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.

FIRE DRILLS/LOCK DOWN PROCEDURES

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Each classroom has an emergency exit procedure posted and each teacher has been trained in fire drill procedures.

LOCK-DOWN PROCEDURES

Lock-down drills will be held occasionally as outlined in the district crisis management plan.

Lock-out – Whereby students may move inside the building as usual. When students need to move to the band room or shop areas, administration in conjunction with the band/shop teachers will monitor the transition zones.

Lock-down – Will occur whenever the safety of students and staff are jeopardized due to situations deemed dangerous. All individuals will be confined to a room until administration deems the situation is safe and rooms will be notified individually.

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.

GIFTED EDUCATION PROGRAM

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.

STUDENT PUBLICATIONS

General Method of communication to the community will be through the 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.

SEXUAL HARRASSMENT

Sexual harassment in any form is prohibited. This includes the sharing of unwarranted pictures, videos, or text over cell phones or electronic devices. 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.

DISTRICT POLICIES

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. Please refer to the policies on the district webpage at www.northconejos.com.

RESOURCES

- SAFE2TELL PROGRAM at 1-877-542-SAFE
- Crisis Line – text HOME to 741741 to connect to a trained crisis counselor
- CO4Kids Colorado abuse and neglect hotline 844-CO-4-KIDS

- Mi Esperanza Wellness Center 311 San Juan Ave. Alamosa
- Behavioral Health in Alamosa 8745 CR 9 S. Alamosa
- SLV Life Center 719-589-6698 3211 Main St Suite E. Alamosa
- Center for Restorative Programs 719-589-5255 716 Main St. Alamosa
- PALS 719-589-5909 913 State Ave. Alamosa

- Parent to Parent of Colorado 303-691-9339
- Colorado Peak for assistance programs
- 211 – helps with housing, food, utilities, mental health, emergency shelter, clothing, and much more
- La Jara Food Pantry 719-274-5267

- Low-Cost Internet
https://whitehouse.gov/getinternet/?utm_source=getinternet.gov

- CMS HANDBOOK ON LINE
www.northconejos.com

PARENT INFORMATION AND STUDENT'S RIGHTS AND RESPONSIBILITIES

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

2023-2024 Centauri Middle School Schedule

7:35 – 7:50	Staff on Duty / Breakfast
7:50 – 8:55	1st Hour
8:58 – 10:03	2nd Hour
10:06 – 11:11	3rd Hour
11:14 – 11:35	6th Grade Reading
11:35 – 12:00	6th Grade Lunch
12:03 – 1:08	6th Grade 4th Hour
11:14 – 12:19	7th Grade 4th Hour
12:19 – 12:44	7th Grade Lunch
12:47 – 1:08	7th Grade Reading
11:14 – 12:19	8th Grade 4th Hour
12:22 – 12:43	8th Grade Reading
12:43 – 1:08	8th Grade Lunch
1:11 – 2:16	5th Hour
2:19 – 3:24	6th Hour
3:27 – 4:00	7th Hour / Advisory

****PLEASE REVIEW THIS HANDBOOK WITH YOUR STUDENT, YOU AND YOUR STUDENT SIGN, AND RETURN THIS PAGE TO THE 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: _____