

GUNNISON MIDDLE SCHOOL

1099 North 11th Street, Gunnison, CO 81230 970-641-7710

Mission

The mission of Gunnison Middle School is to guide all students to high levels of learning intellectually, physically, socially and emotionally.

Vision

We will have the courage and competence to work as a team of committed professionals to continue to build a creative, innovative and positive school culture where all students can be successful.

Core beliefs of Gunnison Middle School:

We believe...

- Everyone has dignity, deserves respect, and can succeed
 - Every child is capable and has unique strengths
 - In meeting the needs of the whole child
- (safety, nutrition, health, academics, creativity, social and emotional development)
 - It takes a village to educate a child – we all teach everyone
 - In the importance of a safe, caring, and violence free school
 - In a three--way partnership – student/teacher/parents

-Gunnison Middle School Staff

DEAR GUNNISON MIDDLE SCHOOL STUDENTS,

On behalf of the staff we would like to welcome you to the 2020-2021 school year. We are looking forward to continuing the tradition of **Mustang Pride** at Gunnison Middle School.

To help students be more successful at GMS we publish this student handbook. The student handbook is used by students as a study planner and a hall pass. It also has a general school information section and a list of the general school rules. The School Attendance Policy, a copy of the Gunnison Middle School Student Code of Conduct and the Positive Behavior Support Matrix are also an important part of this handbook.

Understanding the information in the student handbook and using it correctly will help insure a successful year. It is our hope that the school calendar and daily bell schedule will help in planning vacations and appointments during the year. The Student Code of Conduct was developed as part of the Safe Schools Law. Its purpose is to help us ensure the safety of our students and promote an atmosphere of consideration and respect throughout the school. The Positive Behavior Support Matrix informs students of the expectations in all areas of the school.

Our goal at Gunnison Middle School is to help all students realize their potential. Striving to reach this goal must be a cooperative effort on the part of students, parents and staff. We are excited about this school year and hope both parents and students will become actively involved. The academic and extracurricular programs available at Gunnison Middle School are designed with middle school students in mind. The GMS staff is committed to ensuring that the middle school years will be filled with valuable learning experiences and positive memories. We wish you an exciting, active school year. Please read through this handbook. If you have any questions or concerns, ask any GMS staff member.

Sincerely,

The Staff of Gunnison Middle School

THIS STUDENT PLANNER BELONGS TO:

Name _____

Address _____

City _____ Zip Code _____

Phone _____

Advisory _____

**Please detach this sheet, sign and return to the main office by
Wednesday, September 2nd, 2020.**

STUDENT

I have read and understand the policies and expectations outlined in the GMS Student Handbook/Planner. I will follow them to the best of my ability.

Student Signature: _____ **Date:** _____

PARENT/GUARDIAN

I have read and understand the Gunnison Middle School Handbook/Planner and agree to the rules and expectations. Also, I understand that this document is a work in progress and may be updated during the year. Students/parents will be informed of any changes during the year.

There are several times during the school year that the GMS staff and/or local media will want to recognize students for various accomplishments. Your child may be photographed for the RE1J website, teacher websites, or one of the local publications (i.e., Gunnison Country Times, GES/GMS Yearbook, etc.) If you are opposed to this practice, please notify the GMS Principal in writing.

Parent Signature: _____ **Date:** _____

Do not print:

**Left blank so other side can be signed
and brought to school**

INFORMATION ABOUT GUNNISON MIDDLE SCHOOL

ACCESS TIME

GMS provides opportunities for students to attain additional teacher help Tuesday mornings through access time which runs from 7:45-8:15 a.m. Students are encouraged to get teacher help with assignments, receive help with lessons missed due to absences, get assignments in advance for planned excused absences, enrichment activities, intervention activities, makeup labs, test reviews, visit with teachers, etc. Students also have access to Library/Library computers before school everyday at 8:00 a.m.

ACTIVITIES BOOSTER CLUB

The purpose is to provide positive encouragement to the students of GMS. They sponsor the Student of the Month awards, various award banquets, and provide monetary support for a variety of student and educational needs.

ADVISORY PROGRAM

Advisory is a block of time during the day where SLC projects and activities are planned and character education is developed. Teacher advisors help students with schedules, registration orientation, academic advisement and community service. **This period is necessary for the development of the total middle school curriculum.**

AFTER SCHOOL ACTIVITIES

All students are to be out of the building and off school grounds by 3:45 p.m. each day unless participating in a school sponsored after school activity.

ATHLETICS

The primary purpose of athletics is to help every student gain the most from their educational experience and prepare them for the future. The school athletic program provides the opportunity of interscholastic athletics for interested 6th, 7th, & 8th grade students. It is our goal to play as many participants as possible in a contest. Although the playing time for athletes may not be equal, we feel that the experience of the overall program, such as participation in contests and/or practice, is important.

Students in the athletic program will not be cut because of ability, but may be declared ineligible because of academic standing, or for inappropriate school behavior once chain of command resources have been exhausted. Students will become ineligible if they receive two (2) cumulative failing grades for the week.

