

ORCHARD MESA MIDDLE SCHOOL PLANNER

GREETINGS FROM THE ADMINISTRATION

Welcome to a new school year. In order to ensure your child's success we must all work together: students, parents, teachers, staff, and community members. The student handbook is designed to be in harmony with Board Policy and the Student Code of Conduct. Please be aware that the handbook is updated annually, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other modes of communications.

In case of conflict between Board Policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board Policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent form. This student planner is updated as needed, please refer to the school website at <http://omms.mesa.k12.co.us/> for the most recent version of this document.

We hope that in the future you will be able to say that your school experience at Orchard Mesa Middle School was a happy and informative part of your educational process.

Sincerely,

OMMS Administration, Faculty & Staff

GENERAL SCHOOL INFORMATION

BELL SCHEDULE:

Period	Time	Lunch
	7:20	Warning Bell
1	7:25 - 8:08	6 th Grade Lunch is from 10:58 - 11:28
2	8:12 - 8:55	
3	8:59 - 9:42	7 th Grade Lunch is from 11:25 - 11:55
4	9:46 - 10:11 (Advisory)	
5	10:15 - 10:58	8 th Grade Lunch is from 11:50 - 12:20
6	11:02 - 12:20	
7	12:24 - 1:07	
8	1:11 - 1:54	
9	1:58 - 2:41	Campus Dismissal at 2:41 p.m.

OFFICE HOURS: 7:00 a.m. to 3:30 p.m.

TELEPHONE DIRECTORY:

Main Office	254-6320	Counselor's Office (A-L)	Ext: 38104
Principal's Secretary	Ext: 38101	Counselor's Office (M-Z)	Ext: 38167
Attendance Clerk	Ext: 38100	Health Office	Ext: 38105
Alternative Office Number	Ext: 38102	Cafeteria	Ext: 38109
SPED Department	Ext: 38121	Library	Ext: 38108

2736 C Rd, Grand Junction, CO 81503

Fax Number 970- 245-7343

<http://omms.d51schools.org>

Arrival & Departure: School is in session from 7:25 a.m. to 2:41 p.m. The warning bell rings at 7:20 a.m. and the tardy bell rings at 7:25 a.m. Students must be in class promptly at 7:25 a.m. Students must have permission from school personnel to enter the building before 7:20 a.m. Students arriving after 7:25 a.m. will need to get a pass from the attendance office. Parents are required to send a note or call the office explaining the reason for the tardy. (**Excessive or repeated tardiness to first period may not be excused, even if a parent note has communicated.**) All students are to leave school grounds by 3:00 P.M. unless they are requested to stay by a teacher or are participating in a supervised activity.

Absences & Advanced Excuse: When a student is absent, the school must be notified before 10:00 a.m. via **phone call or send a note the day your child returns from the absence.** All notes should be turned into the attendance clerk located in the main office; not to your child's teacher(s). The note verifies your child's absence. A homework request may be made **after** two days of absences. If a student is absent less than two days, the student may collect missing assignments upon return. If a parent knows in advance that their child will be gone from school for three or more days of class time, he/she will need to get an Advanced Excuse Form from the attendance office. **Parents must complete this form and submit it to the attendance office two days prior to their child missing school. Failure to follow this procedure will result in the absence(s) not being excused.** Reasons for excused absences must comply with Colorado Compulsory Attendance laws.

ATTENDANCE: Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences

Excused Absence: When a student is absent from school, the parent must call on the day of the absence or send a note, signed by the parent, that describes the reason for the absence when the child returns. All notes must be received in the main office within two (2) days of the initial absence(s).

- Any excused absence based on personal sickness (includes medical appointments for doctor, dentist, eye exams, physical therapy, etc.), quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the Superintendent.
- If a child misses any amount of time from school due to medical appointments doctors notes are required to excuse the absence.
- Absent due to physical, mental or emotional disability.
- The student receives approval from the principal or his/her designee in advance of the absence for good cause, or later in the case of unforeseen emergencies such as a sudden illness or death in the family.
- Days of suspension.
- Participation in court proceedings or child abuse investigations or student is temporarily in the custody of a court or law enforcement agency.
- Approved extra-curricular activities or performance days.
- Excused absences based on personal illness with a doctor's note ordering the student not to attend will not be considered excessive absences.
- Religious holidays and travel associated with those holidays approved by the school District.

