

Parent/Student Handbook 2007-2008

Estes Park Middle School

1500 Manford Avenue

Estes Park, CO 80517

(970) 586-4439

Student Message Line 586-7403

Fax (970) 586-1100

District Weather Line 586-7401~ District Activity Line 586-7405

District Web Site: www.estesschools.org

Mission Statement

Estes Park Middle School is committed to cultivating academic, social, and personal growth. We believe that achieving mastery in basic skills is necessary for students to develop a positive self-image. We dedicate ourselves to the development of learning programs which provide for child-centered instruction relevant to the needs of middle school-aged children.

Students, parents/guardians and legal custodians are encouraged to review the contents of this handbook. Keep in mind that it was not designed to be all-inclusive, but rather utilized as a reference. Should concerns arise about the information you read here, please contact the office. Additional copies are available in the office for parents/guardians.

Table of Contents

Topic	Page
District Vision, Mission, Beliefs, End Results for Students	3-4
School Board Members and Contact information	5
Staff Member Contact Information	6
Office Hours, School Hours	6-7
School Cancellation or Early Dismissal	7
School Counselor	7
Attendance Procedures	7
Absences: Family Vacations, Illness During the Day, Make Up Work, Excessive Absences, Tardies, Withdraw or Transfer	7-8
Parent Participation: Volunteers, Academic Booster Club, Conferences, Building Accountability Committee, District Accountability Committee	8-9
Open Records	9
Visitors	9
Home School Connection	9
Patriotism	9
Parent/Guardian/Legal Custodian/Community Member Concerns	9-10
Student Academic Performance	
Standardized Testing	10
Homework Policy	10-11
Report Cards/Grading	11
Honor Roll	11
Retention	11
Student Guidelines	
School Athletics and Activities	11-12
Sportsmanship	12
Dance Guidelines	12

Table of Contents

Topic	Page
Out of Town Travel Rules	12
School Health Insurance	12
Lockers	12
Care of School Equipment	12
Bicycles, Skateboards, Scooters	12-13
Lost and Found	13
Field Trips	13
Appropriate Dress	13
Telephone Use/ Student Messages	13
Breakfast/Lunch Program, Snacks	14
Parties, Social Events, Special Events	14
School Boundaries	14
Posters at School	14
Video Cameras	14-15
Health Services	15-17
Curriculum /Instruction	
Courses/Program	17
Standards Based Education	18
Special Education	18
English Language Learners (ELL)	18
Talented and Gifted (TAG)	18
Section 504 Services	18
Media Center Services	18
Comprehensive Health Program K-12	18
Teaching about Controversial Issues	19
Discrimination/Harassment	19-20
Complaint Procedure	21
Student Conduct	21
“ROARS”	21
Code of Conduct/Discipline Matrix	21-24
Co and Extra Curricular Activities	24-25
Park School District R-3 Bus Riders Safety Handbook	25
General Safety Rules	25
Waiting for the Bus	25
Loading the Bus	25
Conduct on the Bus	25-26
Getting Off	26
Crossing Street	26
Prohibited Items	26
Transportation of Students to Other Destinations	26
Accidents or Emergencies	26
Extra curricular Trips	26-27
Discipline	27
Notice to Students and Parent/Guardian regarding the use of video recorders on school buses.	27-28
Acceptable Computer Use	28
Computer and Network Rules	28-29
Calendar 2007-08	30

Park School District R-3

The Board of Education, on behalf of students, staff, parents/guardians, and the community, holds itself accountable by ensuring its actions are consistent with the beliefs, vision, and mission of the school district and the Board's "End Results for Students." The Board will demonstrate its commitment to student achievement in all its decisions. The Board is committed to rigorous, continual improvement of its capacity to govern through policy by clearly articulating the district's beliefs, vision, mission, and ends policies.

Vision

A Community Partnership in Education...where each student is prepared to reach his or her potential for success.

Mission

We, as a community, are committed to the development of well-educated, self-directed, life-long learners in a safe environment that enables our students to grow in knowledge, skills, and self-discipline necessary for success in a changing world, while promoting and affirming respect for learning, self, and others.

Beliefs

As a school district, we are guided by the following beliefs:

Each student can learn.

Students share in the responsibility for learning.

Students learn best in an environment that affirms respect for learning, self, and others.

Educational leadership rests with our professional administrators.

Teachers are our most valuable resource for academic achievement.

Excellence in learning is best achieved by collaboration among faculty, staff and administrators who care for students, encourage the development and utilization of individual student talents, and excel in their own areas of expertise and responsibility.

Success for our students depends on strong partnerships among students, parents/guardians, district staff, Board of Education, and the community.

The needs, talents, interests, and learning style of each student are to be considered within the scope of available resources.

The alignment of resources with learning goals will increase student achievement.

End Results for Students

As a result of our efforts, each student will:

1. Be proficient in Math, Reading and Writing, and attain at least one year of academic growth annually in Math, Reading and Writing.
2. Attain appropriate academic growth annually toward or beyond proficiency in other curricular areas. These areas may include but are not limited to:

Business Education	Physical Education
Consumer and Family Studies	Science
Foreign Language	Social Sciences
Health Education	Technology
Language Arts	Visual Arts
Music	Vocational Education
3. Develop the skills and knowledge to utilize technology in various mediums as a tool to support and enhance learning and achievement.
4. Develop the skills and knowledge to make responsible individual choices.
5. Develop the skills and knowledge to be a responsible and contributing citizen.
6. Benefit from participation in available co- and extra curricular activities.

End Result 1 for Students: Demonstrate proficiency in district-established standards for the foundational skills of reading, writing, and math, prior to graduating or advancing to the next level.

- **Objective 1:** Improve student performance levels in math as measured by an assessment profile utilizing data from Colorado Student Assessment Program (CSAP), American College Testing (ACT), Classroom Assessments and/or other district measurements.
- **Objective 2:** Improve student performance levels in Reading as measured by an assessment profile utilizing data from CSAP, ACT, 3rd Grade Literacy Checklists, Classroom Assessments and/or other district measurements.
- **Objective 3:** Improve student performance levels in writing as measured by an assessment profile using data from CSAP, ACT, 3rd Grade Literacy Checklists, Classroom Assessments and/or other district measurements.

End Result 2 for students: Demonstrate proficiency in district established standards in appropriate content areas, prior to graduating or advancing to the next level.

- **Objective 1:** Students will demonstrate appropriate academic growth toward or beyond proficiency in other curricular areas as measured by classroom assessments. Colorado Student Assessment Program (CSAP), ACT and/or other district assessments will be utilized as an additional measure of proficiency when available in identified subject areas.

End Result 3 for Students: Develop the skills and knowledge to utilize technology and to access information.

- **Objective 1:** Develop and adopt district standards for student achievement and proficiencies in technology.
- **Objective 2:** Develop an articulation map of K-12 technology skills and knowledge in accordance with district standards to improve student performance levels in technology as measured by classroom assessments and/or other district measurements.
- **Objective 3:** Integrate standard based technology skills.

End Result 4 for Students: Develop the skills and knowledge to make responsible individual choices.

- **Objective 1:** Develop a district code of conduct to assist students in the understanding of their related personal choices.
- **Objective 2:** Develop a district discipline code to assist students in the understanding of their related personal choices.
- **Objective 3:** Develop a system of articulation between the district code of conduct and discipline code and all co- and extra curricular activities.
- **Objective 4:** Expose students to curricular areas that develop the skills and knowledge to help assist them in making responsible individual choices.

End Result 5 for Students: Develop the skills and knowledge to be a responsible and contributing citizen.

- **Objective 1:** Provide opportunities that encourage each student to become a responsible and contributing citizen.
- **Objective 2:** Provide opportunities for career and interest exploration.

End Result 6 for Students: Benefit from participation in available co and extra curricular activities.

- **Objective 1:** Encourage and support student participation in co and extra curricular activities.
- **Objective 2:** Encourage improvement in student performance in co and extra curricular activities.
- **Objective 3:** Improve and enhance existing school programs as measured by yearly participation and satisfaction surveys.
- **Objective 4:** Support community led activities that enhance the existing district co- and extra curricular activities.

