

CAÑON CITY
MIDDLE SCHOOL



S.O.A.R

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2019-2020

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Welcome to Cañon City Middle School!!

Falcons,
Welcome to Canon City Middle School. We are a 6-8 comprehensive middle school serving just under 400 students. Our students engage in rigorous core content classes and creative arts classes daily. Our teachers and support staff are energetic and passionate about middle school students and their unique strengths and needs. We support the development of the "Whole Child" which includes academic, social, and emotional growth. We offer support for these areas through our academic schedule, counseling office, extra-curricular sports and clubs, and other unique events and activities. I strongly encourage every student to get involved with as many teams, activities, clubs, and organizations as possible. Middle School is a time for trying new and interesting things. Try them all!

Please read all of the information in this handbook carefully. **Students and parents are expected to understand the contents of this handbook.**

Thank you for choosing Canon City Middle School as your place to receive a high quality education in a safe and welcoming environment. We look forward to the journey ahead.

Falcons S.O.A.R.,
Jesse Oliver - Principal of Canon City Middle School

Vision

The vision of Cañon City Middle School is to provide an educational environment empowering all students to be successful.

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School Day

The school day for students begins at **7:50 a.m.** and ends at **3:25 p.m.** **Students should not arrive earlier than 7:20 and no later than 7:45 a.m.** Students are allowed to go to the cafeteria to eat breakfast beginning at 7:25 a.m. but no other part of the building unless prearranged with a staff member as proper supervision of your child will not be available. Bus students will load at 3:25 p.m. and leave at 3:32 p.m. Students who are not involved with after school activities should not loiter around the building and be off campus by 3:40 p.m. There are designated pick up and drop off points by grade level for parents dropping off and picking up their students (See page 10).

Early Release Professional Development Day

Canon City School District will be following a hybrid schedule during the 2019-2020 school year. School will not be in session every other Friday. On the days school is in session, students will be released at 1:25 p.m. to allow staff to participate in professional development.

Community Behavior Standards

In order to create a community where the quality of life is ideal for all its citizens, Cañon City Middle School supports the behavior standards subscribed to by the School/Community Discipline Task Force. Community behavior standards are as follows:

Towards Self:

- Be responsible for your own actions.
- Be self-motivated.
- Respect your body, mind, and spirit.

Toward Others:

- Be non-violent in what you say and/or do.
- Reach out to others in an empathetic, compassionate, and honest way.
- Respect authority.
- Influence others positively.

Towards Property:

- Respect one's environment, personal property, and the property of others.

We Will Treat Everyone with Honor and Consideration.

School Closing or Delayed Start Due to Bad Weather

If school is cancelled or a delayed start of school is required, the decision will be announced by 6:00 a.m. on the local radio and television stations. It is also posted on the District website at www.canoncityschools.org. A message will also be sent out to your phone number on file with the information.

The following radio and television stations will be given information regarding school closures, delayed starts and early dismissals:

RADIO: KRLN (1400) OR 103.9 AM and 104.5 FM

TV: KOAA (Channel 5), KKTU (Channel 11), and KRDO (Channel 13), and Channel 19 Cablevision.

If no report is given, it can be assumed that school will be held on regular sessions. **If a two-hour delay is required, be aware that students are required to be on campus by 9:50 am, with the first bell to ring at 9:57 am. Parents are asked not to call the school or district office.** Telephone lines must be kept open for emergencies.

Attendance Expectations

The staff and faculty of Cañon City Middle School are strongly committed to providing a quality educational setting whereby each individual student can realize his or her maximum potential. Accordingly, we fully support the intent of mandatory attendance.

ABSENCES WITHOUT PRIOR ARRANGEMENT

Normal excused absences are those resulting from illness of the student or family emergency. Any other absences **must be** excused through prior arrangement with the office of the principal and with permission of the parents.

1. Parental contact with the office indicating the reason for the absence and the date(s) on which the absence occurred is required. A phone call from parents or guardians on the day of the absence or a note signed by the parent or legal guardian when the student returns to school will be sufficient. **Failure to contact the school within 2 days will result in the student receiving an unexcused absence.**

2. **A student who misses the first 10 consecutive days of school at the beginning of the year will be dropped from enrollment and have to re-enroll.**
3. **Students have one day for each day absence plus additional day to make up any missed work.**
4. **Both unexcused and excused absences require missing work to be made up within the allowed timeframe.**

TRUANCY

Truancy is defined in Board Policy #809 as, “absence from or leaving school without the parent’s and/or the school’s knowledge or permission, a pupil is subject to disciplinary action for truancy.”

1. Parent/guardian and student should be aware that the law provides for academic penalties for classes missed due to truancy/unexcused absences (C.R.S.22-33-104).
2. Parent/Guardian and student should be aware that the law states (CRS 22.33.107) that a student is entitled to 4 unexcused absences in a month period, 10 unexcused absences in a year. Failure to comply will result in truancy letters sent to the parent/guardian. If the behavior continues, then the student will be referred to the district Truancy Board followed by action before the Juvenile Court.
3. If anytime it becomes apparent that a student is truant, the principal or his designee shall attempt to contact the parent or guardian without undue delay and advise them of the situation.
4. Following a confirmed truancy, a parent conference must be conducted prior to readmission of the student (Board Policy 809).
5. **A student who has 4 unexcused absences of any kind will receive a courtesy letter from the truancy officer.**

PRE-ARRANGED ABSENCES

We recognize that on occasion a student must be gone from school with parents. (i.e., vacations which occur when school is in session, doctor’s appointments, funerals, etc.)