The athletic program provides a competitive experience through which student interest and abilities might be discovered. We feel we should enter each contest with the idea of winning. This does not mean that we will attempt to win at all costs, nor is it our basic belief that winning is all that matters. It is our belief that for students to realize maximum benefit from this program, a competitive spirit must exist.

Gunnison Middle School athletics shall seek to provide extracurricular activities of a kind that will best promote good sportsmanship, character, emotional and physical development, and a wholesome interest in athletics for all students.

Student participation in an athletic program requires an updated physical exam. Students should be insured either through a school insurance policy or with adequate private coverage. Athletic Goals:

- 1) Cultivate student interest and enthusiasm by participating in competitive contests.
- 2) Equip students with fundamental sport skills.
- 4) Learn how to win and lose and appropriate reactions to winning and losing.
- 5) Develop students' ability to establish and work towards realistic goals.
- 6) Provide students with the experience of sacrificing for the "team." Students will learn to recognize that being a team player means putting the team first.
- 7) Provide students with an understanding of the importance of their present successes as it relates to the future.

All students are encouraged to participate in the athletic programs. Sports seasons are roughly the same as the four grading periods. The sport programs available to all GMS 7th & 8th grade

students are: Football, Volleyball, Cross Country, Basketball, Gymnastics, Wrestling, and Track. GMS sport programs available for 6th grade students are: Cross Country, Gymnastics and Wrestling.

An athletic fee of \$70.00 will be charged for each sport in which the athlete participates and is due before the first athletic event in which the student participates.

BUSING

The student must be at his/her designated stop on time and must stay clear of the roadway until the bus has come to a complete stop. Parental supervision would be appreciated at the bus stop. **Once the bus has left a stop it will not stop to pick up passengers until the next designated stop.**

Students are expected to follow the bus driver's directions. Please remember, bus service is a privilege not a right and inappropriate behavior will result in disciplinary action and possible suspension from bus service. Bus safety concerns and consequences will be determined in a conference with the Transportation Director and Assistant Principal. The school bus is an extension of the school; the school's code of conduct will be enforced.

CODE OF CONDUCT

Respect and responsibility are the basis of the Code of Conduct. The Code is intended to help students achieve maximum development of individual knowledge, skills, and competence and learn behavior patterns which will enable them to be responsible, contributing members of society.

The school in accordance with state law, board policy, and in cooperation with students and parents/guardians, adopted a code by which every student has the right to receive an outstanding education in a safe environment conducive to learning. In all instances, students are expected to behave in a respectful and responsible manner keeping with the educational purpose of school always in mind as well as respecting the rights and welfare of other students. The Board gives all district employees supervisory authority.

COMMUNICATION

Email and voice mail are effective means of communication. Teachers will respond in a professional and timely manner. Please respect the teachers' daily schedules.

Chain of Command. Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by GMS. GMS believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

SchoolMessenger is used by Gunnison Community Schools in order to reach parents, teachers and community members with timely communications regarding things like school news, emergency alerts, school events or transportation disruptions. GCS can quickly and easily engage our learning communities by email, phone calls or texts.

CORE TEAM

Each grade level core team meets during the week to plan and discuss student progress. A parent may arrange a meeting with the core team to discuss their student's academic performance by calling the GMS office.

COUNSELING

Academic, career, and personal counseling are available to all students by the school counselor. All students will receive character education instruction based on the district curriculum throughout the year. In addition to group guidance, brief individual counseling and small group counseling is available as needed. The school counselor's office has a variety of educational and parenting books, audiobooks, videos, and articles that may provide helpful knowledge and skill to support your student. Please speak with your school counselor to sign out a resource during the year. The above listed resources will be considered appropriate for **ALL** students unless counselor receives written denial of services from parent/guardian.

DANCE POLICY

In order to make our dances and other evening events successful and fun for all our students, we have the following rules. Students who do not abide by these rules will be subject to disciplinary action and/or detention and parents will be called.

- 1) Students may not leave the building once they enter the dance unless:
 - a) a note or call from parents indicates the student may leave and they do not return to the dance, or
 - b) a parent/guardian comes to pick the student up.
- 2) All school rules apply. Any unruly or disruptive behavior will result in disciplinary action.
- 3) All dances will be chaperoned by adults.
- 4) The school dress code applies at a dance (see below). Neat and appropriate attire is expected. Any student wearing clothing that is questionable will be sent home.
- 5) Any alcohol, drug, or weapon-related incident will be referred to the police.
- 6) Please make prior arrangements to be picked up immediately after the dance.
- 7) No abusive language, fighting or pretend fighting will be allowed.
- 8) Public Display of Affection (PDA) will not be allowed.
- 9) Students must be in school the day of a dance to attend.

Remember, these dances are for your enjoyment. With your cooperation, we can continue to offer this privilege to students of Gunnison Middle School.

DETENTION

Students committing minor infractions of the Student Code of Conduct could be assigned lunch, break and/or afterschool detention. Parents will be notified by phone if their child is assigned afterschool detention, building cleanup, etc.