**Park School District R-3
Superintendent of Schools
and
Board of Education**

Linda Chapman - Superintendent
586-2361 ext. 3003
Email: Linda_Chapman@psdr3.k12.co.us

Larry Pesses - President
570 Devon Drive
P.O. Box 455
Estes Park, CO 80517
Home: 586-0844
Work: 586-6002, ext. 14
E-mail: lpesses@stonestreetmarketing.com

Todd Jirsa - Vice-President
401 Lakefront St.
Estes Park, CO 80517
Home: 586-6371
Cell: 970-481-0915
E-mail: tajirsa@ix.netcom.com

Meredith Sloan - Secretary
440 Riverside Drive
P.O. Box 4348
Estes Park, CO 80517
Home: 586-3155
Work: 577-1911
E-mail: shampine@aol.com

Michael Miller - Treasurer
2165 Governors Lane
Estes Park, CO 80517
Home: 586-4350
Cell: 227-4887
E-mail: mike@millerhardin.com

Becky Johnson - Director
1440 Marys Lake Rd
Estes Park, CO 80517
Home: 586-4734
Cell: 970-231-4722
E-mail: rlg052065@aol.com

Staff Members of Estes Park Middle School

Staff Member	Position	Phone Extension	Email
Robin Weidemueller	Principal	3201	robin_weidemueller@psdr3.k12.co.us
Randy Hinson	Assistant Principal/Athletic Director	3320	randy_hinson@psdr3.k12.co.us
Deb Mahon	Secretary/Registrar	3203	deb_mahon@psdr3.k12.co.us
Wendy Rashid	Secretary/Bookkeeper	3202	wendy_rashid@psdr3.k12.co.us
Elizabeth Repola	Library Media Specialist	3215	elizabeth_repola@psdr3.k12.co.us
Mary Gooch	Tech Assistant	3215	mary_gooch@psdr3.k12.co.us
Melissa Gonzales	Counselor	3204	melissa_gonzales@psdr3.k12.co.us
Carol Carner	6th Grade Math	3259	carol_carner@psdr3.k12.co.us
Jill Stone/Jennifer Taylor	6th Grade Science	3268	jill_stone@psdr3.k12.co.us
Sonja Greenway	6th Grade Language Arts	3151	sonja_greenway@psdr3.k12.co.us
Mark Erickson/A. Sunday	6th Grade Geography	3159	mark_erickson@psdr3.k12.co.us
Bruce Vik	7th Grade World Cultures	3280	bruce_vik@psdr3.k12.co.us
Jennifer VanWormer	7th Grade Language Arts	3278	jennifer_vanwormer@psdr3.k12.co.us
Joe Frey	7th Grade Science	3225	joe_frey@psdr3.k12.co.us
Martha Tierney	7th Grade Math	3277	martha_tierney@psdr3.k12.co.us
Elizabeth Reichardt	8th Grade Language Arts	3261	elizabeth_reichardt@psdr3.k12.co.us
Ruby Bode	8th Grade Science	3221	ruby_bode@psdr3.k12.co.us
Jeff Arnold	8th Grade History	3265	jeff_arnold@psdr3.k12.co.us
Kathy Klipstein	8th Grade Math	3257	kathy_klipstein@psdr3.k12.co.us
Allen Wilson	ELL Program	3241	allen_wilson@psdr3.k12.co.us
Sundee Pietsch	Special Education	3181	sundee_pietsch@psdr3.k12.co.us
Ashley Murphy	Special Education		ashley_murphy@psdr3.k12.co.us
Melinda Merrell	TAG	3213	melinda_merrell@psdr3.k12.co.us
Amanda Dahms	Spanish	3229	amanda_dahms@psdr3.k12.co.us
Jessica Copelin	Spanish 6th grade		jessica_copelin@psdr3.k12.co.us
Chuck Varilek	Band	3209	chuck_varilek@psdr3.k12.co.us
Alan Denney	Choir	3356	alan_denney@psdr3.k12.co.us
Nicole Rische	Art	3269	nicole_rische@psdr3.k12.co.us
Sam Hewson	Physical Education/Health	3110	sam_hewson@psdr3.k12.co.us
Tammy Bagley	Physical Education/6 th Seminar	3239	tammy_bagley@psdr3.k12.co.us
Sue Meadows	Life Skills	3266	susan_meadows@psdr3.k12.co.us
TBA	Special Education Paraprofessional	3241	@psdr3.k12.co.us
TBA	Special Education Paraprofessional	3232	@psdr3.k12.co.us
Ruth Olstrom	ELL Paraprofessional	3234	ruth_olstrom@psdr3.k12.co.us
Tiffany Goll	Interpreter	3628	tiffany_goll@psdr3.k12.co.us
Kyle Collins	Custodian	3216	kyle_collins@psdr3.k12.co.us
Cindy Collins	Custodian	3216	cindy_collins@psdr3.k12.co.us
TBA	Math Para		
TBA	Academic Assistance		

Office Hours

The office hours during the school year are 7:30 am until 4:00 pm Monday through Friday except on days when school is not in session.

School Hours

School begins at 7:50 a.m. and ends at 3:15 p.m. Buses will arrive at school at approximately 7:40 a.m., and depart from school at 3:25 p.m. We ask that parents/guardians make every effort to see that students do not arrive prior to 7:30 a.m. Staff supervision does not begin until that time. A warning bell will ring at 7:40 a.m., and students may go to their

classrooms at that time. Students arriving at school after 7:50 a.m. must report to the office to receive a pass to class. Tardies to school must be excused by a parent/guardian via telephone or written note. Telephone calls or written notes must occur within 24 hours. Otherwise, the tardies will become unexcused.

School Cancellation or Early Dismissal

Information relative to buses not operating, early closing or delayed start of school, is aired on radio stations 1470 AM KEZZ, 1410 AM KCOL, 850 AM KOA and television channels 4, 7 and 9.

If school buses are unable to operate safely, school will be canceled. Park School District R-3 will notify KEZ and KOA in time for the 6:00 a.m. transmission. The stations repeat school closing information periodically.

Delayed school starts due to inclement weather or other emergencies may occur at times. If this becomes necessary, radio stations will be informed. A delayed start means school will begin one and one half hours later. Weather and school closure and delayed start information is also available by calling the district weather line at 586-7401. The weather line is updated each day at 6:00 a.m. School will begin at 9:30 a.m. if there is a delayed start. All classes will meet on a shortened time schedule. Early dismissal of students will be communicated to parents/guardians. Since every student will have the opportunity to telephone his/her parent/guardian to inform them of the early school closing, we ask that parents/guardians do not call the school. This will prevent jamming of the phone lines.

School Counselor

The middle school counselor is an educator. This middle school counseling program is designed to teach all students essential skills for life. The counselor helps students develop these skills through small group discussions, individual guidance, counseling and consultation with classroom teachers. Students may “sign up” in the office to see the counselor on an individual basis. The counselor is also available to parents/guardians regarding any academic or personal concerns about students, and may be reached by calling 586-4439, from 7:30 a.m. to 4:00 p.m. each day.

Attendance Procedure

Regular and prompt attendance at school is essential to a positive school experience and is the foundation for learning. Colorado State Law specifies that every child who is under the age of sixteen “shall be in full attendance”. Exceptions are made for cases of personal illness, medical and dental attention, and family emergencies. We will also excuse absences required by religious holidays, court appearances, and extreme weather conditions. **Students must be present at least one-half day on the day of an activity, such as an athletic event, field trips, club meetings, assemblies, etc., to be eligible to participate.**

Absences

Family Vacations

Absences for family vacations are strongly discouraged. However, if a student is to be absent from school due to a family vacation, a contract regarding this absence **MUST** be completed **PRIOR** to departure. An “Informed Vacation Consent” form is available in the school office.

Illness during the Day

Students who become ill during the school day must report to the office. If it is necessary for a student to leave school because of illness, the district nurse, or person in authority in the absence of the district nurse, must obtain permission from a parent/guardian to release the student. The parent/guardian must sign the student out before leaving. **At no time will the student be allowed to leave without permission from the office.**

If a student is to be absent from school, we request that a parent/guardian call school the **MORNING** of the absence, stating the reason for the absence (586-4439). If calling is not possible, we ask that the parent/guardian send a written

note with the student stating the reason for the absence on the day of return. The absence will be considered UNEXCUSED, if there is no correspondence from the parent/guardian.

If a child needs to leave school grounds during the school day for any reason, she/he must be signed out through the office by a parent/guardian. If a student is to leave with another adult, or will be walking to a nearby appointment, a note or call to the office is necessary. **In addition, the student must sign out in the office.**

Make-Up Work

Make-up work will be arranged AFTER the student returns to school, unless the period of absence has extended beyond TWO days. For extended absences, make-up work can be collected by calling the school office. **We will need to provide our teachers with a full day's notice to prepare make-up assignments, so they will not be available until the day following your phone call.**

Excessive Absences

When a child reaches a total of four excused or unexcused absences in a quarter, a letter will be sent home to the parents/guardians. If absences continue, a conference with the School Attendance Review Board (SARB) will be held to develop a plan for improved attendance. Colorado State Law requires children up to age 16 be in regular attendance at school. Failure to have regular attendance could result in a truancy petition to the District Attorney.

Tardies

School – If a child is late for school, the parent/guardian should accompany him/her to the office to check-in, or they should send a note with the student to excuse the tardiness.

Class – Students will be considered tardy if they are not present when the class starts. Detention for excessive tardies will be assigned by the classroom teacher.

Withdraw or Transfer

If a student plans to withdraw or transfer from the school at any time during the school year, **the parent/guardian must notify the office prior to the last day of attendance.** The student will be required to complete a check out form indicating that all books have been returned and **all fines and fees are settled.** Students' records will **not** be transferred to any person or agency outside the school district nor will a student be allowed to register for classes, unless a proper check out procedure has been completed by the student and signed by a parent/guardian.