1. In these situations, the parent or guardian should notify the attendance office in writing at least three (3) days in advance.
2. The attendance office will process the completed application with teacher comments. The completed form will be forwarded to an administrator for approval.
3. In considering the approval of an absence by prior arrangement, the following criteria will be used:
 - Prior attendance record
 - Current academic standing
 - Student discipline record
 - Whether past assignments for excused absences were turned in on time – **which is the first day back to school**
 - Hunting/Family Vacations are strongly discouraged

EXTENDED ABSENCES DUE TO ILLNESS/INJURY

When it becomes known to a parent or guardian that a student will be absent from school in excess of any thirty (30) day period on a continual basis, notification must be given to the principal or designee at the earliest possible date. In many instances, a home tutor can be provided if the absence is for medical reasons and is verified by a doctor’s statement.

CHRONIC ABSENCES

The principal or designee utilizing the provision of C.R.S. as a guideline has the authority to determine if the absence of the student shall be classified as excused or unexcused. In those instances where a student is frequently absent and it becomes apparent in the opinion of the principal that a problem may exist, the school may:

- Inform the parent that a doctor’s note is necessary to confirm the necessity for frequent absences and any future absences.
- Require a parent conference to clarify the reason for the frequent absences, if other than illness.
- A meeting with team teachers may be held to discuss academic implications, regarding what is causing the chronic absences, and how to correct it.

- If the matter is not resolved by a conference, the principal or designee will refer the matter to the School District Attendance Office for investigation and/or legal action before the Juvenile Court.
- Absences that are not excused will become an unexcused absence.
- Students on a transfer waiver may face revocation of the transfer.

TARDIES

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness.

Students are expected to be at their first hour class when the 7:55 a.m. bell rings. For each class, students are expected to be in their seats ready to work with appropriate materials. **Students who are tardy more than 30 minutes to a class will result in an unexcused absence.**

Unexcused tardies - Students more than 10 minutes tardy to school must have a tardy slip from the attendance office to be admitted to class. All other tardies are to be handled by classroom teacher, according to the following guidelines:

1. Tardies 1 and 2 – student check (in each quarter)
2. Tardies 3 and 4 – teacher consequences (T/C), phone call home (in each quarter)
3. 5 and Over – ISS, and office referral or T/C

Excused tardies - will be allowed if there is a valid excuse by the parent/legal guardian. Tardies will be excused for illness, appointments, family emergencies, or extenuating circumstances accepted by the attendance office. Excessive tardies may result in additional verification being requested by school administration.

PASSES

Passes may be required for the following:

- **Tardy to school** - report to the attendance office for a tardy pass.
- **Tardy to class** - report to class without a pass or get a pass from your last teacher. Frequent unexcused tardies may result in disciplinary action.
- **Hall Pass** – to travel throughout the building.
- **Leaving school early** - obtain an early dismissal pass from the attendance clerk after presenting a note from your parent/guardian, or receiving a phone call from parent/legal guardian indicating the reason for the early dismissal.

Academic Expectations

HONOR ROLL

Each quarter, the names of students whom have met the requirements for the honor roll and honorable mention will be published in the newspaper. Eligibility for membership:

- Honor roll requires that a student must have a 3.6-4.0 academic average in all classes taken, including Life Skills classes.
- The requirements for honorable mention are a 3.0-3.59 academic average.

REPORT CARDS AND GRADING SYSTEM

Report cards will be mailed at the end of the second/fourth quarters. Cards are not to be returned to school. The letter grades of **A, B, C, D, and F** are given for each subject. Evaluation of student's effort and conduct will be reported for each subject as well. If a student has an outstanding fine, they will not receive their report card until the fines are paid in full. (Board Policy 847)

PROGRESS REPORTS

Midway through the grading period, progress reports will be accessible through Infinite Campus. These reports are intended to provide parents with current information on their student's academic progress and performance.

STUDENT PROMOTION POLICY

Advancement from one grade to the next at the middle school level shall be determined by the student's successful accumulation of the minimum number of credits for that school year.

Students can earn one credit per semester in each course. Students take courses in the core areas (for example – math, English/language arts, science, social studies), and in the exploratory areas (for example – P.E., band, music, art, and technology education).

Promotions from grade six to seven, seven to eight and eight to nine require the accumulation of credits in the core and exploratory areas prior to the start of the next academic year. The specific number of credits required each school year will be identified in writing during the registration process at the beginning of each school year.

Expectations for Student Conduct

We believe that only when children feel safe and have a feeling of belonging will they be able to learn effectively. A good discipline policy has standards and expectations, which promote appropriate behavior and focus on self-control, responsibility, and respect for oneself and others. We exist in a community that must work together to model, learn, and teach appropriate behavior.