DRESS AND APPEARANCE CODE

Students who dress appropriately usually act appropriately. Students are expected to be clean and neat in appearance. The school reserves the right to decide on the appropriateness of the student's clothing.

- Hats and sunglasses must be removed before entering the building.
- Tops that are low cut or bare the midriff area are not acceptable as well as shirts with obscene language, offensive pictures, alcohol or tobacco emblems, or violence.
- Sleeveless shirts or dresses must have a one-inch wide strap and be tight around the underarm.
- Hems on shorts, skirts, or dresses should not be shorter than the outstretched fingers when arms are held straight at sides.
- Students will not low ride their pants and will not allow their underwear to show.
- **NOTE: All decisions regarding student dress will be made at the Administration's discretion.**

ELECTRONICS

Use of cell phones and all other electronic devices is restricted to **before and after** school, outside of the school building, and at the discretion of the staff. If a student is using the device without permission, the device is taken to the office.

- On the first offense students can pick up their device from the office after school.
- On the second offence, parents will need to pick the device up after school for their child.
- On the third offence, the device must be checked in with the office at the beginning of the day, and picked up at the end of the day.

EMERGENCY CONTACT INFORMATION/INFORMATION UPDATE

Current, local emergency contact information is critical. Please make sure we have phone numbers for parents, guardians, and at least one other emergency contact person. You will be asked to fill out an enrollment form each year and expected to update this information whenever there is a change.

We use an electronic emergency contact system that uses text messaging and email to get important information out to parents and guardians. Please provide this information and update it regularly.

EMERGENCY MANAGEMENT PLANNING/DRILLS

Our Emergency Management Plan has been designed according to national standards and in collaboration with local law enforcement and emergency services. We conduct multiple drills throughout the school year and review and revise all components of the plan to ensure best practices are included and followed. Students are expected to cooperate with staff during a practice drill or real emergency. Parents will be notified via text or voice mail when an emergency situation exists. Parents are expected to follow the instructions on these messages and to respect all emergency personnel protocols and reunification procedures.

FEES

Fees required for any class or athletic sport must be paid before materials are used and/or contests have started. If the fee has not been paid after two weeks, the student may be asked to not participate. If you need financial help with any fees, please call and discuss this matter with the Principal at 641-7710. Create a free account online at www.mypaymentsplus.com using your child's PowerSchool ID number to pay fees.

FINES

Any materials checked out to a student must be checked in when they complete the course. In the event the materials are not checked in, the student is charged for them. The student is to notify the teacher immediately if the assigned materials/textbooks are damaged. Damage fees are assessed if materials are damaged upon check in.

FOOD SERVICE

Breakfast and Lunch are available for purchase in the school cafeteria, and lunch may be brought from home.

Free or reduced price meals are available for those who qualify. The State of Colorado expanded the Lunch Protection Program and Pre-Kindergarten through 12th grade students with reduced-price eligibility will receive both breakfast and lunch for free. **Free and Reduced Meals Applications** for the 2020-2021 school year will be available online after July 16, 2020 at www.gunnisonschools.net, or may be obtained at your school office beginning August 15th. Please fill these out promptly and return to the school if you think you may qualify. Eligibility from the prior school year expires 30 days into the new school year. Therefore, it is imperative that you complete a new application annually before the end of September. Free and reduced eligible students get one breakfast and one lunch per day. Additional items purchased will be charged to your account. A complete breakfast includes a whole grain, a fruit and milk. A complete lunch includes a whole grain, a protein, a fruit and, or vegetable, and milk. Any extra items or individual items will be charged. If you have questions, please speak with the school's Kitchen Manager.

Payment:

Each student enrolled in the District is assigned a school meals account number, which they can use to charge purchases in the cafeteria. Per the district's Unpaid Meals Policy, students are always allowed to charge one complete breakfast and lunch per day unless the parent has requested a block. The parent is always responsible for payment of complete meals. If you don't want your child to charge purchases in the cafeteria, please contact the school's Kitchen Manager to place a block on the account. Once a block is placed on the account, only cash purchases are allowed. It is **YOUR** responsibility to tell your child not to purchase items beyond your authorization or what their eligibility allows. **Students receiving free or reduced meals will be charged for any extra items not included in the meal** (i.e. a la carte items and extras). Full pay students will also be charged beyond the meal price for extra items. Students with a balance will not be permitted to charge individual items. Payment options: 1. Create a free account online at www.mypaymentsplus.com using your child's School ID number. This site enables you to pre-fund your child's lunch account, keep track of purchases, create low balance notifications for yourself, and set up automatic payments. 2. Pre-pay with cash or check at the school office.

It **YOUR** responsibility to create an online account at www.mypaymentsplus.com in order track your child's spending in the cafeteria. The school does not provide itemized receipts or statement balances. The District sends bi-weekly emails to parents with low funds and balances. The district cannot carry the financial burden of delinquent accounts. Therefore, as a last resort, delinquent accounts will be turned over to collections.

Check out the Nutrition Services site for more information on Free and Reduced meals applications, payment policies, and monthly menus: https://gunnisonschools.net/admin_services/nutrition_services.

LUNCH

No student delivery orders will be allowed.