Parent Participation

Parent / Guardian Volunteers

We encourage active parental involvement in the educational development of our students. We welcome and encourage parents/guardians, grandparents, friends, and general community members to volunteer time for the benefit of children at Estes Park Middle School. Volunteers need to check in the office and receive a designated ID badge.

Academic Booster Club (ABC)

Members of the Academic Booster Club engage in such activities as: decorating lockers, Bobcat Night, assemblies, etc. Parent/Guardians may become members of ABC by indicating their interest on the volunteer sign up sheet that is included in the student registration materials.

Parent/Guardian-Teacher Conferences

Parents/guardians are strongly encouraged to contact the middle school and arrange appointments to discuss any concerns as they occur. Conferences may be arranged with individual instructors or with core academic teams. Regular conferences are scheduled for November 2007 and March 2008. This year many of our staff will be facilitating "student led" conferences with their advisory teacher acting as the facilitator. The EPMS teachers also have voice mail messaging service and email. Parent/Guardians may call the office at 586-4439 and request to leave a message. Voice mail extensions and email addresses for the staff are listed on the Middle School Staff page in this handbook. Communication

between home and school is a two-way process. Please contact us with any concerns, comments, accomplishments of your child, or any other bit of information that would help us in serving your child. We enjoy hearing from you.

Middle School Building Accountability Committee (MSBAC)

Parents/Guardians, teachers, and community members are encouraged to take an active role in improving our school by participating on the Middle School Building Accountability Committee. Scheduled meetings for the 2007-2008 school year are the second Tuesday of the month, 3:30-4:30 pm in the Middle School Library. The following dates have been scheduled: September 11, October 9, November 13, December 11, January 8, February 12, March 11, April 8, and May 8. These meetings are all open to the public – We hope to see you there.

District Advisory Committee

The District Advisory Committee meetings are held on the fourth Monday of the month. Meetings begin at 7:00 p.m. in the Board Room of the Administration Building. Ward Durrett is chairman and Anne Smith is vice-chair.

Open Records

A child's records are available for inspection by the parent/guardian. A parent/guardian's signature will be obtained and kept on file when records are inspected.

Visitors

Parents/guardians are encouraged to visit our school and/or classes at any time. Visitors **must** check-in at the main office and receive a "visitor ID badge." We encourage parents/guardians to schedule their visitations ahead of time. Visitors who are on campus who have not checked-in the office will be asked to leave.

Students are not allowed to bring visitors nor have visitors meet them at school. We will allow students to bring a guest to lunch, if **prior** arrangements are made in the school office.

Home/School Connection

Parent/Guardians will receive written information concerning middle school activities through the weekly school newsletter, "The Bobcat Tracks." It will include schedules of planned activities and useful information about educational issues. The Tracks are distributed through email or in paper for those without access to email. They contain pertinent information about the middle school. Please contact the office to include your name and email address to our list! Parents will have access to their student's grades, attendance and behavior through the "Parent Portal" feature of Infinite Campus. Questions dealing with the parent portal should be directed to the building secretaries at 586-4439. New students/parents/guardians will receive their identification code via the mail which will enable them access to the parent portal. Current users with identification codes may continue to use the same information to access the portal.

Patriotism

Colorado Revised Statutes require that each classroom display the American flag. Park School District R-3 stresses pride and allegiance to the country in which we live. Often times, classes recognize this by saying the Pledge of Allegiance. Should your religious convictions forbid your child's participation in this activity, he/she may choose not to participate by remaining quietly seated during the reciting of the Pledge of Allegiance.

Parent/Guardian / Legal Custodian/ Community Member Concerns

Establishing a good relationship between school and home is critical to school success. When problems or concerns arise, please take the following steps toward resolution. Have the student explain the event and then call the school for an appointment to talk with the person involved (teacher, bus driver, coach, paraprofessional, cafeteria manager, etc.) It is helpful not to present the issue while visiting at a ballgame, bake sale, gas station, grocery store, etc. unless extenuating circumstances exist.

During the conference with the person involved, explain what the student has reported to you. Allow the teacher (or other person) time to present his/her information regarding the situation. Most problems are usually solved with this type of conference. However, if you are not satisfied with the outcome of this conference, ask the teacher to set up a conference

with the building Principal or go directly to the office to set up a conference. At this conference, the Principal will hear the concern of the parent/guardian or legal custodian and the teacher. The problem can usually be resolved or a plan developed to do so within a reasonable time. In rare instances a parent/guardian or legal custodian may still not be satisfied with the decision made. The Principal will then arrange a conference for all involved to meet with the Superintendent of Schools. At this conference all parties will present their views and every effort will be made to solve the problem objectively. Should there still remain a problem, as a last resort, the Superintendent will refer the situation to the Board of Education for the recommendation.

It is important to note that through policy, the Park School District R-3's Board of Education has stated (Policy Board/Superintendent Relationship (B/SR)-1), that *"The Board's connection to the operation and management of the school district is the Superintendent of Schools, who is expected to function as the education leader of the district."* Policy Governance Process (GP)-6 further states that *"Accordingly*

1. Board members should represent to the best of their ability the interests of the citizens of the entire school district.
2. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Members' interaction with the Superintendent of Schools or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the Board.
 - b. Members' interaction with the public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except when explicitly authorized by the Board or to repeat explicitly stated Board decisions
 - c. Members will not publicly make or express individual negative judgments about Superintendent of Schools or staff performance. . . ."

In this way, parents/guardians/legal custodians/community members/district staff/Superintendent of Schools/and Board Members will follow the procedures outlined above for concerns and problems to be resolved as closely to the origin as possible.

In all cases, if a resolution is not reached or acceptable, Park School District R-3 encourages taking the next step in the outlined procedure.

Student Academic Performance

Standardized Testing

Students in sixth, seventh, and eighth grades will be completing standardized tests in the spring. Our students currently take the Colorado Student Assessment Program (CSAP), District Level Assessments, Ed Performance and Achievement Series Assessments. The results of these tests are shared with parents/guardians by letter and those who desire a follow-up conference are encouraged to contact our school counselor at 586-4439.

Homework Policy

The Middle School Building Accountability Committee (MSBAC) has worked to develop a homework policy for our school. The following items pertain to homework at our school:

1. Homework will not be assigned to teach new concepts in a class.
2. Feedback regarding homework performance will be provided to students.
3. Homework will be assigned for practice, preparation for examination, extension of an activity, or to tap student creativity.
4. Parents may utilize the student agenda booklets as a means to communicate, if questions arise during homework.

5. Adequate lead time will be provided if extra books or materials will be needed for a homework assignment.
6. New homework assignments will not be assigned for completion during school holidays.

Report Cards/Grading

Estes Park Middle School utilizes a traditional “A, B, C, D, F” letter grading system. The percentage mark scale is:

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

Academic Core and Exploratory subjects are reported in percentages. Progress reports are mailed home in the middle of each quarter. Report cards are mailed home one week after each quarter grading period ends.

Parent/Guardians are encouraged to regularly review student agenda books for progress and contact the middle school office with concerns.

Honor Rolls

After each grading period, the principal’s office will identify those students who have recorded a grade point average between 3.3 and 3.9 earning the Bobcat Honor Roll. Students with a perfect 4.0 grade point average will be placed on the Principal’s Honor Roll. Honor roll students receive formal recognition through locker decorations, the Trail-Gazette, The Estes Park News and the Academic Pep Assemblies.

Retention

Retention of a student shall be considered student performance is significantly below ability and/or grade level and when retention would have a reasonable chance of benefiting the child. The school staff would also consider the social or emotional adjustment.

Deficient academic performance shall be defined as

Failing grades (F) in three of the academic areas: language arts, mathematics, reading, science, or social studies.

OR

Failing grades (F) in two of the above listed academic areas with low grades (D) in other areas.

Student Guidelines

School Athletics and Activities

The Middle School attempts to provide a variety of activities and athletic participation to students. These include football, volleyball, cross country, swimming, basketball, wrestling, track, soccer, Brain Bowl, Spelling Bee, National Word Power, Geography Bee, Young Chautauqua, Spirit Club, Student Council, Yearbook, Choir, Band, Orchestra and Drama. The emphasis of the programs is to have students develop basic skills and to encourage them to explore a variety of activities during the year.

Students who participate in the interscholastic programs require a current (within one calendar year) physical evaluation, signed by a medical doctor, proof of personal medical insurance, and compliance with Park School District R-3 training rules. Parents who do not carry personal medical insurance may obtain information in the school office to purchase a student policy.

Coaches or sponsors will be held responsible for the equipment distributed for their sport or activity. Students will be instructed as to the proper use of equipment checked out to them and will understand their liability in regard to lost, stolen or damaged equipment.

All athletic programs and most activity programs (see Course Description Flyer) require student attendance outside the regular school day. Transportation arrangements for student who wish to participate in these programs must be made by parent/guardians.