...A student's job is to develop self-control, learn to talk about problems, and try different problem solving alternatives that support learning...

At Cañon City Middle School, our students exhibit S.O.A.R

I am a falcon, I strive to show Success, take Ownership for my behavior, have a positive Attitude, and give Respect to all. When I do my best, CCMS will S.O.A.R.

Show **Success** at school in academics and athletics.

Take **Ownership** for your actions in all aspects of the educational environment.

Have a positive **Attitude** when attending school and athletic events as a member of CCMS.

Show **Respect** for adults and students of CCMS at all times.

Students will be expected to be courteous and mannerly in the halls, classrooms, cafeteria, and on the grounds at all times.

Students will have the opportunity to earn S.O.A.R cards that can be used to enter into a drawing. Students who earn all four of the S.O.A.R. cards during a quarter will be eligible to participate in the field trip reward at the end of that quarter.

S.O.A.R cards are given to students when they display the specific behaviors without being prompted by staff members. When students are displaying the behaviors, they will be rewarded with specific cards that they can use for drawings as well as the quarterly rewards.

Students can also use S.O.A.R cards to purchase things from the student store, including off campus passes, and still use the SOAR cards for the end of the quarter reward.

STANDARDS OF PERFORMANCE AND PREPARATION FOR ALL CLASSROOMS

Students are expected to use the 6 P's in all classes.

The 6 P's are – Prompt, Prepared, Polite, Positive Mental Attitude, Participate, and Produce quality work.

Redirects: Teacher's will use the redirect system whenever students reach a point that their behavior is unacceptable and must change in order for learning to take place in the classroom. Students will receive three (3) redirects to become appropriate and on task in the learning environment. The third redirect may result in the student being removed to another classroom. **The fourth (4th) redirect will result in consequences.**

BOOK CARE

You are responsible for the books issued to you or used by you. Cover texts with book covers, or some other durable material. Write your name in your book on the book stamp provided in the front of the book. Do not mark or write anything in your textbook. Let your teacher know when you receive your text if there are blots, rips, pages missing or any other damage so you won't be held responsible.

When students are issued books to use, teachers make a record of the book number and the condition of the book and the year the book is issued. Students who lose a book will be responsible for replacement costs. **If the book was destroyed or lost, the cost will be the replacement price of a new book.**

MEDIA CENTER/LIBRARY

Students may come to the Media Center during the day with a pass from their teacher and planner signed by teacher. Students are asked to come prepared with the necessary materials to complete their work. Students are expected to work quietly while in the Media Center.

Books are due two weeks after checkout. We do not charge for overdue materials; however, we do ask that library materials be returned on time. The rule of care of all Media Center materials is the same as for texts.

NON-INSTRUCTIONAL ITEMS

Students will be expected to keep all items that can cause harm or disruption away from school. If a student does bring such an item to school, it will be confiscated. The confiscated item and the student will be sent to an administrator.

Students will secure all technology such as cell phones, iPods, earbuds, smart watches, etc. in their locker from the second bell to lunch and from lunch to the dismissal bell, with the exception of staff who want students to use cell phones for instruction. This must be communicated to administration via email a minimum of 24 hrs. before planned use for instruction that is directly connected to curriculum. Students will be allowed to use cell phones and other technology at lunch as long as the use is school appropriate. Any violations of this expectation may result in the item being confiscated. Any inappropriate use of technology (bullying, sexting, etc.), or excessive violations of this policy will result in loss of privileges at the discretion of school administration. Confiscated items may be picked up after school by the parents.

CCMS is NOT responsible for any lost or stolen electronic items.

--When electronic items are taken away from a student, the following will be used to track and return phones:

1st offense - The student will come to the office and pick it up at the end of the school day.

2nd offense - The student will come to the office to pick it up at the end of the school day and parents will be contacted.

3rd offense the students' parents will be contacted to come pick up the device—if parents cannot retrieve the device that day CCMS will hold the device until parents can come to the school.

Any further infractions the students will be required to check the device into the main office every day.

Any hazardous items such as smoke bombs, stink bombs, Chinese stars, handcuffs, firecrackers, bullets, knives, nunchucks, chains, guns, laser pointers or other potentially harmful items will be confiscated and not returned. *Possession or use of any such items may result in proceedings for suspension or expulsion immediately.*

VISITORS

All visitors to our campus must report to the front office to obtain a visitor's badge. State issued identification is required to obtain a badge so please bring it with you each time you come on campus. Student visitation will be very limited and for special academic reasons only. If you have a specific request to visit your child's class, you must provide written documentation to the principal at least 48 hours in advance. During emergency situations or fire drills no parent/guardian will be allowed in the building. Call central office for guidance.

Hands-Off Policy

We have a hands-off policy at CCMS which means that there will be NO inappropriate contact, including, but not limited to, kicking, hitting, slapping, pushing, pinching, tripping and horseplay. Violators will be referred to the office for disciplinary action. Additionally, students are not allowed to exhibit PDA (Public Display of Affection) such as kissing, hand-holding, hugging, etc. and may be referred if in violation of this policy.