Unexcused Absences: Unexcused absences include any reason not covered in the previous section. Once students arrive on campus, they may not leave without checking out through the Main Office. *Make-up work for unexcused absences and the points assigned, if any, is up to the discretion of each individual teacher.* On the 4th unexcused absence a letter will be sent advising the parent about their child's attendance. If

the child continues to have unexcused absences, the steps towards a court hearing will be started.

- If a child misses any amount of time from school due to medical appointments doctors notes are required to excuse the absence.

Tardy to Class: Nearly all tardiness is avoidable and is excusable only in certain circumstances. A student is tardy when he/she is not in his/her assigned seat when the tardy bell sounds. Students over 20 minutes late will be counted absent for that class period. *The Attendance office will generate reports and students will be held accountable for excessive tardies during end of quarter activities.*

Teachers may assign their own detention (30 minutes) for tardies.

Make-up Work: Parents and students may request make-up work when a student exceeds two (2) or more consecutive days of absence. Parents may call the main office to request lesson assignments. On a normal day, lesson assignments requested by parents prior to 10:00 A.M. will be available in the office by 3:00 P.M. that afternoon. These assignments should be handed to the teacher upon returning to the class. Students with excused absences shall be allowed two days to make up work for each day that they are absent. Research papers, projects and long-term assignments that have been previously assigned and due on a specified date need prior teacher approval if makeup work will be granted. Students are responsible for getting assignments before a scheduled field trip and for other activities where students know ahead of time of their absence. The burden of responsibility for completing make-up work rests entirely upon the student rather than the teacher. A student who does not make up assigned work within the time allotted by the teacher will not receive credit for the assignment. Leaving at the end of a quarter/semester does not release a student from doing the required work and may actually result in a lower grade or failure of a class(es) if work is not completed.

ACADEMIC DISHONESTY/PLAGIARISM/CHEATING:

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties and a score of zero.

ATHLETICS: Inter-school sports are offered for 7th & 8th graders only. Sports offered include girl's volleyball, boys & girls basketball, boys wrestling, and co-ed track. An activity fee for each sport needs to be paid before participating in a District event. Proof of insurance is also required. Students participating in school-sponsored athletic events are held to a higher standard than other students and may be required to follow other rules directed by their coaches. Any student who has a "1" (not proficient) in learning behaviors in two or more classes will not be eligible to participate in that week's upcoming contests. Eligibility lists are updated every Monday. Please consult your child's athletic handbook.

BUS BEHAVIOR: For the safety of all pupils, the District has adopted rules of conduct for pupils being transported. Violations of rules will be reported by the driver for corrective action. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. Riding the bus is a privilege and can be revoked at any time for unacceptable behavior. For safety purposes video/audio equipment will be used to monitor student behavior on buses. Students will not be told when the equipment is being used. The Transportation Director will review the tapes routinely and document student conduct and discipline will be issued if necessary in accordance with the Student Code of Conduct.

CAMPUS CLUBS AND ORGANIZATIONS: Student clubs and organizations/performing groups such as band, athletic teams, cheerleaders, etc. may establish rules of conduct - and consequences for misbehavior - that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

CAMPUS CLUBS INCLUDE:

River Watch: The River Watch club is a way for students to have a hands-on experience in understanding the value and function of the river ecosystem. A water sample is collected from the Colorado River and analyzed back in the classroom. The student and teacher volunteers involved in the program not only learn about the chemistry of water quality analysis, they learn the importance of gathering information and data that is used in the formulation of water management plans on the local and statewide level. This club is limited to 8th grade students only.

Student Council: Student Council provides a voice for students to be active in campus affairs including campus rules and activities. Students from 6-8th grade participate and are elected to positions. The primary focus is on the campus and community related activities.

WEB: A club for eighth grade students who train and conduct orientation for incoming sixth grade students at OMMS while providing assistance with the transition from elementary to middle school.

OTHER CLUBS: Multiple clubs including art club, Mesa, etc., depending on school year.