The school will provide transportation to scheduled out-of-town events. Parents who wish to pick up **their student** after the event need to notify the school office and coach verbally or in writing. **Students must attend school at least one-half day on the day of the event to be eligible to participate in an activity.**

Sportsmanship

Fair play, courtesy, generosity, self-control and respect for the opposing team and school will not be sacrificed in our desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure continuous friendly and fair treatment to visiting players, school officials, fans and game officials.

This is the basic tenet of the programs in the Park School District R-3 and shall be strived for above all else.

Spectators and athletes who do not cooperate will be asked to leave, and future attendance may be restricted.

Dance Guidelines

The middle school dances are sponsored by Parents and Community for Kids (PACK Inc.). The dances are held in the middle school gymnasium. Therefore, students attending the dances must adhere to the Middle School's guidelines concerning dress and appropriate behavior.

Out of Town Travel Rules (High and Middle School)

For out of town travel, participants are under the direction and control of the coach or sponsor on all trips and shall make the trip using transportation provided by the school.

Students may be transported to an activity by their parents/guardians or may be released to their parents/guardians following participation. If a student wishes to ride home with a parent/guardian, or any other adult, following participation, this request must be made in writing by the parent/guardian of the student and given to the school office prior to the trip. The office will provide a copy for the sponsor. Students will not be allowed to transport themselves to any contest in which they are participants.

Any student misconduct during an out-of town activity will be reported to a school Administrator on the next regular school day after the activity and consequences will be given.

School Health Insurance

Accidents can occur at school or on school grounds. The school district does not provide medical coverage for student injuries caused by accidents. Students may obtain medical insurance through a carrier coordinated by the Park School District R-3. The student's parent/guardian is expected to bear the cost of the premium for this insurance. All questions regarding claims, payments, coverage, etc., should be directed to the insurance company or its agent. Proof of medical insurance is required for participation in interscholastic athletics.

Lockers

Students will be provided a locker in which to store books and coats. The locker is considered school property and may be searched by school officials, with or without permission.

The school is not responsible for the loss or theft of personal items from students at school. However, it is important that students report any loss or damage to the office. We suggest that students be discouraged from bringing valuables and/or money to school or to school activities, and from giving out their combinations to others.

Care of School Equipment

Students are entrusted with the care of lockers, books and general equipment during the school year. Damage to any school equipment obligates the student or parent/guardian for restitution in the form of repair or replacement costs.

Bicycles, Skateboards, Scooters

Students may ride their bicycles, skateboards, scooters and roller blades to school. For safety of others, we ask that students do not ride on the sidewalks and on the grassy hills in front of the school. Also, if students fail to operate their

bikes, skateboards, scooters and roller blades on campus in a safe manner, they may lose the privilege of riding them to school and parking on school property.

Bicycles must be parked in the racks in front of the building. Skateboards, scooters and roller blades must be kept in student lockers or in the office. It is the sole responsibility of the student rider to use security locks to prevent theft. The school assumes no responsibility for bicycles parked in the racks during the school day.

Lost and Found

Middle school students sometimes misplace articles of clothing, backpacks, etc. Items found are kept in the office for up to one quarter. Lost and found is readily accessible to both students and parents/guardians. Items that are not claimed within the quarter will be donated to charity.

Field Trips

Field trips taken during the regular school day are considered a part of the school program. The school will notify parents/guardians of a daily field trip by sending written notices home with the students. Parent volunteers are encouraged and welcomed on field trips. Students must have signed permission from a parent/guardian for each field trip to be allowed to participate.

Appropriate Dress

Appropriate dress and grooming for school is the **responsibility of parents/guardians and students**. The school principal retains the right to take action when student dress presents a danger to health or safety, interferes with schoolwork, creates a distraction, or is inappropriate for school.

Shoes must be worn at all times. Bare midriffs, net shirts, cut shirts, backless shirts, off the shoulder shirts, tank tops, sleeveless shirts with less than two inch straps, shirts with spaghetti straps, shirts revealing cleavage, sunglasses, bandanas, clothing bearing inappropriate logos will not be permitted. Jeans with excessive holes, or holes in inappropriate places, will not be permitted. Pajamas (loungewear) and/or slippers may only be worn for special activities. (Pajama Day, Team dress, etc.)

Shorts may be worn to school, but they must extend at least mid thigh or to the bottom of fingertips (with arm extended). Skirts and dresses must extend to mid thigh or the bottom of fingertips with arms extended. Boxer shorts, spandex shorts, swimwear, exposed underwear or long underwear will not be permitted. Pants must be worn above the hips, with no undergarments exposed.

The school principal retains the right to ban any apparel, insignia, jewelry accessory, notebook or other school supply or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute which may denote possible membership or affiliation with gangs.

Headwear (for example; hats, scarves, headbands) may not be worn inside the building between 7:50 a.m. and 3:15 p.m., except on specially designated activity days. Students are expected to wear the appropriate dress for PaCK dances, music concerts, Eighth Grade Promotion, etc.

Pagers, Cell phones, Headphones, etc.

Students may not use pagers, cellular phones, headphones, CD players, laser pens, etc., during school hours. These items may be kept in students' lockers between 7:50 a.m. and 3:15 p.m.

Telephone Use/Student Messages

School phones are intended for employee use only. Students must have permission from staff to use the school phones. The school will take important messages from a parent/guardian to a student and attempt to relay information. The message line phone number is 586-7403.

Breakfast and Lunch Program

A type “A” school lunch and breakfast program as established by federal regulations is served each day. Breakfast is available on Monday through Friday from 7:15 a.m. to 7:45 a.m. Students may purchase lunch credits in the food service line. Students may purchase a lunch on a daily basis as well. The prices are as follows: Breakfast – \$1.50, Lunch- \$2.25. Adult breakfast -\$1.90, Lunch-\$2.80.

Free and reduced-priced meals are available to those who meet federal income guidelines. Applications for free or reduced meals are available in the school office. These applications need to be updated each school year.

Breakfast and lunch is served at the Middle School.

Snacks

Juice is available for purchase through a machine in the student center. Food or drink (water bottles are the exception) is not permitted in classrooms. **Pop machines are turned on only after school.** However, the school takes no responsibility for lost coinage in the machines. Teachers may allow students to eat snacks in their classroom depending on the time of day and type of class. Students should check with their teachers to find out when they can eat in classrooms.

Parties, Special Events

The Winter Festival is an all school holiday season celebration held on the last day before Winter Break. It is an annual event sponsored by the middle school student council and includes a variety of activities. Student academic performance, athletic accomplishments, attendance, attitude and behaviors are also celebrated with Academic Pep Assemblies, and Extra curricular Pep Assemblies. Culture Fest is a community-wide event sponsored by the middle school. It is a celebration of the many cultures that contribute to the rich tapestry of our country. We also celebrate Read Across America Week, Fire Safety and Prevention Week, Citizenship and Earth Days, Black History Month, and many others.

Middle school dances are sponsored by Parents and Community for Kids (PaCK Inc.). They are held in the gymnasium four times per year. The dances are chaperoned by parents and run from 7:00 - 9:00 pm. on Friday nights.

School Boundaries

Once school has started for the day, students are not permitted on the north (front) side of the building. The boundaries for students on the playground (rear) of the building are the **bottom of the hill** to the south, the gates by the basketball courts to the east, and the path to the elementary school to the west. **Students are not permitted behind the boiler room south of the building.** Classes under the supervision of a teacher may go outside the boundary areas. Students who leave these boundaries without permission will be considered truant.

Posters at School

Because the school is used for many functions during the year, it’s important to keep the school looking as neat as possible. In order to do this, the following rules apply to posters:

1. Only school-sponsored activities may be advertised throughout the school building.
2. All posters need to be signed by the principal or designee to be displayed on bulletin boards. They must be taken down after the event is completed.
3. Writing of any kind is not allowed on walls.
4. A Community Announcement Board exists in the commons area for advertising non-school sponsored activities and events in the community.

Video Recorders

The District has installed video capability on all school buses to monitor school transportation and in some buildings in hallways, etc. Tapes will be reviewed on a routine basis and evidence of student misconduct will be documented. Students found to be in violation of the District’s conduct rules and regulations will be notified and disciplinary action will be initiated under the Code of Conduct or Discipline Code.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain in the custody of the School District; and
2. Parents/guardians or legal custodians and students who wish to view videotape in response to disciplinary action taken against a student may request such access in writing. Videotapes will be used only to promote the order, safety, and security of students, staff and property.

Health Services

The purpose of the school health program is to supplement the efforts and guidance of parents/guardians in assuring the health of their children, and to bring about student awareness of regular health care.

The district's school nurse is on duty half time and responsible for the health care services in all of district schools. The nurse participates district-wide in special education and 504 evaluations, and in creating classroom health care plans and emergency care plans when needed. The school nurse is responsible for conducting state mandated hearing and vision screening and is also involved in various health education projects in the classrooms as requested by the teachers/staff. The school office staff assumes the health office duties when the nurse is not present.