Student Attire

Student K-8 Handbook Dress Code: *Reference District File [JICA](#)*

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Building Administrators will be sensible in their approach to handling the school dress code and will enforce it equally among the entire student population. Consequences handed out for dress code violations will be sensible, consistent, and fair.

The following clothing is appropriate for school:

- Clothing that covers all private parts of the body (chest, belly, back, and buttocks).
- Clothing that is clean and fit properly.
- Clothing without rips, tears or holes in areas covering all private parts of the body.
- Clothing that respects school culture and is not a distraction to the learning environment.
- Footwear that protects a student's feet.

The following clothing/items are not appropriate for school:

- Bare feet, slippers, socks without shoes.
- Sheer, tight or low-cut clothing.
- Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks).
- Clothing, jewelry, body art, hair color or any other type of dress that is disrespectful, disruptive or impeding. Including but not limited to items that contains inappropriate messages, pictures or sayings, references to alcohol, tobacco, gangs or drugs.
- Sunglasses, hats, caps, or stocking caps worn inside the building.
- Tank tops with thin shoulder straps or large arm holes.
- Bagging/sagging pants.
- Low cut shirts of a revealing nature.

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached, students will be provided something to wear by the school.

Consequences:

1st Offense - With an adult present, the student will call home to have parent bring school-appropriate clothing. If not available, the student will be provided clothing from lost and found.

2nd Offense -With an adult present, the student will call home to have parent bring school-appropriate clothing. If not available, place in ISS for the remainder of the day.

3rd Offense -Place in ISS for 1 day and a conference with parent will be held.

Additional Offenses - Will result in an office referral for noncompliance and appropriate additional disciplinary action will be administered.

Note: The building administration has the responsibility and authority to impose reasonable regulations concerning student dress and cleanliness. CCMS dress regulations are in compliance with board policy #812 “Dress Code” which is outlined in the “Student Conduct and Discipline Code” (Addendum to the student handbook)

Tobacco Policy

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing or any other use of tobacco products, e-cigarettes, or vapor products, and the possession of tobacco products by students while in or on school properties or under the school’s jurisdiction during school hours or while participating in a school-sponsored event is prohibited. The following guidelines are in accordance with the file #815 in the “Student Conduct and Discipline Code”. Students are not to bring tobacco or e-cigarettes or liquids in any form to school. If a student does have tobacco in his/her possession it will be confiscated and destroyed.

Drug and Alcohol Policy

Fremont School District RE-1 shall promote a healthy environment for students by providing education, support, and decision-making skills in regards to alcohol and controlled substances and their abuse. The consumption or dispensing of alcoholic or fermented malt beverages and/or the use of dispensing of any type of illegal drug or narcotic substance of any type, to any degree, while attending or participating in any function or activity related to or sponsored by the school, including extended day, night, weekend, or out-of-town activities, is prohibited (File 814 and 816).

PROCEDURES

If a teacher suspects a student of coming to school under the influence of a drug or alcohol, that teacher should notify an administrator immediately.

A school administrator will immediately call the student to the office. If there is a strong indication that drugs or alcohol have been or are in use, the school nurse will be called in for verification.

Should the nurse verify the presence of drugs or alcohol, the parents of the student would be contacted and requested to come to school immediately.

Drug and/or alcohol testing may be requested before the student returns to school.

From this point on, students determined to be under the influence of drugs or alcohol will be dealt with according to written board policy.

If a teacher suspects a student of being a seller, pusher, or distributor of drugs or alcohol, that teacher should notify an administrator immediately. The administrator will then deal with the student according to the written board policy.

When evidence shows a student being a seller, pusher, or distributor of drugs on any school campus or school function in School District Fremont Re-1, it is recommended:

- Immediate notification of parents and Law Enforcement Officials.
- Student will be immediately suspended from school for five (5) days or until the next meeting of the Board of Education and may be recommended for expulsion.

The following consequences will be implemented for students in possession of or using drugs on campus or at a school activity:

- Students violating this policy shall be subject to disciplinary action, which may include suspension and/or expulsion from school and referral for prosecution.
- Students who violate this policy can be expelled out-of-school for 45 school days. A parent of such child must make application for placement in an appropriate alternative school program if available.
- Conference with parents, law enforcement officials, and an administrator.
- Recommend referral to proper legal and medical authorities to obtain professional help as needed in drug education.

Students may come forward without fearing any disciplinary action and ask for assistance if he/she has a drug problem. Proper steps with parents, legal and medical authorities are then taken to provide the help needed.

SCHOOL DISTRICT FREMONT RE-1 CAÑON CITY SCHOOLS DOES NOT DISCRIMINATE IN ANY OF ITS PROGRAMS, ACTIVITIES, OR EMPLOYMENT WITH REGARD TO SEX, DISABILITY, RACE OR NATIONAL ORIGIN.

Mrs. Misty Manchester

Title IX, Section 504 and Americans with Disabilities Act Coordinator

Searches

Search of School Property

All school property (lockers, desks, etc.) assigned to students is the property of Cañon City Schools. The student is given a temporary right to use the property, and this right may be revoked at any time.