GRADES

Students will receive an Academic, Citizenship, and Work Habits grade each quarter based on their performance. Grades may be accessed on PowerSchool by logging onto www.gunnisonschools.net.

GUM

Because of the carpet in our facility, gum chewing will be allowed only in certain areas.

HEALTH

Annual screening programs (JLC). The sight and hearing of all students in kindergarten, first, second, third, fourth, fifth, seventh, and ninth grades, all students new to the school system, all children referred by school personnel, and all students in special education programs will be tested during the school year as required by Colorado law. The parents/guardians will be informed when a deficiency is found. Parents/guardians may opt their students out based on religious or personal grounds by contacting the District Nurse.

Illness: If a student becomes ill or has an accident during the school day, they must report to the office. The office staff will determine if the student needs to leave school. Every student is required to complete an Emergency Treatment Card at the beginning of the school year. This card must contain the name and telephone number of a parent/guardian for emergencies. Please update these records for any changes. Please keep students home if they have a fever, diarrhea, vomiting, rash with a fever, severe uncontrolled cough and/or 'flu-like' symptoms (fever, cough, sore throat, body aches, etc). Keep the students home until they have been without the above symptoms for at least 24 hours.

Immunization of Students (JLCB-R): No student may attend school in the district unless the student has presented to the school an up to date certificate of immunization or a completed exemption form per Colorado state law. A student may be exempted only upon submission of:

- a. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.
- b. Statement signed by one parent/guardian or the emancipated child that he or she adheres to a religious belief whose teachings are opposed to immunizations.
- c. Statement signed by one parent/guardian or the emancipated child that he or she holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

Your child's shot information is being entered into the Colorado Immunization Information System (CIIS), a confidential, statewide immunization record tracking system. You can choose to exclude your child's shot information from CIIS at any time. Please contact the district nurse for further information.

Administering Medicines to Students (JLCD-R): If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee will administer the medication. In the alternative, the parent/guardian may come to school to administer the medication. The appropriate forms must accompany the medication. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

HOMEWORK

In an attempt to hold students accountable for their homework, teachers will share their homework policies with students/parents through a course syllabus at the beginning of the year. Tuesday 7:45 access, Mustang Time, daily 8:00 a.m. library access, and homework club will also be used to help students keep on top of their homework.

HOMEWORK HOUR

Homework Hour is available after school and may be required for extended absences, work completion,

and at the teacher's discretion. Students with excessive absences or missing assignments may be asked to attend detention.

HOME SCHOOLING PROCEDURES

You are required by law to complete a home-schooling application fourteen days prior to withdrawing your child for a home school program. This application can be obtained at the superintendent's office, 800 North Boulevard, Gunnison. Prior to the withdrawal date, the principal will call a meeting to discuss the process.

HONOR ROLL

The purpose of the honor roll is to encourage and acknowledge high scholastic achievement. The honor roll will be published following each quarter. Requirements for honor roll will be to achieve a 3.25 GPA or above in all subject areas with no D's or F's. At the end of the year students achieving a 3.50 cumulative GPA or higher for the first 3 quarters will be recognized at an Honor's Luncheon. Citizen and Work Habit scores will also affect Honor Roll students. Students must score a 3 or better in all classes to qualify for the Honor Roll and Honors Luncheon. To see what your student's current Citizenship (Cit) and Work Habit (WH) scores are, you can find them in PowerSchool under each class where assignments are displayed. Please disregard the percentage (%) and grade (Grd) columns as they do not factor into your student's score. The scores are based on a 1-5 scale only.

INCOMPLETE

If an incomplete is given to a student on the report card, the teacher and the student must meet and develop a contract to complete the assignment. The contract must include the work to be completed, a time line not to exceed nine (9) weeks and signed by student, parent, and the teacher.

LIBRARY

The library will be open during school hours. A hall pass from your teacher is required to use the library during any class period. Show the pass to the librarian when you enter. Place all returned books at the circulation desk. A book is overdue on the day after the day stamped on the card. Current issues of magazines cannot be checked out. Back issues of magazines may be checked out for a 24-hour period. Library users expect you to be quiet while there.

INTERNET USE

Although electronic mail has vast potential to support curriculum and student learning, there will be no personal chat room or e-mail use that is not an academic assignment and under direct adult supervision. The use of the internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. All students and parents will read and sign an internet agreement and agree to the terms and conditions before the student can use the internet at school. The incidences of bullying, threats and/or inappropriate conversations taking place in chat rooms or on e-mail messages have dramatically increased in the past few years. Although these problems occur at home, some of the problems spill over into school. We appreciate parents closely supervising use of the internet by their students and following through with internet abuse with other students and parents.

LEAVING SCHOOL

Students are not to leave the school grounds for any reason unless accompanied by their parent or legal guardian and must check out through the office. A student must report to the office for a permit to leave the building before the beginning of the school day. All students must sign out at the office before they leave the school building and sign in upon returning. For any GMS activity in which you are not participating but wish to attend, your parent or legal guardian must pick you up and accompany you to that activity. Students may go out to lunch together, but must be accompanied by a parent. Students will be released to another student's parents only with written and/or verbal permission from their own parent. Parents are responsible for returning their students to school on time.