CAMPUS COMPLAINT PROCESS: We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. We ask that parents follow this procedure within five days of the event or area of concern:

First

Direct your immediate concern to the teacher or staff member involved. An informal conversation via the telephone or e-mail or a scheduled conference can be arranged through the front office at 254-6320. If a resolution cannot be found:

Second

Direct your concern to the Assistant Principal or Principal. A conference will be set up with you, your child, a campus administrator, and the staff member involved.

We ask all parents to follow this procedure to ensure their problems get resolved as quickly as possible and to ensure that campus administration has the opportunity to rectify the situation. This also enables all parties to have an equal opportunity to partake in resolving the issue(s) at hand.

CAMPUS COMPUTER RESOURCES: To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

Conduct for the Building/School Property

- No smoking, possession, or use of tobacco products at any school-related or school-sanctioned activity on or off school property by students. School personnel will enforce this policy.
- No wearing of caps, hats, or hoods in the building or during lunch-time activities. Hats will be taken up and returned at the end of the school day.
- Radios, CD players, iPods, MP3 players, computer games, or any item deemed a disruption by the principal are not allowed in the school building or outside during lunch hours.
- Students are encouraged not to bring large amounts of money or other valuables to school. The school cannot be responsible for any of these items that may be damaged or stolen.
- No food or drink will be permitted in the halls or classroom or outside the school building at any time. All food items must be consumed in the cafeteria; including drinks. Bottled water may be allowed at the discretion of the teacher and with parent note.
- Passing notes amongst students is a disruption and will not be permitted.
- Corridors or hallways are traffic lanes that enable you to reach your classes quickly and safely. Consequently, your conduct in the halls is most important. The following rules are essential to the safety of all students:
 - Walk, do not run.
 - Avoid loud talking, whistling, slamming doors, and
 - Profanity.

- Refrain from pushing, shoving, holding arms/hands, etc.
- Do not loiter in the halls. Students must be in the classroom and be seated before the tardy bell rings.
- Do not jump to touch the ceiling, doorways, or clocks.
- Students may not receive or send flowers, cakes, balloons, etc., during school hours. Any messages of this nature will be held in the office until the end of the school day.
- Students must wear shoes at all times. Rollerblades, skates or shoes with rollers will not be permitted. Skateboards and bicycles are permitted but cannot be ridden on school grounds.
- Aerosol and spray deodorants are only allowed in the locker room.

CARE AND RULES OF CONDUCT FOR THE BUILDING/SCHOOL PROPERTY:

The taxpayers of this community (your parents included) have provided these facilities and we, as the occupants of the buildings, need to do everything we can to keep them in excellent condition. Any abuse of the buildings will be dealt with in the most severe manner. Students should exercise caution in any activity or action that could result in damage to school property. Any damage must be paid for including damage to desktops and windows. All books issued to students are the responsibility of the students or their parents and all books lost, damaged, or not accounted for shall be paid for on the basis of net contract price. The school is responsible for students when coming to school or going home. School rules can apply even off campus and school consequences will be used if behavior is not appropriate. Follow these basic rules:

- Use crosswalks when crossing the street.
- Respect private property.
- Stay on sidewalks.
- Bikers – obey traffic rules, dismount, and walk bike into bike rack.
- For safety reasons, scooters, bikes, skateboards, and skates may not be ridden on campus.

CELL PHONES AND ELECTRONIC DEVICES:

Board Policy J1CJ, 8/6/02:

The Board of Education recognizes that cell phones and electronic devices can play a vital communication role during emergency situations. However, the ordinary use of cell phones in school situations can be disruptive to the educational environment and is not acceptable. Students may use cell phones and electronic devices before and after school outside the building, **but these devices must be turned off before entering the building and placed in the student's locker. Students may not carry these devices on their body throughout the school day. Teachers have the discretion to allow their students to use electronic devices for academic reasons. If a device is seen or heard, the item will be confiscated and discipline will occur.** Students shall utilize the main office telephone to contact parents during the school day. Violation of this policy will result in disciplinary measures and confiscation of the cell phone or electronic device. If it is learned that a student used his or her phone at school, the phone will be confiscated. Habitual offenders will receive additional discipline. **As per board policy, confiscated cell phones and electronic devices shall be returned to the student on the first offense. On the 2nd offense these devices will be returned to a guardian. On the 3rd offense confiscated electronic devices shall be returned to the guardian after a conference has occurred and a plan has been put into effect.** Electronic devices which includes, but is not limited to: iPods, MP3 players, and other electronic devices shall not be used during school hours and will be handled in the same manner as a cell phone.