School property will not be used to store any contraband or other prohibited materials, objects, etc. that are in violation of school rules. **The school principal or designee may at their discretion authorize the search of any school property without the permission of the student or the presence of the student.** The school principal or designee may remove from lockers any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

Search of Student's Person/Possessions

No person attending a school-sponsored event may conceal on his/her person, or in a purse, handbag, etc., any weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rules. The principal or designee may authorize the search of a student's person or personal property and seize illegal or harmful items in the student's possession. There must be a reasonable suspicion to believe the student is in possession of an item, the possession of which constitutes a crime or a school rule violation.

Procedures regarding searches are as follows:

- Search must be done in a manner that avoids humiliation to the student. Search shall be done by an administrator and at least one other authorized person.
- Under no circumstances shall a strip search be conducted.

School authorities may seize illegal items or other substances reasonably determined to be a threat to the safety or security of others. **NOTE:** Refusal to submit to a search, when reasonable suspicion exists, may result in discipline.

Energy Drinks

Energy or enhanced drinks contain a high percentage of caffeine. Heavy intake of caffeine by children may lead to many short term side effects such as agitation, difficulty concentrating, and hyperactivity. Studies have also linked excessive caffeine in children to elevated heart rates, hypertension, anxiety, headaches, ulcers, stomach cramps, dehydration and interrupted sleep patterns. **Therefore, students are not allowed to possess or consume canned or bottled energy drinks, enhanced drinks or Coffee while on school grounds.** Energy drinks brought onto school grounds will be confiscated. Unopened cans may be picked up in the office by parents.

Sexual Harassment

Fremont Re-1 School District has a legitimate and compelling interest in assuring that no employee or student is subject to sexual harassment. Further, this institution has an obligation to discipline those who engage in sexually harassing behavior. Person's accused of sexual harassment have an interest with regard to their reputation. Fremont Re-1 School District must strive to balance the interests of all persons accused of sexual harassment against the rights and feelings of one who believes he/she has been the victim of harassment, and make every effort to find the truth.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature may constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment. File #837 outlines specific procedures when a sexual harassment issue arises as outlined in the "Student Conduct and Discipline Code" (Addendum to the Student Handbook).

Student Suspension/Expulsion Process

The Board recognizes its responsibility to give all reasonable support to teachers and administrators as they perform their duty to maintain a safe and desirable environment for learning. Part of a safe environment is the creation of an atmosphere where all are free from the fear of arbitrary or capricious action and the fear of assault and/or battery. To promote this atmosphere, the student/expulsion policy has been adopted.

The Board of education shall provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension of expulsion of students and the denial of admission.

Student will be subjected to the CCMS approved disciplinary matrix; this matrix emphasizes a progressive style of discipline that will increase in severity for each offence or multiple offences.

Student Social-Emotional Wellness

A universal assessment in the social-emotional domain will be administered twice annually, fall & spring, to all students, grades 6-12. Data outcomes will be used to provide students with additional Social-Emotional supports and targeted professional development for staff, etc. Parents may Opt-Out their students, if requested.

In the event of a crisis situation, Canon City Schools reserve the right to provide crisis intervention services to students and staff. These services may be psychoeducational or psychological in nature and be provided within small groups or individual sessions. Our crisis intervention teams may at times be supported by regional mental health agencies crisis response teams. Parents may opt their student(s) out of crisis intervention services through written request.

General Campus Expectations

LOITERING

Unless students are participating in a school sponsored activity, they should not be on school grounds after **3:40 p.m.** Students should leave the school and school grounds promptly after classes or activities are dismissed. CCMS staff members are not available to provide appropriate supervision after 3:40 p.m., so **it is important for parents/students to make arrangements for students to be off school grounds by this time.** The school's primary concern is student safety.

No unnecessary "hanging around" before school, between classes, and after school is allowed. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

SCHOOL GROUNDS

Once a student is on school grounds for the school day, they must stay on school grounds unless they have an Off Campus Pass for lunch use only.

BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the

parent/guardian and submitted to the office. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. ***The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver.***

BICYCLES, SKATEBOARDS, SCOOTERS and ROLLER SKATES (SHOES) ARE NOT TO BE USED ON CAMPUS AT CAÑON CITY MIDDLE SCHOOL. Students are not allowed to ride these on campus and for the safety of all must walk.

Students will be expected to lock bicycles in the designated bicycle rack of the school grounds. Additionally, all scooters, roller blades, and skateboards are to be placed in their lockers or other designated area until the end of the school day

EVACUATION/SECURE STATUS/LOCKDOWN DRILLS

Drills are held at regular intervals. The signal for a drill is an announcement through the intercom system. When the alarm is sounded, all work should be stopped immediately and people in the school building act according to the procedures for the building, which are posted in all classrooms and discussed by each teacher.

If a student should accidentally turn in a false fire alarm, he/she must report to the office immediately and give the location of the broken box. If a student **deliberately** turns in a false fire alarm, it is mandatory that the school reports this individual to the police, under the provisions of the criminal law and procedure. Chapter 38, Article 26, Disorderly Conduct, Section 26-1, which may result in a fine, a jail sentence or both. During an emergency situation or drill, no parent/guardian will be allowed in the building. Call Central Office for guidance at 719-276-5700.