LOCKERS

Lockers are available for each student. Lockers are school property and are loaned to students. Having the use of a locker is a privilege and if misused or abused can be taken away. Each student is to take care of his or her locker. Locker combinations are not to be shared with other students. Opening another student's locker is prohibited. Locker checks are made randomly. If your locker is found to be misused, the contents could be removed and taken to the office after the first warning.

LOST AND FOUND

The lost and found is for large items, such as clothing, backpacks, etc., and is located in the hallway to the Gym next to the office. Smaller lost items, such as jewelry and valuables, should be turned into the office. Items not claimed will be donated to a charitable organization on the 1st of each month. We urge you to write your name on all articles of clothing and valuables.

MEDIA

There are several times during the school year that the GMS staff or local media will want to recognize students for various accomplishments. Your child may be photographed for the RE1J website or one of the local publications (i.e. Gunnison Country Times). If you are opposed to this practice, please notify the GMS Principal in writing.

PERSONAL ITEMS AT SCHOOL

You may bring personal items to school, i.e., phones, MP3 players, IPODS, video games, etc. However, once the bell has rung, items must be placed in the locker and remain in the locker until school is completed for the day. The school is not responsible for lost or stolen items.

PHONE USE

With permission, students may use the phone in the office or classrooms in case of an emergency. **No long distance phone calls except for emergencies.**

PUBLIC DISPLAY OF AFFECTION (PDA)

PDA is not allowed at school or school functions. Examples of this are: holding hands, kissing, prolonged hugging, and excessive touching. PDA can be distractive and offensive to others.

POWERSCHOOL

PowerSchool provides real-time online access to your student's grades, attendance, and more! The link to PowerSchool is <http://www.gunnisonschools.net>. The PowerSchool button is on the left side of the screen followed by Parent logon and Parent Sign In. Parents must input their User name and Password. For more information contact your school counselor or secretary.

RELEASE/REUNIFICATION

An evacuation could result from many causes including a utility failure, a natural disaster, or an accident. In the event of an evacuation, students and staff will assemble in a waiting area at a designated evacuation location. This location will be communicated with parents at the time of the incident. At the evacuation location, parents and guardians should report to the check-in table. Students will only be released to a parent, guardian, or emergency contact as listed on the emergency contact card. Parents, guardians, or emergency contacts will be asked to show identification. The adult will be asked to sign for each student to assist us with attendance and to prevent confusion. A staff member will then retrieve the student from the waiting area and reunite the parent and child at the check-in table. An adult must sign for each student K-12. No student will be released without an adult signature, and phone calls will not be an acceptable substitute for a signature. While this may seem formal, these procedures will allow us to keep an accurate record of students and ensure the safety of everyone in our school community.

The evacuation procedure and release and reunification protocol have been created both to keep all students and district employees safe and to reunite students with parents in a calm, orderly manner. Because students will **ONLY** be released to a parent, guardian, or emergency contact as listed on the emergency card, please consider those names carefully as you complete the emergency information.

SAFETY

Safe2Tell is available to Colorado schools and students or anyone who needs to report a concern but wants to remain anonymous. Reasons to call can include but are not limited to alcohol abuse, animal cruelty, assaults, bullying, child abuse, domestic violence, drugs, explosives, fighting, fire starting, gangs, graffiti, guns, harassment, hate crimes, knives, planned fights, sexual abuse, stealing, suicide threats, suspicious acts, taunting, threats, unsafe situations, and vandalism. If you need to call, dial the toll-free hotline at 1-877-542-7233. Safe2Tell is answered 24 hours a day, 7 days a week. Or, you can make a report at www.safe2tell.org. Crisis support is available for student safety concerns. The national suicide prevention lifeline is 1-800-273-8255.

Locally, The Midwestern Mental Health Center is available at 1-970-641-0229. The Crisis Line Mental Health is 970-252-6220. Threats: GMS takes all threats seriously. Any threat made to a student will be

handled according to the District Threat Assessment Protocol. Members of the GMS Threat Assessment Team will conduct an initial Threat Assessment Screen in order to determine the seriousness of the threat. Outcome of the screening will determine the course of action and whether or not a Full Team Threat Assessment will be conducted. Parents will be notified following the initial Threat Assessment Screen. All steps to ensure student safety will be taken.

SCHOOL ACCIDENT INSURANCE

School insurance is available to all students. Forms are located at www.gunnisonschools.net under Parent Resources – Student Accident Insurance.

SECURITY CAMERAS

GCS utilizes security cameras both inside and outside to monitor the building and grounds.

SPECIAL SERVICES

Specialized programming is available to meet the unique needs of the following populations: gifted and talented students, English Language Learners, and special education students. A formal process exists for identification, assessment, and programming for these unique student populations within each site. Please contact the building principal or counselor for further information. The link to the Gunnison REIJ School District's special services is <http://www.gunnisonschools.net> under Administrative Services.

STUDENT DROP OFF

Students are not to be dropped off or picked up by the back door by the gym during regular school hours (8:00-4:00).