COUNSELING:

Academic Counseling is provided through promoting rigorous academic curriculum for every student, monitoring data to facilitate student improvement, ensuring equitable access to educational opportunities, fostering an advocacy for students, and supporting skills to increase student success.

Personal Counseling is provided through a combined effort of the school counselor and community support programs to assist students with a wide range of personal concerns including social/emotional issues, family concerns, substance abuse, grief and loss, anger management, and self-esteem.

DISCIPLINE: All students should be afforded the opportunity to attend classes free of disruption and in an environment that

is safe and orderly. Students are expected to follow all campus and classroom rules as well as comply with faculty and staff member directives. Students who violate District and campus rules and procedures, or do not comply with staff directives, will be subject to school discipline and/or possible citations from local law enforcement.

Classroom Expectations:

- Be in assigned place/seat ready to work when the bell rings or the teacher indicates the class is about to begin. Students are expected to remain on task and follow teacher's directives.
- Bring paper, pens, pencils, books, assignments and all necessary supplies each day.
- Keep hands, feet, books, and all objects to oneself.
- No profanity, rude gestures, derogatory remarks, or disruptive behavior.
- To show respect for students, teachers, and guests.

Students who fail to follow teacher's directions or become classroom disruptions will be issued disciplinary action by the teacher. Students who continue to show a pattern of misconduct will be sent to the principal's office. In addition, students who exhibit extremely disruptive behavior, verbal or physical abuse of another person, disrespect and disregard for school policies, non-compliance, fighting, etc., will be sent immediately to the office for disciplinary action.

DESCRIPTIONS OF DISCIPLINARY SETTINGS:

1. Teacher assigned detentions 15-30 minute assignments before or after school, or during the **first fifteen minutes of lunch** as assigned and supervised by the teacher. Failure to attend detention: Students who **fail to attend** an assigned teacher detention will be referred to the administration for further consequences.
2. Detention Hall – **45 minute** session after school on Tuesday or Thursday. These detentions will be assigned through the office.
3. In-School Suspension (ISS) - 1 or more days in a supervised setting from 7:25 a.m. until 2:40 p.m. completely isolated from other students. School work for each teacher is completed in this setting. Students in ISS will not be able to choose their lunch. Students may also bring their own lunch. Failure to complete ISS assignments will result in severe disciplinary actions; including more days in ISS, Suspension, or removal from school.
4. Suspension – Up to five (5) consecutive school days at home. School work will be accepted. Students must turn in their assignments upon their return to school. Students may not attend any school functions during this time.
5. Expulsion – Student removed from the OMMS campus for up to one school year.

SUSPENSION: According to the Colorado School Law 22-33-106, the following shall be grounds for suspension or expulsion of a student from public school during a school year. Continued willful disobedience or open and persistent defiance of proper authority; willful destruction or defacing of school property; behavior which is detrimental to the welfare, safety, or morals of other pupils. Fighting and intimidation is dealt with seriously. In accordance with the above, use of profanity, or any overt act of insubordination or disrespect directed toward any member of the staff shall result in immediate temporary removal from classes and referral to the principal. A conference will be held between the principal, student, and teacher as soon as possible. *If it is determined by the principal that the action of the student posed a continuing danger to persons or property or an on-going threat of disrupting the academic process, the student shall be immediately suspended from school, and procedures will be initiated according to School Board Policy.* Major discipline incidents will result in an immediate out-of-school suspension and possible police involvement and/or an arrest. Colorado law requires that students who are "habitually disruptive" be remanded to the District for a hearing to determine expulsion of up to one calendar year.

DISTRIBUTED MATERIALS AND MONEY MAKING

ACTIVITIES: Written materials, handbills, photographs, pictures, petitions, films, tapes, and other visuals or auditory materials may not be sold, circulated, or distributed on any school campus by students or non-students without approval of the principal and must be in accordance with campus regulations.