HEALTH SERVICE AND MEDICATION POLICY

The health office at Cañon City Middle School is open from 7:50 a.m. until 3:25 p.m. every day, when the school nurse or one of the health technicians are on duty.

In an effort to minimize classroom interruptions, the health office will see non-emergencies the last 15 minutes of class only. Students who are injured or ill will be seen at any time; however, students need to have a pass from their teachers to be admitted to the health office. Students who report to the health office **without a pass** will be sent back to class to get one. Students may come to the health office during their lunchtime without a pass.

Prescription medication, which is to be given at school, will be given to students only when a prescription note accompanies it from your doctor, as well as a health care plan signed by doctor and signed by guardian. The medicine must be sent to school in the original pharmacy labeled bottle with the following information on the label:

- name of medication
- amount to be given
- time of day to be taken
- name of the physician and the name of the student

Only the required amount of medication to be taken at school should be sent in the prescription bottle.

Parents or guardians are responsible for bringing all medications to the school health office. Students should not transport medications because students are not allowed to carry medications with him/her while at school. Exceptions are made for students with inhalers and epipens with the proper paperwork from the students physician and a contract between, parent/guardian, student and district RN.

Non-prescription, over-the-counter medication will be given to students only when parents/guardians sign the health history/permissions form. When signing the form only the following over the counter medications will be given to students

- TYLENOL/acetaminophen - (for headaches or pain)
- CAMPHO-PHENIQUE - (for insect bites or cold sores)
- STING KILL SWABS - (for insect bites)
- THROAT LOZENGES - (for sore throat or cough)
- ANTIBIOTIC CREAM - BACITRACIN - (for cuts and abrasions)
- IBUPROFEN (for pain)
- TUMS (for stomach upset)
- WATER-JEL BURN CREAM (for burns)
- Petroleum jelly (for lips)
- Non-Fragrance lotion (for hands/face)

LOCKERS -Corridor

Every student will be assigned a corridor locker in which to keep books, supplies, and coats. Lockers will be assigned during registration. Lockers are provided as a convenience to students and represent a security system for belongings, which are only as safe as the people who use them. Each student is responsible for the safekeeping of his/her personal property. Lockers should be locked at all times and **no one should share locker combinations.**

Students are not permitted to share lockers. You are responsible for keeping your locker in an orderly condition and will be held responsible for any undue damage to your locker. Should your locker malfunction or a loss occur, report the problem to the office immediately. Refrain from keeping money or other valuables in your locker.

The locker and lock are the property of the school and the administration reserves the right to search lockers if the need arises.

Any mechanical problems concerning lockers should be reported to the custodian. All other problems should be reported to the front office.

BACKPACKS: Backpacks are NOT allowed in the classroom with an exception made for students with special needs, teachers may use discretion for gym and other large equipment.

LUNCH PERIOD

Lunchtime is divided into three (3) distinct periods of time of thirty-five (35) minutes each. Lunch assignments will be made prior to the beginning of school. Students will be supervised in designated areas (usually outside behind the school) for the first 15 minutes of lunch. Students will then enter the dining area for the remainder of the lunch period.

OFF CAMPUS PASSES

Off campus passes are provided to students as an incentive or reward.

The passes **must** be signed by a parent. The passes may be used to visit Dairy Queen for 6th grade, Dairy Queen, Sonic, and Wendy's for 7th and 8th grade. Students must check out with attendance and leave their planner for pickup when they return. A violation will forfeit future off campus pass usage. Off Campus passes are not to be used for the last two weeks of school. – When students are not allowed outside due to weather conditions, students will not be allowed to use off campus passes. Any food purchased off campus must be consumed by the end of that students lunch period. Off campus food is not allowed to be brought back into the classroom or hallway.

POSTERS

Any sign, poster or notice directed to the interest of the student body, must be approved and stamped in the administrative office. Notices pertaining to agencies or activities generally will not be approved. Any poster, sign, or notice posted without the approval stamp will be removed. Only Blue/White Tac is allowed on walls, NO TAPE.

STUDENT EXPENSES

Students will be issued Chromebooks at the beginning of the school year. A \$25 fee is required to cover insurance costs for the computer.

At the time of registration, students may purchase Activity Cards. Activity Cards for 6th, 7th & 8th graders are \$15.00. This ticket and ID card ensures participation and admission to all middle school athletic events, activities, and concerts (excludes playoff games & dances).

SCHOOL SUPPLIES:

A school supply list is available on the website ccms.canoncityschools.org or www.canoncityschools.org.

DRAMA/TALENT SHOW:

Students participating in certain activities will pay a \$10.00 fee to help cover the cost of materials and facilitation.

BAND:

Students using school-owned instruments will cover the cost of repair for damages for which they are responsible. The student and parent will be asked to sign a form if a school instrument is checked out to the student. Percussion students will be charged for any damage incurred during the school year. This will be after inspecting instruments.

ART:

Students will pay a \$5.00 fee to help cover costs of materials for their class projects. Additional projects may incur additional costs.

TECHNOLOGY:

Students will pay a \$5.00 fee to help cover costs of materials for their class projects. Additional projects may incur additional costs.