STUDENT MESSAGES

If it is necessary to have a message delivered to your student, you may leave it with the office staff. Students will not be allowed to take a phone message during class unless it is an emergency.

STUDENT VISITORS

Due to disruption to the class setting we discourage student visitors, with the exception of the lunch period. The office must approve all visitors in advance.

VISITORS TO THE BUILDING

In the interest of safety, we ask that **all visitors to the building sign in at the office** and receive a Visitor's Pass. Visitors must use Gunnison Elementary front entrance.

WITHDRAWING FROM SCHOOL

A student withdrawing from school should give notice to the GMS office staff at least three days prior to the last day the student will attend to receive a Withdrawal Form. Students that are absent more than 10 consecutive days will be withdrawn, except in unusual circumstances.

GENERAL ATTENDANCE RULES

ATTENDANCE: The School Board, community, administration, and faculty provide the facilities, learning environment, instruction, and effort to offer the best possible education for each individual student. The State of Colorado mandates that children 6 years of age and under 17 years of age shall attend public school. The parents or legal guardians and the students are responsible for regular school attendance. Students must attend regularly if they are to develop habits of responsibility and self-discipline. Continuity in the learning process is seriously disrupted by excessive absences.

NOTIFICATION OF ABSENCES:

1. On the morning of the student's absence, **parents are requested to call the school by 9:00 a.m.** A telephone inquiry will be attempted if a parent has not called by 9:00 a.m. Students need to bring a written excuse from the parent the day of their return to the school office in the event the school has not been contacted.
2. Notification to parents of total number of absences (excused and unexcused) per semester.
 - a. Absences 1 through 6 will be verified by office staff.
 - b. After 10 absences, a letter will be sent home to inform parent(s) of the number of absences with the expectation there will be some two-way communication. If parent are non-responsive and poor attendance continues a home/work visit will be conducted by counseling staff, administration, attendance advocate and/or School Resource Officer (SRO). Attendance letter is logged in PowerSchool and reported to the RtI coordinator.
 - c. Upon the 10th absence, a doctor's note will be required to excuse an absence.
 - d. After the 10th absence, based on the type of absences, the school administration will initiate a mandatory Student Support Team (SST) meeting to discuss possible solutions to the attendance problem. This meeting may include the following public agencies or a referral to the FAST (Family Advocacy and Support Team):
 - *Attendance Advocate
 - *Department of Human Services
 - *Mental Health
 - *Juvenile Diversion
 - *Partners
 - *Judicial System
 - *Truancy officer
 - e. Upon the 16th absence, a police visit may be conducted and a petition may be filed to appear in court.
 - f. After the 10th unexcused absence in one calendar year, judicial proceedings will be initiated to enforce State Compulsory Attendance Law as per School Board Policy - (JH).

NOTE: Since the purpose of these notifications is to encourage contact and cooperation between school and home, the administration may waive any or all of the above for extenuating circumstances, i.e., extended illness, hospital stay, pre-arranged absences.

CONSEQUENCES AND COURSE OF ACTION FOR ABSENTEEISM:

1. Will be determined by the administration.
2. May include but not limited to: make-up time after school; involvement of outside agencies or referral for possible court action.

EXCUSED AND UNEXCUSED ABSENCES:

1. Excused:
 - a. Temporary illness or injury.
 - b. Suffering from a physical, mental, and/or emotional disability.
 - c. Absences approved by administrator (in advance of absence).

- 1) family emergency;
 - 2) death in family or death considered a personal loss to the student;
 - 3) medical, dental, legal, and/or other appointments which cannot be scheduled outside of the regular school day;
 - 4) religious observances;
 - 5) activities which provide educational benefits to the student;
 - 6) court mandated visitations of students to their parent/guardian;
 - 7) school-related activities
2. Unexcused
- a. All other absences not listed above and/or absences not approved by the administration.
 - b. Absences not verified by the parent.
 - c. Staying home to take care of siblings.

TARDY POLICY: Students are considered tardy if they are not in their classroom when the tardy bell rings. Tardiness is disruptive. In order to promote good attendance habits, the school has developed consequences for tardiness that are highlighted in the discipline code violations. If tardies become chronic, judicial proceedings will be initiated to enforce compulsory attendance. Parent/Guardian must call or send a note to the office to excuse student's tardiness. After 5 excused tardies, all tardies will be recorded as unexcused and a consequence will be assigned. If a student is tardy 10 times in one quarter, a letter will be sent home to parents/guardians. If tardiness continues to be a habitual problem, the student may be assigned to Detention.