All activities of classes or organizations connected with the campus must be cleared through the office and placed on the calendar so any conflicts can be addressed. The principal must

first approve signs and posters that students wish to display or any items they may wish to sell. Posters displayed without authorization will be removed. Any student who posts printed material or sells items on campus without approval shall be subject to disciplinary action. All written material over which the District does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. School-sponsored newspaper and/or yearbooks are under the complete supervision of the teacher and campus principal.

DRESS CODE: *At OMMS we respect the diversity of backgrounds and beliefs that each individual holds. The basic rule is that a student's appearance should be neat and modest and should not create a distraction for others. Students that are not in compliance with the dress code will be asked to change. If a change of clothing is not available, the child will be asked to contact parents or wear school-issued clothing in order to resolve the situation. Coats, jackets, and sweaters used to cover inappropriate clothing must be buttoned or zipped. Students may be referred to an administrator for compliance and habitual offenders will receive discipline. **School administrators reserve the right to determine what is deemed appropriate attire.***

Examples include but are not limited to:

- The length of all shorts skirts and dresses must be between the center of the thigh and knee. Administrators will deem what is acceptable.
- Clothing cannot display inappropriate language, slogans, advertise alcohol, gangs, tobacco, drugs, sex or murder.
- Shirts, blouses must have sleeves. Tank-tops are not allowed. Shirts must be long enough to cover the midriff and come over the top of the pants or shorts.
- Cleavage should never show.
- Mesh, sheer, and see-through clothing is not allowed.
- Under garments must not be exposed.
- Pajamas and slippers are not allowed.
- Hats and sunglasses may be worn to school, but must not be worn during school hours, during recess, or indoors.
- Holes in shirts or pants that expose undergarments or holes in the pants that expose flesh above the knee are not allowed.

Anything else deemed inappropriate or distracting to the learning environment is not allowed. This includes, but is not limited to:

- Belts and/or chains hanging or dangling from the student.
- Excessive ink marks on clothing or on students' skin.
- Gang dress, i.e., wearing bandanas, colors, or uniforms associated with gangs, symbols, and gang writing
- Items including but not limited to, inappropriate spikes, bracelets, and necklaces.

FEES: **All students are required to pay a mandated district fee each year of \$40.00. Installment payment plans can be set up through the main office. Please call: 254-6320 Ext: 38101 to set up this plan.** Students who do not pay their fees or set up a payment plan will not be able to buy a yearbook.

FIRE AND DISASTER DRILLS: Fire drills and lock down drills are conducted for two purposes: 1) to train students to leave the building orderly and quickly in case of an emergency alarm, and 2) to teach self-control in times of emergency. When the fire alarm is sounded, all students should exit out of the classroom and proceed to the designated exit. They should exit in an orderly manner, with no talking or pushing. Disaster and lock down drills will also be conducted.

GRADING REPORTING PERIODS: Parents can access their child's grades by monitoring Parent Vue via the internet. Parent Vue accounts can be set-up through the main office. Progress reports are posted on Parent Vue weekly. Report cards are sent home with your child at the end of each quarter with the exception of the final report card which is mailed home.

STANDARDS-BASED GRADING & REPORTING: Standards-based grading is based on the principle that grades should convey how well a student has mastered the content and skills outlined in the Colorado Academic Standards. Grades are *not*

about what a student earns; they *are* about what a student learns. Students will receive academic grades of 1-4 which reflect a student's learning in each class: 1-unsatisfactory, 2-partially proficient, 3-proficient, 4-advanced. These proficiency levels correspond with those you will see on state testing results, and District 51 curriculum taught in classrooms aligns with the expectations detailed in the Colorado Academic Standards. Additionally, students will receive learning behavior grades in each class which are based on: collaboration, work ethic, civic responsibility, and personal responsibility. Students are required to complete all work each quarter/semester. Failure to do so will result in an incomplete grade that may result in a lower grade or failing grade.

HEALTH CONCERNS/ILLNESS/MEDICATIONS: The Health Assistant is available for students who are ill, injured, or have a health concern. Students must have their student planner signed from their teacher or a note to come to the office except in the case of an emergency. Students should not come during a passing period or after the lunch bell rings without first reporting to their assigned teacher.

- Students may not use their cell phone to contact a parent when they are ill. Parents will be contacted via the nurse's office.