Health records are maintained for each student in Park School District R-3, as is mandated by the state. These records are kept on file in the individual health offices and are placed in the student's cumulative file when the student transfers out of the district or graduates.

Please do not send your child to school if he or she is sick.

If a student becomes ill or is injured during a class period, he or she is to notify the teacher. The teacher will then issue a pass to the health office. If illness occurs during a recess or passing period, students are to report to the supervisor of that activity or to their next class to obtain an office pass. The health office personnel will evaluate the illness or injury and take appropriate action. The office staff will attempt to notify parents, guardians or emergency contacts for any illness or injury that is considered serious in nature and that requires more than normal school monitoring or first aid. **If a child has vomiting, diarrhea, or a temperature of 100 degrees or higher, parents will be contacted to take the child home.**

Because of the need to contact parents, it is extremely important to have a completed and signed emergency call card on file.

Students showing symptoms of a communicable disease, an infectious condition or illness of a serious nature will be referred to the school nurse or office staff. The school nurse will report to the principal the names of students having or suspected of having communicable diseases so that appropriate action might be taken to protect other students and staff against the spread of disease.

Medication Procedure

Medications include prescriptions and over-the-counter remedies, such as acetaminophen (Tylenol). The "Permission for Medication" form is available in the school office and must be completed for students who need either prescription or over-the-counter medication administered during the school day. This form requires the signatures of both the prescribing health care provider and the parent or guardian. Once the completed form is received, district staff can begin administering the medication.

Please note that over-the-counter medications can no longer be given to your child without a completed "Permission for Medication" form, which requires signatures of both the prescribing health care provider and the parent or guardian.

- Requests for administration of medication to a student should be discussed with the school nurse. Only the school nurse, or in her absence her designee, will administer medication in compliance with the school's regulations.
- Park School District R-3 personnel are not to administer medication without written orders from the student's prescribing health care provider, who is licensed by the State of Colorado.
- The Permission for Medication form will be kept on file in the health office for one school year. The prescribing health care provider's orders must state:
 1. the child's name
 2. the name of the medication
 3. the dosage and route
 4. the time of day it is to be given
 5. the anticipated number of days it is required to be given at school
 6. instructions to be followed in case of an adverse reaction to the medication
- Medication is to be delivered to the school by the student's parent, guardian, or other responsible adult. Any other means of delivering medication to the school must first be discussed with the school nurse.

Storage of Medication

- Medication kept at school must be delivered and stored in the original container, and expiration dates need to be current.
 - For prescriptions, the container must be provided by and appropriately labeled by a pharmacy. If a child takes medication at home and at school, the pharmacy will provide separate containers for each location upon request.
 - For over-the-counter medications, please write the child's first and last name on the original container.
- Medications will be kept in a designated locked area in the health office of each school.
- A maximum of one month's supply of prescription medication may be stored at school. The school nurse must approve requests for a greater supply.
- Unused medication will be destroyed at the end of the prescribed course of treatment specified by the prescribing health care provider.
- A log or record is to be written in ink and is to contain the date, time of day, student's name, name of medication, quantity or dosage of medication given, and the name and initials of the person giving the medication.

Park School District R-3 will not assume liability for medications that are sent with or are brought to school by a student and self-administered or misused by the student.

Immunization

Park School District R-3 enforces the mandatory state immunization requirements. Proof of immunization or of exemption must be provided in order for any student to attend school. Your health care provider generally gives a statement of immunization specifically for school use at the time of the immunization. Proof must be provided of any immunization that is to be added to a student's file.

According to state law, students who do not meet immunization standards or do not have a properly signed exemption are to be denied school attendance. Parents who are notified that their student is not up-to-date on immunizations will have fourteen calendar days to obtain the required vaccinations and, when needed, to submit a written plan (contract) for completion of those immunizations which are administered in a series.

Required immunizations for middle school students are:

<i>DPT or TD (Diphtheria, Tetanus, Pertussis)</i>	4 doses
<i>Polio</i>	3 doses
<i>MMR (Measles, Mumps, Rubella)</i>	2 doses
<i>Hepatitis B</i>	3 doses
<i>Varicella</i>	required for 6 th grade students

There are additional requirements, especially for students new to Colorado schools. A complete list of requirements is kept in both the principal's office and the school health office. Please contact the school nurse if you have a concern in meeting these requirements.

Student Health Insurance

Supplemental school day and twenty-four-hour insurance coverage is available for students to cover losses resulting from bodily injury sustained at school or school-supervised activities away from school premises. Parents/Guardians bear the cost of the premium for this insurance. The school provides the opportunity to purchase insurance as a service. All questions regarding claims, payments, and amounts of coverage should be directed to the insurance company or its agent.

Colorado Child Health Plan

Health-care coverage is available for uninsured Colorado children living with families who meet the established income guidelines set up by the Colorado Child Health Plan. For more information, please call 970-586-9230 or 970-407-7959. Forms to apply are available in the school office.

Eye Care and Dental Care for Children

The Estes Park Salud Clinic offers eye and dental care for children without insurance whose family income meets the clinic's guidelines. Eligible children receive vouchers that cover the cost of an eye exam, basic lenses and frames, or dental care. For more information on this program, contact the Salud Family Health Center at 970-586-9230.

Curriculum/Instruction

Courses/Programs

- CORE:** Estes Park Middle School offers core academic classes in language arts, math, science, history or geography. These classes meet for 55 minutes each day.
- Exploratory:** Exploratory and elective classes include art, physical education, swimming, health, life skills, band, choir, study skills, literature, and Spanish. These classes meet for 55 minutes each day.
- Advisory:** Students will be scheduled with an Advisor for their three years of middle school. This staff member will act as an advocate for the student, help him or her with recognizing learning styles, career interests, goal-setting, organization, study skills, school and community service, and having a successful career in middle school and beyond. Student led conferences will also take place through advisory. This class meets twice a week for 36 minutes.
- ACE:** ACE stands for Academic and Curricular Enhancement. It is a school-wide program that provides for enrichment and intervention activities as well as focusing on the Board Ends for Students and connections to the community. Students will register for their ACE classes at the beginning of the school year in their Advisory. Each ACE class meets Tuesday, Wednesday and Thursday for 36 minutes per day.

Opportunities are provided for students to participate in sports and other activities including football, basketball, swimming, volleyball, wrestling, track, drama, geography bee, spelling bee, student council, yearbook, spirit club, Brain Bowl, soccer, Tech Club, Culture Club and Science Club.

The specific needs of students are met through the following programs; Special Education, English Language Learners, Talented and Gifted and Individualized Instruction. Special Education serves students with learning disabilities and with emotional problems. English Language Learners (ELL) provides assistance for students acquiring English as a second language. Talented and Gifted (TAG) offers Enhancement activities in all curricular areas. Students are identified based upon teacher/parent referrals and standardized test scores.

Standards Based Education

Park School District R-3 has adopted the Colorado Model Content Standards in the areas of reading, writing, geography, mathematics, science, music, visual arts, foreign language, physical education, economics and history. Curriculum, assessment and professional development are aligned to these standards. This effort, called Standards Based Education, is based upon: every student in Colorado should be held to high expectations and should be taught to achieve agreed upon standards of academic excellence. These standards set out what students should know and be able to do at each stage of their education in the basic subject areas.

Special Education

Park School District R-3 provides Special Education services for students in grades K-12 as required by state and federal law mandates. Participation in the program requires a referral from a teacher, parent/guardian, or other professional, a complete psycho-educational evaluation by district personnel, and a staffing (meeting) where determination of a disabling condition must be made, if special services are to be provided. All evaluations and placements require written parental permission. Individual Education Plans (I.E.P's) are developed for those students who qualify for this program.

English Language Learner (ELL)

This program provides instruction for those students who are limited in English proficiency. These students' linguistic and educational needs are accomplished by focusing on ways to facilitate learning that capitalize on diverse ethnic, cultural, social, and educational backgrounds and experiences.

Talented and Gifted (TAG)

TAG provides an educational program beyond what is provided in the regular classes. Students, capable of high performance, will be able to realize their potential contribution to self and society.

Library/Media Center Services

The Media Center is open from 7:45 a.m. to 3:45 p.m. everyday. Teachers may bring their classes for a prearranged visit and individual students may come as needed by obtaining a permit pass from a classroom teacher. When materials are overdue, the student will be given a notice. If materials are not returned, the student will be required to pay the replacement cost.

Section 504 Services

Section 504 of the Rehabilitation Act of 1973 applies to the policies and practices of public schools. As part of this Act, public schools are responsible for providing both equal access and equal opportunities to persons with disabilities. The determination of which accommodation and services are needed must be made by a group of persons, for example, teachers, counselors, administrators, etc., knowledgeable about the needs of the student, the meaning of the evaluation data and the placement options. Parents/guardians should be included in this process whenever possible. This group must view the nature of the disability and how it affects the student's education.