TRUANCY: Truancy is an unauthorized absence whereby the student's whereabouts is not known by the parent or the school. Truancy is considered an unexcused absence. Truancies will require students to make up double the time missed from school as soon as the administration can arrange it. If truancy becomes chronic, judicial proceedings will be initiated to enforce compulsory attendance

MAKE-UP WORK:

- 1) It is the student's responsibility to report to the office to receive a Make-Up/Admit slip to present to his/her teachers upon return from an absence. The student has one day for every day absent to make up their work. In the case of an unexcused absence or absence due to a suspension, the work has to be made up and the teacher will give 50% credit for the completed work.
- 2) Time away from school due to a school sponsored activity (band, choir, athletics, etc.) will not be considered an absence. It is the student's responsibility to check with all their teachers (core and elective) prior to leaving school for any assignments they will miss during their activity trip.
- 3) Students may be assigned to detention in class for late or missing assignments. This may begin with the first late or missing assignment.
- 4) When a student is absent, requests for homework must be made by 9:00 a.m. to the GMS office. The assignment sheets may be picked up in the office between 3:30 and 4:00 p.m.
- 5) Students suspended for less than 10 days will be provided an opportunity to make up schoolwork during the period of suspension to enable the student to reintegrate into the educational program of the district following the period of suspension. STUDENTS SHOULD RECEIVE PARTIAL CREDIT, UP TO FIFTY PERCENT (50%) FOR MAKE UP WORK WHICH IS COMPLETED SATISFACTORILY. Projects should be graded normally and given 50% credit. (School Board policy)

GUNNISON MIDDLE SCHOOL STUDENT CODE OF CONDUCT DEFINITIONS

BULLYING: Bullying is harassment that is characterized by unwanted attention and an imbalance of power in which an individual(s) is (are) intentionally and repeatedly targeted. Types of bullying include physical or verbal/written/cyber aggression, social alienation or intimidation. Examples include: pushing, threatening, gossip/rumors, ethnic slurs, exclusion, mocking, dirty looks, obscene gestures, threats to reveal personal information and coercion.

DANGEROUS ITEMS: Knives of any size or any other object that could be used to harm a person are not allowed at school, i.e., heavy chains, dog chains, etc.

DEADLY WEAPON: Deadly weapons are firearms loaded or unloaded; knives (blade of 3" or more); bludgeon or any other device which when used in the manner intended to be used, is capable of producing death or serious bodily harm.

DISRUPTIVE AND DISTRACTIVE BEHAVIORS: After first warning, any of the following behaviors may count as one of the students' disruptive behaviors:

1) Loud, excessive, or vulgar language/talk; 2) Inappropriate classroom/hall behavior; 3) Excessive tardiness; 4) Truancies; 5) Obscene gestures; 6) Inappropriate attire.

Any of the following constitute a major disruptive or distractive behavior. These 13 offenses may require ISS (In School Suspension) or OSS (Out of School Suspension) from 1-5 days, and a parent conference: 1) Fighting or assault; 2) Swearing at an adult; 3) Threatening an adult or other student; 4) Obscene gestures toward an adult; 5) Gang-related behavior (signs/rags); 6) Physical harm to others, not keeping hands, feet, or other objects to self, any action which would constitute assault; 7) Defiance of authority; 8) Theft or vandalism; 9) Possession of or selling abusive substances; 10) Sexual harassment; 11) Racial slurs; 12) Repeated minor violations; 13) Violent drawings depicting harm to self/others.

When a student has a third major disruption, an administrator will write a Remedial Discipline Plan (state law's terminology). The Board Policy Form will be used for the Remedial Discipline Plan. This plan may include but is not limited to the following: 1) Parent contact; 2) Parent shadows child one or more days; 3) Detention; 4) Suspension; 5) Contracts; 6) Expulsion process; 7) Parent conference; 8) Student conference; 9) Temporary loss of school privileges; 10) Consultation or referral within District; and/or 11) Consultation or referral outside of District.

HABITUALLY DISRUPTIVE STUDENT STATUS: Due process and consequences as established in the Gunnison Middle School Student Code of Conduct shall be imposed when a student receives a discipline referral. After three major violations, a Remedial Discipline Plan may be developed in conjunction with the parent, student, and principal. Continual violation (third suspension) of the remedial discipline plan could lead to expulsion.

RELATIONAL AGGRESSION: Includes behaviors that harm others by threatening to damage or manipulate their relationships with peers or by injuring one's feelings of social acceptance. Examples of relational aggression are: Spreading rumors, exclusion, passing mean notes, making school settings uncomfortable, taunting or name calling, damaging personal property, making fun of someone's appearance/weight, persuading friends to exclude someone you are mad at, revealing secrets, backstabbing, saying something rude followed by "just kidding" and cyber bullying.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE: Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of Gunnison Watershed School District RE1J to maintain learning and working environment that is free from sexual harassment and sexual violence. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

SEXUAL HARASSMENT DEFINED: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person's educational development or of obtaining or retaining employment.
- 2) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- 3) Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment as defined above may include but is not limited to anyone (including students, teachers, other school employees, or anyone else) doing the following unwelcome things to students or employees: 1) Sex-oriented verbal "kidding," harassment or abuse; 2) Pressure for sexual activity; 3) Repeated remarks to a person with sexual or demeaning implications; 4) Unwelcome touching such as patting, pinching or constant brushing against another's body; 5) Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning an individual's employment, educational status or similar personal concerns.

REPORTING PROCEDURES FOR ACTS OF SEXUAL HARASSMENT: Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate School District official.