BREAKFAST/LUNCHES:

Breakfast and lunch are offered daily to all students. Breakfast begins serving at 7:25 a.m. Pre-payment for all meals is appreciated. Families that qualify for reduced meals; breakfast is free of charge and lunch is reduced. We are a peanut free school. Payment may be made by check/cash before school or online at www.payforit.net. To track your meal balance, sign up for FREE automatic email notification at www.payforit.net. Please remember that we do not permit charging of meals. For more information go to: www.ccsnutrition.org.

SCHOOL PICTURES:

The cost of the school pictures will depend on the picture packets chosen by the student.

SCHOOL INSURANCE:

School insurance is available for anyone wishing to purchase the insurance. It is available in full-time accident coverage or school-time coverage, and the premium cost varies each year.

YEARBOOKS (annuals):

Annuals are pre-sold each year.

IMMUNIZATION:

- **CCMS will follow the state law or policy regarding immunizations.**

Activity Program Participation

CCMS strives to provide a well-rounded activity program for students including sports as well as academic and social enrichments. Students are encouraged to become involved in all of these rewarding activities.

SPORTS SCHOOL PHYSICAL

Students in any of the sports programs will be required to have the following items before they will be allowed to participate:

- Doctor's physical, obtained at the expense of the students, on file with the athletic director.
- Parent permission/proof of insurance card signed and on file with the athletic director.
- Emergency card on file with the athletic director.

SPORTS

7th & 8th grade students may participate in the following sports:

- Football
- Volleyball (6th grade also)
- Basketball (Boys & Girls) (6th grade also)
- Wrestling (6th grade also)
- Cross Country (6th grade also)
- Track & Field (6th grade also)
- Girls Softball at Harrison School (6th grade also)
- Transportation **TO** Harrison School will be provided from CCMS. There is **NO** transportation afterwards.

Tryouts are required in some sports and student athletes will be placed on teams appropriate to each athlete's developmental level.

ATHLETIC PARTICIPATION FEES

There is a \$75.00 athletic participation fee for all sports programs. If your student is on reduced lunch, the fee will be \$50.00 per sport. If your student is on free lunch, the fee will be \$25.00 per sport. There will be a district maximum fee of \$250

ENRICHMENT

A significant number of enrichment programs are offered during the course of the school year. These activities include:

- Battle of the Books
- Geography Bee
- Spelling Bee
- Student Leadership
- Math Counts
- Drama
- National Junior Honor Society
- Destination Imagination
- Chess club
- Living history club
- YETI
- Yearbook club
- Knowledge bowl

Activities are generally announced and advertised in the Falcon Newsletter. Please look for these activities and speak with the sponsors involved.

ELIGIBILITY

In order to participate in student activities, CCMS students must be eligible. ***Students are ineligible to participate in an activity if they have ANY F's or suspensions.*** CCMS will maintain a weekly eligibility check for student activities.

They are ineligible for the week (Thursday to Thursday). Students who are referred to the office for discipline will be ineligible for the duration of any suspension.

A formal step-by-step procedure will be followed:

- A list will be compiled of all students in each activity at the beginning of each activity season.
- The list will be compiled through Infinite Campus each Thursday.
- If the poor academic progress and/or inappropriate behavior of a student does not improve, the activity director may remove the student from the activity.

Students not in school on the day of an activity may not participate in that activity. Students who have a medical/professional appointment are excluded. A student may be declared ineligible by the administration for any event(s) because of disciplinary or academic reasons.

CAÑON CITY MIDDLE SCHOOL COURSES DESCRIPTIONS

Core Classes

Language Arts-Students in each grade level will focus on the Colorado Academic Standards for Reading and Writing. This will include an in-depth study of grammar, composition, and a variety of reading genres. Students will also focus on oral and written communication skills that can be applied in the real world.

Mathematics-Students in each grade level will focus on the Colorado Academic Standards for Math. This will include an in-depth study of mathematical principles presented in a manner that will benefit the student's current level of performance in math skills.

Science-Students in each grade level will focus on the Colorado Academic Standards for Science and learn skills that can be applied in real life. This will include an in-depth study of physical, earth, and life sciences. Students will have the opportunity to engage in various scientific lab experiments throughout the course.

Social Studies-Students in each grade level will focus on the Colorado Academic Standards for Social Studies. This will include an in-depth study of the Western hemisphere in 6th grade, Eastern hemisphere in 7th, and the American Revolution to reconstruction in 8th.

LIFE SKILLS COURSES

Physical Education-Students in each grade level will participate in lifetime and team sports, as well as, focus on physical fitness. Students are required to dress out and bring their own lock during the course. Dress out clothes consists of shorts that come down close to the knees, cotton or nylon sweat pants, tennis shoes, and a shirt that follows dress code. Physical Education attire will also be available for purchase through the school store at CCMS.

Art- Students in each grade level will explore art as a form of communication emphasizing personal expression. Projects will utilize the fundamentals of art, including the elements of art and the principles of design. Students will investigate both 2-and-3 dimensional processes and techniques. Evaluation of projects will consider workmanship, craftsmanship, creativity, and other relevant factors to each individual work. ***There is a required \$5.00 instructional fee for this course.***

Music-Students in each grade level will be able to participate in band, choir, or general music class. Each class will allow students to explore musical interests and learn fundamental performing skills. Band students will focus on playing skills, music notation, and key aspects of marching performances. Choir students will enrich their imagination, creativity, and self-expression through practicing a variety of vocal concepts. General music students will explore a variety of musical concepts and experiences. There is a supply list for this class.