Comprehensive Health Program K-12

Health Education has been defined as the life long process by which individuals acquire knowledge, attitudes, and behaviors that promote health and foster wise decisions for solving personal, family, and community health problems. The health curriculum for the Middle School is presented in three specific learning blocks: 6th Grade, 7th Grade, and 8th Grade. Within each learning block is a set of objectives relevant to the comprehensive health program presented by the Park School District. Specific topics will be taught in each of the areas listed below:

6th Grade

Peer Relationships
Tobacco
Family Relationships
Communication and
Anger Management
Environmental Health

7th Grade

Self Esteem
Drugs
Fitness and Hygiene
Puberty & Reproduction
Injury Prevention

8th Grade

Violence
Abstinence
Nutrition & Body Image
Consumer Health
HIV and STP

In compliance with Colorado Revised Statutes Article 25-22-104, parents/guardians are advised that the school district does provide health related instruction to students. The health and health-related curriculum contains information that advises abstinence from high risk behaviors, fosters positive self concepts, develops decision making skills, and provides mechanism for coping with resisting peer pressure. Students are allowed exemption from all or any part of the health education program upon request from the student's parent or guardian. Requests for exemption shall be in writing and be addressed to the building administrator.

Teaching About Controversial Issues

Controversial issues are defined as those problems, subjects or questions about which there are significant differences of opinion which generally create strong feelings among people. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial issues because of differences in the values people use in applying the facts.

Each student has the right and need, under competent guidance and instruction, to study issues appropriate to the student's interest, experience and ability. The student issues must access to relevant information, and the student has the obligation to examine carefully all sides of an issue. The student has the right to form and express his/her own point of view and opinions without jeopardizing his/her position in the classroom or in the school.

It is the teacher's responsibility to select relevant issues for study and discussion that contribute to the attainment of course objectives/curriculum and to make material available to students concerning the various aspects of the issues. The teacher also has the obligation to be as objective as possible and to present fairly several sides of an issue. Although the teacher has the right to express a viewpoint and an opinion, the teacher does not have the right to indoctrinate students to his/her views.

Parents/guardians will be contacted to sign a permission slip to allow students to view, listen to, read, and/or discuss controversial issues. If the parent/guardian feels uncomfortable with the issue and chooses not to allow his/her student to participate, an alternate assignment/activity will be provided. If, after careful evaluation of all material by teachers and administration, there is any doubt as to the suitability of presenting certain controversial material, the material in question should be submitted to the Superintendent of Schools for final approval.

Discrimination/Harassment

Non-Discrimination Notice

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment act of 1967 and the Americans with Disabilities Act, concerning the elimination of discrimination and/or denial of services in education, Park School District R-3 hereby notifies all students, their parents/guardians, patrons, current and potential employees that it will not discriminate on the basis of race, color, national origin, sex, marital status, religion, age, and disability in admission to, access to, treatment of, or in employment in educational programs, or activities which it operates.

Grievance procedures have been established for district students, their parents/guardians, patrons, and employees who feel discrimination has been shown.

Inquiries regarding compliance of non-discrimination guidelines may be directed to:

Park School District R-3
Director of Student Services
1605 Brodie Avenue
Estes Park, CO 80517
(970)586-2361 (x3005)

Park School District R-3 is an equal opportunity employer. Complaints may be filed with the school district (PO Box 1140, Estes Park, CO 80517); Office of Civil Rights, U.S. Department of Education, (1961 Stout Street, Denver, CO 80294); or, as applicable with the Equal Employment Opportunity Commission (EEOC) (303 East 17th, Denver, CO 80203); or Colorado Civil Rights Division (CCRD) (1560 Broadway, Denver, CO 80202).

Harassment/Sexual Harassment

The school district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity on the basis of race, color, religion, gender, age, national origin, marital status or disability.

The school district affirms the rights of all students and staff, regardless of race, color, religion, gender or disability to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

The school district further recognizes that sexual harassment is a form of sexual discrimination and a violation of the law that prohibits sexual discrimination. The board is committed to a learning and working environment that is free from general and sexual harassment.

General harassment or discrimination occurs when a staff member or student is denied their civil rights or access to equal educational opportunities through conduct or communications of another staff member or student, including comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, gender, or disability of the individual or group, or creates an intimidating, hostile or demeaning environment for work or education.

Sexual harassment could be interpreted as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a. Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment, advancement, or educational development.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment, advancement, demotion, or educational decisions affecting an individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, or educational performance or creating an intimidation, hostile, or offensive working or educational environment at the district, at specific schools, or in other district settings, such as school buses.
- d. Factors to consider when determining whether sexual harassment exposes students to a hostile environment because of their sex include the age of the victim(s), the frequency, duration, repetition, location, severity, and scope of the act(s) of harassment, the nature and context of the incident(s), whether the conduct was verbal or physical, whether others joined in perpetuating the alleged harassment, and whether the harassment was directed at more than one person.

Sexual harassment as defined above may include, without limitation:

- a. Sex-oriented "kidding", abuse, or harassment.
- b. Pressure for sexual activity.
- c. Repeated remarks to a person with sexual, threatening, or demanding implications.
- d. Unwelcome written material, posters, letters, notes, or other graphic writing.
- e. Unwelcome touching, patting, pinching, hitting, or repeated, intentional brushing against another's body.
- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.
- g. Intimidating, tormenting, or threatening verbally and physically accompanied by implied or explicit threats and assaults to another's person or property.

Complaint Procedure

Claims of sexual harassment, sexual or otherwise, should be filed utilizing the Sexual Harassment Complaint Procedure. No student or staff member shall be subject to adverse action in retaliation for any good faith report of discrimination, general harassment or sexual harassment under this policy. Filing a formal complaint or otherwise reporting harassment shall not reflect upon the individual's current or future employment or educational standing or status. All matters involving harassment complaints shall remain confidential. No information shall be disclosed unless the person so requesting has a legitimate need for such information, as determined by the Director of Student Services, who has been appointed as the coordinator for this policy. Where police, social services, or law enforcement has authority to act, such agency will be involved at the onset of the complaint procedure in addition to the Park School District process. The Superintendent or designee will ask that the problem be stated in writing and signed by the parent and personnel involved. The statement should explain the efforts that have been made to resolve the situation. During conference, each party will present his or her views and every effort will be made to solve the problem objectively. Should there still remain a problem, as a last resort, the Superintendent will refer the situation to the Board of Education for their recommendation.

Student Conduct

ROARS

A school is a community of young people and adults organized for the purpose of teaching and learning. While much of our teaching in the classroom is aimed at the development of individual skill and talent, we also believe that the maintenance of a positive learning environment through appropriate discipline is essential to the educational process. We believe in a positive approach to student discipline and use a model called Positive Behavior Support. This program calls for defining the behaviors we want students to use and using positive reinforcers to promote such behavior. The acronym "**ROARS**" is to be used as a teaching tool for expected behavior. It stands for:

- 1. Respectful**
- 2. On-Time**
- 3. Attentive**
- 4. Responsible**
- 5. Safe**

Student misconduct may result in disciplinary actions including assignment to periods of detention (before school, during breaks, after school), in-house suspension, out of school suspension, and/or expulsion. All cases of student misconduct resulting in disciplinary action will require the elements of due process and parental notification as required by state law and/or district policy. Processes for appeal of disciplinary action will be supplied upon request.

The Drug Free Schools Act

The use, possession or distribution by students and staff of alcohol, tobacco or other drugs, including anabolic steroids, in the building or at school sponsored activities on or off school grounds is prohibited by state and local laws and policies. Use of dangerous drugs or alcoholic beverages could subject one to criminal actions, and will be grounds for disciplinary actions, including possible expulsion. Compliance with all regulations of the Drug Free School Act shall be mandatory.

Code of Conduct/Discipline Matrix

Conduct and Safety

On- or off- campus, in any school classroom, building or vehicle, or at any school activity, student conduct is expected to comply with the standards of behaviors addressed in this document, in the interest of avoiding any disruptions to, or interference with, the educational process; additionally, no threats to the safety and well-being of any persons will be tolerated. At all times and in all circumstances, students are expected to exhibit behavior that is appropriate to the time, location, and intended function of a given area or activity.

Thus, students are expected to

- Follow established district, school, and classroom rules.
- Act in a manner that supports the goals, processes, and benefits of public education.
- Accept responsibility for their own behavior.
- Demonstrate respect for other persons, their rights, and their property.
- Refrain from acting in any way that could harm or injure themselves or others.
- Avoid disruption of, and/or interference with, the processes of learning and teaching.

Academic Integrity: Students are expected to refrain from giving or receiving unauthorized assistance on any test or assignment; students are expected to refrain from plagiarism or any other form of academic dishonesty. Students are expected to

- Maintain academic integrity and honesty.
- Avoid cheating, copying, or claiming credit for work that is not their own.
- Contribute to and fully participate in any group work, as assigned by teachers.

Attendance/Promptness: Students are expected to be in their assigned classrooms promptly at the beginning of each school day/class period. Repeated and serious truancy and/or tardiness will warrant disciplinary consequences.