ACCIDENTS: When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the office and any other necessary authorities. Proper medical referrals will be made when necessary. We will promptly notify parents or a person the parents have authorized if a child becomes ill or injured at school.

MEDICATION POLICY: Employees authorized by the Superintendent or designee may administer medication to students:

1. Prescription medication:
 - a. The parent shall place on file a written request (using the District's Medication Use Form) to administer medication from the attending physician or dentist.
 - b. Medication must be sent to the school in the original prescription container.
2. Nonprescription medication:
 - a. Upon a parent's written request, (using the District's Medication Use Form) when properly labeled and in the original container.

Self-Administration: Other than prescription asthma medication or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, **we do not permit students to carry their own medications and self-administer.** Students with asthma or severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription medication under certain conditions:

1. The medication has been prescribed for that student as indicated by the prescription label on the medication.
2. The student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication.
3. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
4. A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer the prescription medication while on school property or at a school-related event or activity; and
 - b. A written statement, signed by the student's physician or other licensed health care provider that states:
 1. That the student has asthma or anaphylaxis and is capable of self-administering the medication;
 2. The name and purpose of the medication;
 3. The prescribed dosage for the medication;
 4. The times at which or circumstances under which the medication may be administered; and
 5. The period for which the medication is prescribed.

Students with Diabetes: An individualized health plan for students with diabetes will be developed while in school or participating in school activities. This plan will be developed in conjunction with the student, parents, school staff, and if possible, your child's physician. If your child has diabetes and

will need care at school, you must submit the diabetes management plan prepared by you and your child's physician before or at the beginning of the school year to the District nurse; or as soon as a diagnosis is determined.

HONOR ROLL: The Knighthood ceremony and eighth grade promotion celebration honors students for academic achievement and community service and serves as the venue for recognizing these students on the OMMS campus. Specific information regarding these ceremonies can be accessed through the main office.

LIBRARY PROCEDURES: Our library will be open during the school day and supervised by either the librarian or a library aide. Additional hours may be offered before or after school. Students need their planner signed by their teacher in order to utilize the services of the library. Library fees including but not limited to textbook damage, supply damage, and late fees may be assessed for borrowing items from the library. Students are expected to comply with library procedures and use their ID to check out library books. Failure to pay library fees may result in exclusion from activities.

LOCKERS: Each student is responsible for the cleanliness and orderliness of their locker. Students will be assigned hall lockers by his/her teacher. Students are not to change or use other student's lockers without administrative approval. Failure to comply may result in disciplinary action. Lockers are subject to inspection or search at any time if there is reasonable cause to do so and whether or not students are present. Items posted on the inside of the lockers should be attached with tape only. Writing on lockers will not be allowed. Students are responsible for all books/materials placed in their lockers and students should not under any circumstance give out their locker combination. The campus is not responsible for student lost or stolen items. Students switching lockers will receive disciplinary action. Damage to lockers may be assessed.

LUNCH PROGRAM: Our District schools participate in the Federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch to students, based on family income levels. We maintain strict confidentiality as to whether students participate in the program. Students may pre purchase their lunch in the cafeteria. All food must be consumed in the cafeteria. If you would like more information about the program or an application, please contact the Director of Food Services. Applications must be completed annually and are located in the main office.

PARENTAL INVOLVEMENT AND RIGHTS: There is much parents can and must do to ensure a greater measure of success with their children. Among these are:

1. Communicate with teachers through scheduled visits to the school, telephone inquiries, or through participation in the many activities (such as PTO) which bring together teachers and parents in efforts to benefit the children.
2. Demonstrate an interest in the students by participating in their activities, by showing pride in their achievements, and encouraging them to higher goals.
3. Provide in the home a quiet relaxed atmosphere which permits study and requires the regular use of time by the student for home study activities. Help your child to understand concepts and procedures of assignments; don't do the work for him/her.
4. Exercise your right to review teaching materials, textbooks, and other teaching aids, and to examine tests that have been given to your child.
5. If an instructional activity conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding tests and may not extend for an entire semester. Student must satisfy grade level and graduation requirements.
6. Schedule changes must be approved by the principal and may not be possible due to class sizes or other reasons.

PLEDGE OF ALLEGIANCE: Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag. All students are expected to stand and show respect to our nation's flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused.