Technology-Students in each grade level will explore a variety of computer concepts while increasing their level of technology fluency. Students will continue to enhance their keyboarding, Microsoft Office, and writing skills throughout the course. *There is a required \$5.00 instructional fee for this course.*

GATE: Gifted and Talented Education (GATE)

6th, 7th, 8th Grades

Gifted and talented students between the ages of 4-21 show exceptional performance and outstanding abilities or demonstrate potential for in-depth advanced programs. The Cañon City School District is committed to providing an educational program that recognizes the unique abilities and dynamic needs of these students, while promoting adequate yearly progress from their points of entry.

Gifted and talented students are capable of:

- High performance
- Exceptional production
- Exceptional learning behavior

Identification is through a body of evidence which includes:

- Teacher/parent recommendation
- Gifted testing scores in the top 5-8 percentile
- Achievement testing in the top 5-8 percentile
- Academic/Artistic achievement and performance in the top 5 percentile.
- Accomplishments/portfolios

District-wide gifted screenings occur at 2nd and 3rd grade. Student re-evaluations occur at 5th and 8th grades.

GATE resource teachers are available at all levels, K-12. For more information, contact Shyla Christensen at shyla.christiansen@canoncityschools.org.

RELEVANT BOARD POLICIES

| Policy File | Policy Name |
|--------------------------------|--|
| AC, AC-R, AC-E | Nondiscrimination/Equal Opportunity (and complaint process) |
| ADC | Tobacco Free Schools |
| ADE | Local Wellness Policy |
| EBCE | School Closings and Cancellations |
| IHAMR | Health and Family Life/Sex Education (Exemption Procedure) |
| IHCDA | Concurrent Enrollment |
| IKA | Grading/Assessment Systems |
| IKF-2 | Graduation Requirements (Beginning with Class of 2021) |
| IMB | Teaching about Controversial Issues and Use of Controversial Materials |
| IMBB | Exemptions from Required Instruction |
| JB | Equal Education Opportunity |
| JBB | Sexual Harassment |
| JH | Student Absences and Excuses |
| JHB | Truancy |
| JIC | Student Conduct |
| JICA | Student Dress Code |
| JICC | Student Conduct in School Vehicles |
| JICDA | Code of Conduct |

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| JICDD | Violent and Aggressive Behavior |
| JICDE | Bullying Prevention Education |
| JICEA | School-Related Student Publications |
| JICEC | Student Distribution of Noncurricular Materials |
| JICF | Secret Societies/Gang Activity |
| JICH | Drug and Alcohol Involvement by Students |
| JICI | Weapons in School |
| JICJ | Student Use of Cell Phones and Other Personal Technology Devices |
| JIH | Student Interviews, Interrogations, Searches and Arrests |
| JA-1 | Student Organizations |
| JK and JK-R | Student Discipline |
| JK-2 | Discipline of Students with Disabilities |
| JICA | Student Dress Code |
| JICC | Student Conduct in School Vehicles |
| JICDA | Code of Conduct |
| JICDD | Violent and Aggressive Behavior |
| JICDE | Bullying Prevention Education |
| JICEA | School-Related Student Publications |
| JICEC | Student Distribution of Noncurricular Materials |
| JICF | Secret Societies/Gang Activity |
| JICH | Drug and Alcohol Involvement by Students |
| JICI | Weapons in School |
| JICJ | Student Use of Cell Phones and Other Personal Technology Devices |
| JIH | Student Interviews, Interrogations, Searches and Arrests |
| JA-1 | Student Organizations |
| JK and JK-R | Student Discipline |
| JK-2 | Discipline of Students with Disabilities |
| JKA, JKA-R | Use of Physical Intervention and Restraint |
| JKA-E-2 | Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion |
| JKBA and JKBA-R | Disciplinary Removal from Classroom |
| JKD/JKE | Suspension/Expulsion of Students |
| JLA | Student Insurance Programs |
| JLCB and JLCB-R | Immunization of Students |
| JLCD | Administering Medication to Students |
| JLCDA | Students with Food Allergies |
| JLDAC | Screening and Testing of Students (And Treatment of Mental Disorders) |
| JLDAC-E | Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) |
| JLF | Reporting Child Abuse/Child Protection |
| JLFF | Sex Offender Information |
| JQ | Student, Fees, Fines and Charges |
| JRA/JRC | Student Records/Release of Information on Students |

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|-----------------------------|---|
| JRA/JRC-R | Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures) |
| JRA/JRC-E-1 | Notification to Parents and Students of Rights Concerning Student Education Records |
| JRCA | Sharing of Student Records/Information between School District and State Agencies |
| JS | Student Use of the Internet and Electronic Communications |
| KBBA | Custodial and Noncustodial Parent Rights and Responsibilities |
| KI | Visitors to Schools |

A complete list of student related Board Policies can be found [here](#).