Use of Technology/Internet: Students are expected to comply with “Proper Use” Standards, as defined in the Policy Manual. Students are expected to

- Avoid making any changes to program settings.
- Avoid adding or subtracting any programs or hardware.
- Avoid accessing or downloading any obscene, illegal, racist, or otherwise prohibited material from internet sites.

Cooperation with Persons in Authority: Students are expected to cooperate with persons in authority. This includes refraining from giving false information/false accusations to school or law enforcement authorities.

Language: Students are expected to refrain from the use of intimidating, profane, abusive, or harassing language, comments, or gestures.

Dress and Personal Appearance: Students are expected to maintain acceptable and appropriate standards of appearance, dress, and hygiene. (See Policy Manual)

Public Displays of Affection: Because excessive public display of affection distracts from the educational focus of our schools, students are expected to maintain discretion in the display of affection.

Eligibility

- In addition to the accompanying standards of conduct, students who participate in sports or other extra-curricular activities may be required to maintain eligibility for participation through acceptable standards of grades and behavior, as determined by administrators, coaches, or sponsors, and described in detail in the District Policy.

Criminal Behavior, Substance Use/Abuse: Students are expected to avoid any illegal activity, including, but not limited to, assault, theft, robbery, extortion, vandalism/destruction of property, and gambling. ***Such conduct is strictly prohibited and will be vigorously prosecuted; where appropriate, such conduct may warrant law enforcement involvement.*** Further, students are expected to

- Avoid threats toward, and intimidation, bullying, hazing, and harassment (both generic and sexual) of others.

- Avoid unlawful, indecent, or immoral activities.
- Avoid use or possession of deadly weapons (in any way not expressly pre-authorized by a school official as per C.R.S. Section 18-1-901). ***The use or possession, or the threat of use of deadly weapons of any kind (including bomb threats) or facsimiles of such weapons or devices, by law, warrants mandatory expulsion.***
- Avoid the use or possession of controlled substances (including, but not limited to, tobacco products, alcohol, and any other illegal drugs or facsimiles thereof, and any related materials/ paraphernalia) as per CRS Section 22-33-106 (l) (d). ***Sale of said substances, by law, warrants mandatory expulsion.***

Gang-related Behavior/Dress: Because student behavior or hair/clothing styles that suggest gang membership may endanger those students or others, and could disrupt the educational process, such behavior and hair/clothing styles are expressly forbidden in this policy. **Discipline of Students with Disabilities:** Such special cases, involving students with IEP or 504 plans, are fully described in the District Policy Manual.

Crisis Management

- A state-mandated Crisis Management Procedure must be established in every district.
- Staff and students, as appropriate, must be regularly trained in the use of such procedure.
- The procedure must allow for responses to natural disasters and threats of individual or international terrorism.

Physical Intervention

- ***Corporal Punishment of students is expressly forbidden.*** In some cases, however, to protect the safety of students and staff, reasonable physical intervention may be required and is allowed, as noted below:
 - To prevent a student from an act of wrong-doing.
 - To quell a disturbance threatening physical injury to others.
 - To obtain possession of deadly weapons or objects which are being used, or threatened to be used as weapons.
 - For the purpose of self-defense.
 - For the protection of persons or property.

Search, Seizure, Interrogation, and Arrest:

- To maintain safety and order, searches of students' persons/effects, lockers, or automobiles may be deemed necessary, upon reasonable suspicion. School authorities are legally entitled to conduct inspections of lockers at any time, without notice, without prior consent, and without a warrant.
- Anything found in the course of a search which can be used as evidence of violations of District Codes or local, state, or federal laws, may be seized.
- To protect student rights, school officials must be present during any police interrogations of any student. Further, law enforcement officials will not be allowed access to students during school time if the act(s) in question have no relevance to school or school activities.
- If arrest/custody is required, the school official involved will request all procedural safeguards to due process.

Parental Responsibilities

- In certain instances, the parents/guardians of students who violate these standards may be required to participate in creating or implementing remedial discipline plans; further, said parents/guardians may

be required to provide restitution for damages or other costs associated with certain misbehaviors of their children.

Grievances: The District adheres to an established protocol (detailed in the Policy Manual) for ensuring the rights and due process of students and parents to challenge, contest, or grieve decisions made in relation to these policies.

Reporting/Information Sharing/Communication

- While maintaining due confidentiality, the District will cooperate with any agencies required by law to obtain information regarding child abuse/sexual exploitation or other pertinent criminal behavior and situations.
- Likewise, the District will expect proper notification and reciprocal information sharing from appropriate agencies regarding the well being of any student.
- In view of the intensely personal and devastating experiences of victims of child abuse/sexual exploitation, the District will be expected to take all reasonable measures to provide confidentiality in any internal or external reportage of such incidents; as a rule, such information will be made available on a strictly “need to know” basis.
- The District will support on-going training and clearly delineated protocols for reporting suspected child abuse/sexual exploitation of any kind.
- Employees are legally protected in such matters by a code of “Good Faith Immunity.”

Co- and Extra Curricular Activities

The administration in Park School District R-3 recognizes that the academic program must have top priority in the educational process. There is also the agreement that numerous benefits are derived by promoting student participation in athletic and activity programs (co and extra curricular activities). Conspicuous among these benefits are increased attendance, better grades, community involvement, improved school spirit and student morale, and the enhancement of student self-awareness. The athletic and activity programs may also contribute to the development of positive student/staff relations.

Middle and High School Eligibility

Coaches and sponsors will not accept students for participation without proper office clearance. In order to represent our school, students must be eligible in accordance with state and school guidelines.

Middle School Academic Eligibility

1. Estes Park Middle School promotes positive achievement standards for our students. Each week, classroom instructors provide the office with their students’ grades.
2. According to Estes Park Middle School Ineligibility Procedure, “if a student’s grades total 3 points (one F or three D’s), then he/she will be ineligible to participate in interscholastic games and clubs during the current week.” Those students that are ineligible will be required to attend supplement study which will be available after school. “Current week” is defined as Sunday through Saturday. Students may attend, but not participate in, practice of interscholastic sports.

A student must meet eligibility standards on a weekly and semester basis in order to represent Estes Park Middle School as a member of any school activity. (note – scheduled performances or concerts of regular school classes, including drama, band and choir, are not considered school activities if a grade is given for participation. These performances must be held during the assigned class time or outside the regular school day. General eligibility will not apply to large group festivals.

Behavioral Eligibility

The school Administration has the responsibility to see that students who represent Park School District R-3 meet standards of personal behavior, in addition to standards of academic performance. A student may be declared ineligible

for a specific period of time if, in the judgement of the school Administration, the student is not representative of the school's ideals in matters of conduct and sportsmanship. To appeal a decision, the student, with parents/guardians or legal custodian, may schedule a conference with the Principal/ Designee.

Student Commitment Rule

In Park School District R-3, once a student has made a commitment to a sports program by attending five practices, the student should not be able to participate in another sports program taking place during the remainder of the sport season. Exceptions to the student commitment rule may only be made with the approval of all affected coaches and the Principal/Designee or Athletic Director.

Bus Rider's Rules

School sponsored transportation is a privilege, not a right. Riders must follow bus rider rules in order to be transported to and from school and school sponsored activities. Failure to follow the expectations will result in a loss of privileges.

General Safety Rules

1. Obey the instructions of the bus driver. At no time will a student act toward, or address the bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Board and leave the bus only at designated stops.
3. It is the responsibility of the parent/guardian to provide transportation to or from school if the student misses the bus.

Note: *Parent/Guardian should discuss with their children a plan of action if students miss the bus. Students should know if their parent/guardian expects them to return home, go to a neighbor, walk, etc. When mechanical or other problems cause a bus to run late, you may call the transportation department for information at (970) 577-0211.*

Waiting for the Bus

1. Be at your bus stop five minutes before scheduled pick up time. The driver will not wait or honk the horn.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. High School and Middle School students will sit in the back of the bus and Elementary and Intermediate School students will sit in the front seats of the bus.

Conduct on the Bus

Student conduct on the bus shall be consistent with the all-student conduct listed in the student handbook from each school.

1. Remain seated while the bus is in motion.
2. Do not change seats.
3. A student shall not refuse to sit in an assigned seat nor deny another a place to sit.
4. Remain seated for the duration of the trip and remain seated until the bus doors open.
5. Normal conversation is permitted; however, any loud noises may distract the driver and create an unsafe condition.
6. Do not scuffle, fight, or use obscene, vulgar, or profane language and gestures.
7. Do not throw objects inside or out of the bus.
8. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
9. Use emergency door and exits only during supervised drills or actual emergencies.

10. Never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
11. Face forward for the duration of the trip and keep your feet on the floor in front on you and out of the aisle.