POSITIVE BEHAVIOR SUPPORT: What is PBIS? PBIS is a systems approach to enhancing the capacity of schools to educate all students, especially students with challenging social behaviors, by establishing: a) clearly defined outcomes that relate to academic and social behavior, b) systems that support staff efforts, c) practices that support student success, and d)

data utilization that guides decision making. PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing challenging behavior of all students. PBIS is a proactive systems approach. It has three levels of prevention. It is NOT a curriculum but a process for sustained decision-making, planning, and problem solving. The emphasis of PBIS is placed on:

1. Teaching behavioral expectations directly.
2. Teaching social skills.
3. Maximizing academic engagement and success.
4. PBIS uses data to guide intervention and management decisions and establishes a continuum of behavior support.

PBIS at Orchard Mesa Middle School: Orchard Mesa uses PBIS to promote an environment where all students can learn to their full potential. We believe that when students learn to be **BRAVE**; Believe, Respect, Achieve, Value, and Engage. The PBIS team uses a variety of programs to recognize and encourage this positive behavior. Some of those programs include: recognizing students' positive behavior through assemblies, Knight's Quest, and Knighthood; using discipline data to determine where extra focus is required; and fund raising to support our student recognition programs.

PROMOTION AND RETENTION: Promotion and retention is based upon student grades and academic performance on Colorado State Assessments. Parents will be notified when students are in danger of retention. Students who have an academic grade of 1 (one) in any two core subjects within a quarter may be reviewed for retention. Students who do not meet grade level expectations and testing criteria will be reviews for retention.

SCHEDULE AND SCHEDULE CHANGES: Most of our students have a 9 period day with a double block of language arts and math, one class of science and social studies, and two electives. Every effort is made to provide for a student's needs; however, not all students will get their choice of electives due to scheduling logistics and class sizes. In addition, some electives may be mandatory to assist student academic achievement in core areas. All schedule changes must be approved by the principal and no schedule changes will occur after the first five days of each semester.

SCHOOL WIDE ASSEMBLIES: School wide assemblies and celebrations occur periodically throughout the school year. Students may be restricted from activities (grade level activities, quarterly activities, mid-term activities, and end of semester activities) due to poor academic performance and/or excessive discipline issues. Quarterly activities/assemblies and events may have qualifiers that restrict student participation. This may include academic or behavior qualifiers.

SEARCHES: In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may, from time to time, conduct searches. Such searches are conducted without a warrant and as permitted by law. Student lockers are the property of the school and can be searched without the student present. Please refer to the heading under lockers in this handbook for more information.

SEXUAL HARASSMENT/VICTIMS OF BULLYING AND SEXUAL ASSAULT: The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected to treat one another in a courteous manner, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or his designee. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or his designee. If you believe that your child is the victim of sexual harassment, sexual assault, or bullying of any type, please request a meeting with the principal

or his designee to discuss and resolve the issues your child may be experiencing. The administration will do it's very best to ensure a safe and orderly campus. This will include notifying law officials if student behavior is deemed to be serious, detrimental, or unlawful. School administrators will administer discipline or remove a child from campus if deemed necessary. Parents are encouraged to contact local law authorities if incidents or activities of bullying or harassment occur beyond the grounds of the campus.

SKATE PARK: Students may not go to the skate park before school or during the day. Students who are at the skate park during these time periods will be considered truant. Students may go to the skate park after school by crossing **behind the busses and using the sidewalk at the west side of the park.**

SPECIAL EDUCATION: Orchard Mesa Middle School provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors and other professionals. **OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION:**

If a child is experiencing learning difficulties, the parent may contact the school psychologist to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. If the campus determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards—Right of Parents of Students with Disabilities.

SECTION 504/ESL PROGRAM: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact the school counselor for information about the 504 program. English is the basic language of instruction at our school. Children who have limited English-speaking skills will have access to our ESL program to help them understand, speak, read and write in the English language. When your children are enrolled for the first time, you will be asked to complete a Home Language survey so we know whether to take additional steps to be sure your child is properly served.