Getting Off the Bus

1. Stay seated until the bus has completely stopped.
2. Use the handrail and go down the steps one at a time when leaving the bus.
3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You must have a signed note from a parent/guardian or school official to get off at a bus stop other than your own.
5. Stay clear of the bus. Do not chase or hang on to the bus at any time.
6. If any article drops and rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper. Wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Watch for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

1. All school rules (written in handbooks) apply here.
2. **Tobacco.**
3. Live animals or insects.
4. Glass containers.
5. **Alcoholic beverages.**
6. **Weapons (guns, knives, etc.) or explosive devices (fire crackers, etc.).**
7. **Drugs or chemicals.**
8. Any object (musical instrument, shop project) too large to be carried in the student's lap.
9. **Lighted matches or cigarette lighters.**
10. Radios, tape players, or CD players with speakers.

Note: All **highlighted rules are major violations and can result in immediate suspension from the school bus and/or school.**

Transportation of Students to Other Destinations

Park School District R-3 realizes that from time to time, students may need transportation to destinations other than home or places like birthday parties, daycare, doctor's appointments, work, etc. Park School District will accommodate these requests if space is available on the requested bus. If you have a large number of students riding a bus that they do not normally ride, you should check with the transportation department in advance. If space is not available, the District will not make changes to their routes to accommodate the students.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group at least 100 feet away from the bus.
3. Each bus will practice emergency evacuation drills. These are an important part of transportation and students will be expected to pay attention.

Extra Curricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the sponsor.

3. The bus must be returned to the transportation facility in a clean and orderly condition. If the bus is returned dirty, the particular activity account could be charged for cleaning.
4. If a student has been suspended from his/her regular bus route bus they are suspended from extracurricular trip transportation.

Discipline

The school bus is an extension of the classroom, and discipline will be administered by the Transportation *Director*, *school bus driver*, and school Principal according to the severity of the misbehavior.

Steps and consequences for improper conduct on the school bus include the following:

- Step 1 A bus conduct report is written and sent home with the student for a parent/guardian signature. The student returns the signed conduct report to the bus driver before riding again.
- Step 2 A bus conduct report is written and sent home with the student. Student will be suspended from use of bus for three days. The signed conduct report must be signed by parent/guardian and returned to driver before riding again. Building Principal *will* be contacted.
- Step 3 A bus conduct report is written and sent home with the student. The student will be suspended from use of the bus for five days. The conduct report must be signed by parent/guardian and returned to driver before riding again. *Building Principal* will be contacted.
- Step 4 A bus conduct report is written and sent home with the student. The student will be suspended from use of bus for the remainder of the school year. Building Principal will be contacted.

A parent/guardian conference may be called at any time by the parent/guardian or school official. The transportation director has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

Notice to Students and Parent/Guardian Regarding the Use of Video Recorders on School Buses

The District has installed video recording capability on all school buses to *monitor school* transportation and will be videotaping on bus routes this school year. Students will not be notified as to when videotaping is occurring and students in violation of bus conduct rules shall be subject to disciplinary action. Tapes will be reviewed on a routine basis by the Director of Transportation and Auxiliary Services and/or a school Principal for evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules will be notified and disciplinary action will be initiated under the Board adopted discipline code.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain in the custody of the Director of Transportation and Auxiliary Services.
 2. Parent/Guardian and students who wish to view a video tape in response to a disciplinary action taken against a student may request such access in writing under the procedures for Release of Student Records.
 3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.
- Videotapes will be used only to promote the order, safety and security of students, staff and property.

Storage/Security of Recordings

1. All video recordings will be stored and secured to insure confidentiality.
2. Video recordings will be stored for five days after initial recording, whereupon such recordings will be erased unless a decision is made to review student incidents.
3. Video recordings held for review of student incidents will be maintained in their original form pending resolution. Tapes will either be released for erasure or, if necessary, retained as part of the student's behavioral record in accordance with these and/or other established procedures.

Viewing Tape Requests

1. Requests for viewing video recordings will be limited to the appropriate bus driver, Director of Transportation and Auxiliary Services, school administrator, parent/guardian or eligible students (18 years of age or older), or others as deemed appropriate by the Superintendent.
2. Requests for viewing may be made to the Director of Transportation and Auxiliary Services or to the building Principal, within five school days of the date of the recording.

3. Requests for viewing will be limited to the parent/guardian, students and district officials who have a direct interest in the proceedings as deemed appropriate by the Principal/Director of Transportation and Auxiliary Services.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within three school days of the request approval.

Viewing

1. Actual viewing will be permitted only at school sites including the transportation office, school buildings, or Administration offices.
2. All viewing will include the Director of Transportation and Auxiliary Services and/or building Principal.
3. A written log will be maintained of those viewing video recordings, including the date of viewing, reasons for viewing, date the recording was made, vehicle videotaped, name of driver, and signature of the viewer.
4. Video recordings will remain the property of the District and may be reproduced only in accordance with law, including applicable Board policy and regulations.

Computer Acceptable Use Procedures

Conditions:

It is primarily the responsibility of the parent/guardian to establish and convey the standards that their child should follow. In support of the parent/guardian, Park School District R-3 will enforce the minimum appropriate computer use standards set out below. If a student/staff member uses a computer or the Internet inappropriately, he or she will be subject to disciplinary actions.

The following conditions are imposed on the use of the computer network and violation of these conditions is cause for revoking the privilege of access to the network. These conditions apply whether the user accesses the network on school property or at a remote location via modem.

Any student/staff member engaging in the behaviors identified below upon first offense will be denied access to district computers and/or the computer network for 15 school days or the remainder of the school year whichever comes first. Upon second offense, the violator will be denied access for 90 school days or the remainder of the school year whichever comes first. Upon the third offense, the student will be denied access for 160 school days or the remainder of the school year whichever comes first.

Computer and Network Rules

1. Computer networks are to be used for educational purposes.
2. Computer network use in the district is a privilege and not a right.
3. Use of computer networks to support illegal, inappropriate, or obscene purposes is expressly prohibited and is grounds for disciplinary or legal action, account termination, and monetary reimbursement for expenses incurred due to such activities.

Illegal activities are defined as violations of local, state, or federal law.

- Inappropriate use is defined as violation of the intended use or purpose of the network. Examples are the use and installation of recreational games or chain letters, attempts to gain unauthorized access, harassment, threats, racial slurs or epithets directed to any racial group, or advocacy of the supremacy of any racial group, or any other actions that are disruptive to the network or network users.
- Obscene activities are defined as violations of generally accepted social standards for use of a publicly-owned-and-operated communication system. Examples include, but are not limited to, the receipt,

storage, or distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textual depictions of sexually explicit activities.

4. Commercial use, product advertisement, or political lobbying activities on computer networks are prohibited.
5. At the secondary level (high school and middle school), each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. Users who connect with other computer networks may also be subject to the acceptable-use policies of those networks. It will be the responsibility of the Computer Information Services department to keep district users informed of applicable operational procedures related to these policies.
8. Copyright law is strictly adhered to within Park School District R-3. Any violation of copyright law is prohibited.
9. No food or drink will be allowed near a computer or in a computer area.
10. Students/staff will not reconfigure any system configurations or settings.
11. Students/staff will not rearrange or relocate any computer or network equipment.
12. Students will not be in a computer lab unsupervised.
13. Students will not play music (with or without headphones) during class time.
14. The Internet is not to be accessed without permission or instructions from a supervisor or teacher.
15. When a user leaves the computer area, it must be left neat and ready for the next user.
16. Resources obtained through computer network communications shall be treated as confidential and private, and reasonable measures will be taken to protect the privacy rights of users. However, the district cautions users that no computer network communications should ever be considered as completely private, and is subject to monitoring by local, state, and federal agencies.
17. Park School District R-3 will take reasonable precautions to ensure the security and appropriate use of the computer networks. However, it accepts no responsibility for harm caused directly or indirectly through its use.
18. The Superintendent or designee of Park School District R-3 is the final authority on the acceptable use of the networks and accounts under its jurisdiction.

Park School District R-3 is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

The *Acceptable Use Procedures* document will be distributed to students and parent/guardians on a yearly basis. In order to gain access to the computer network, students and parent/guardians agree to release Park School District R-3 from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the computer network.

EPMS 2007 – 2008 Calendar

August	20	New Student Registration	MS Gym
	21-22	MS Registration	MS Gym
September	3	Labor Day	No School
	4	First Day of School	
	7	Early Release for Students	
	18	Open House	6:30 – 8:00 PM
October	5	Early Release for Students	
	8	Columbus Day	No School
November	2	Early Release for Students	
	21-23	Thanksgiving Break	No School
December Dec/Jan	7	Early Release for Students	
	20- 2	Holiday Break	No School
January	3	School Resumes	
	18	First Semester Ends	
	21	Martin Luther King Day	No School
February	1	Early Release for Students	
	18	President’s Day	No School
March	7	Early Release for Students	
	13-26	Spring Break	No School
April	4	Early Release for Students	
May	2	Early Release for Students	
	26	Memorial Day	No School
	29	8 th Grade Promotion	7:00 PM MS Gym
	30	Last Day of School	

Have a Wonderful Summer!