STUDENT PLANNERS: Student planners are issued free to students the first day of school. Students are responsible for the use and care of their planner. Lost or stolen planners must be replaced by the student and are a required textbook at OMMS. Replacement cost is \$5.00. Icons, messages, stickers, or pictures of an offensive nature are prohibited from being contained within the planner.

- The planner should be taken to and from school and, to each class, each day. Parents are encouraged to monitor the contents of the planner daily. Class objectives, reasons for being out of class, teacher comments, and other school information are recorded daily.
- Visiting the office, health assistant, or counselors during passing period is not permitted without a signed planner from a teacher. There may be situations that occur when a note from the teacher will be accepted.
- Students are not permitted to be out of their classes or assigned areas without their planners being signed by an appropriate staff member. **The student planner is the student's hallway pass. All students are required to have their student planner with them at all times while on campus.**

Students who do not comply with these rules will be subject to disciplinary action.

STUDENT RECORDS/ENROLLMENT: For purposes of student enrollment, a birth certificate, an immunization record, and proof of residence must be provided to the main office in order for any child to be enrolled at the OMMS campus. The office will request records from your child's previous school. A 24-hour notice must be given to the office if requesting copies of student records. Various release forms and documents may have to be completed prior to distributing student records.

STUDENT RELATIONSHIPS: All student relationships during school or on the school campus will be kept on a public, decent, and respectable basis. Intimate personal relationships and displays of public affection will not be permitted at school.

TELEPHONE USE: Because of the amount of essential business to be transacted, students are requested not to ask for use of the office phone unless it is an emergency. No toll calls from the office telephone will be made without prior approval from the office. Students should not receive calls at school unless the situation is an emergency. A secretary will take an emergency message and deliver it to the student. Students who are ill should report to the health assistant. The health assistant will determine if a phone call home is necessary. **If it is learned that a student used his or her phone at school without permission, the phone may be confiscated. This includes calling parents from a cellphone due to an ailment or illness. All students are required to use only the main office phone during school hours.** Habitual offenders may receive additional discipline.

TEXTBOOKS: Students should keep textbooks only in assigned lockers and are solely responsible for their books including their condition. Students will be held responsible if their books are lost, stolen, or damaged. Any student failing to return a book issued by the school must reimburse the school for the cost to replace the textbook. Students who return books in poor condition will be subjected to fines. Students are required to pay their yearly fees. If a family is having difficulty paying its fees/fines, please contact the principal.

TRIPS: Students are under the authority of the school on all school-sponsored trips. Students going on a school trip are expected to return via the same mode of transportation. There may be exceptions made if a student is riding with their parents from the trip. Phone call or notes are not accepted as a means of excusing a student to return with parents, except in emergency situations as determined by the principal. Extra-curricular activities need prior approval by the sponsor to release students from riding District transportation; other parameters may also apply.

TUTORIAL PROGRAM: After school tutorial programs will be implemented for students who need additional assistance with their school work. This often times can be conducted by a student contacting a teacher and working with them before or after school. In addition, (depending on yearly campus budget) on Tuesdays, Wednesdays, and Thursdays, free tutorial assistance is provided and open to all students in the campus library from 2:45 p.m. until 3:40 p.m. Mandatory tutorials during school or before or after school may be assigned to students who are performing poorly in a class or have below proficient scores on the Colorado State Assessments. These assessments are designed to provide a picture of how students in the state of Colorado are progressing toward meeting academic standards, and how schools are doing to ensure learning success of students. The purpose of the Mandatory tutorials is to assist students in improving their academic abilities and should not be viewed as a punishment; but rather as an extra opportunity to help your child to succeed.

VISITORS: Parents are welcome to visit District schools. **All visitors must first report to the main office.** Visitors other than parents must be approved by the administration. If you would like to spend the day with your child, please give us a 24-hour notice so we can accommodate your needs. We are a closed campus which means student visitors may not visit teachers or students during school hours. Students are not to leave campus with anyone under 18 years of age unless a phone call from a parent is received or note is sent. Family members under 18 years of age are allowed to have lunch with their sibling if a parent is present. Please remember, every effort will be made to visit with you when you arrive on campus, however, prior scheduled appointments will preside over walk-in visits. Many of our administrators, teachers, and staff members are in campus and District meetings; we encourage

you to make an appointment by contacting the main office at 254-6320.