STUDENT DISCIPLINE CODE VIOLATIONS:

The following is a list of possible violations and consequences. In lieu of Out of School Suspension, parents may be requested to attend school with their child if the child has an OSS for an extended period of time. **The consequences of any violation will be at the discretion of the Assistant Principal/Principal and may be different from those listed below.** Range of consequences may include but not be limited to one of the following actions: warning, confiscation, removal from class, detention (AM, Break, Lunch, PM), time-outs, restorative conference, referral to a counselor, parent contact, behavior contract, remedial discipline contract, in or out of school suspension, expulsion, community service, referral to police or any consequence deemed appropriate by administration.

VIOLATION

POSSIBLE CONSEQUENCES

BUS SAFETY VIOLATIONS

Consequence will be determined in a conference with the Transportation Department.

CHEATING/PLAGIARISM

Automatic zero on assignment, Assistant Principal/Principal and parent notification by teacher

DISRESPECT TO STAFF

Profanity directed at staff

Superintendent Obscene gestures, verbal or written harassment

OSS (1-5 days); Parent contact; Report to

Defiance to Staff/Insubordination

Possible ISS/OSS Refusing to obey, identify self, etc.

Warning; Detention; Parent Contact; Parent Contact, ISS/OSS Repeated - ISS/OSS (1-5 days); Parent contact; Remedial Discipline Plan

DISRUPTIVE BEHAVIOR

Defined as any behavior that disrupts the Learning process for others

Warning Detention; Team consultation; Parent Contact by teacher; Contact with Assistant Principal

Office referral & detention
Parent contact by office; Possible ISS; Behavior Plan

*Consequences could be more severe if behavior is with a substitute

DRESS CODE VIOLATION

Student asked to comply with dress code by staff; Change clothes; Possible parent contact

DRUG VIOLATIONS - ALCOHOL/ILLEGAL

Possession or use of illegal
drugs, alcohol or paraphernalia

Police referral; Suspension for 3-5 days
Police referral; Suspension for 5-10 days
Expulsion will be recommended

DRUG VIOLATION - TOBACCO

Possession
Use at school or school events

Confiscate; Parent contact; ISS; Additional OSS
OSS (1-3 days); Parent conference

FALSE ALARMS/ARSON

ISS or OSS (1-5 days); Parent conference;
Police referral; Restitution; Report to Superintendent; Possible Expulsion.

FIGHTING

1) Pushing, shoving, rough play

Warning
Detention; Parent contact; Restorative Conference ISS; Parent contact
Possible OSS

2) Fighting which involves throwing punches/assault

OSS (1-3 days); Parent contact; Possible police referral;
Restorative Conference
OSS (1-4 days); Rtl plan; Possible police referral OSS (2-5 days)
Further incidents could lead to expulsion; Remedial discipline plan

FORGED NOTES

Parent contact by teacher; possible loss of privileges

GANG RELATED BEHAVIOR

ISS or OSS; Possible Police referral

HARASSMENT - BULLYING

Defined in Student Code of Conduct

Restorative conference; Parent contact
ISS; Parent contact
OSS; Parent contact; Refer to Counselor; Possible police referral

HARASSMENT - PHYSICAL

SAME AS FIGHTING

HARASSMENT – SEXUAL/RACIAL

Defined in Student Code of Conduct

Parent contact;
ISS/OSS; Restorative Conference; Possible police referral
OSS (1-5 days); Parent contact; Report to Superintendent

HARASSMENT - VERBAL

Disrespectful language; gestures
Profanity, Obscenity, Verbal or Written/cyber harassment

Warning; Parent contact; Detention; Restorative Conference
ISS; Parent Contact
OSS; Parent contact

INAPPROPRIATE LANGUAGE

Warning by teacher
Detention; Parent contact by
teacher Office referral; Possible
ISS

LUNCHROOM/BREAK RULE VIOLATIONS

Cleanup duty; Loss of lunchroom/break privileges;
Possible parent contact; ISS from
lunchroom/break (1-5 days)
ISS; Parent contact

POSSESSION OF DANGEROUS ITEMS

Defined in Student Code of Conduct to student

Confiscation of item which will not be returned
Parent conference; Possible ISS or OSS (1-5 days)

POSSESSION OF DEADLY WEAPONS

Defined in Student Code of Conduct

Confiscation of material which will not be returned
to student; Referral to police; Parent contact;
Report to Superintendent
Possible ISS or OSS

POSSESSION OF PERSONAL ITEMS

iPods, video games, cell phones

Warning
Confiscation of item, with return to be arranged
by teacher
Office referral and possible detention; Parent
contact

POSSESSION OF NUISANCE ITEMS

Squirt guns, matches, lighters,
aerosol sprays, trading cards, etc.

Warning
Confiscation of item, with return to be arranged by
teacher
Office referral and possible detention; Parent contact

PUBLIC DISPLAY OF AFFECTION (PDA)

Warning by teacher, Loss of
privileges
Parent conference; Possible ISS

RELATIONAL AGGRESSION

Defined in Student Code of Conduct

Warning; Parent contact
ISS; Parent and/or restorative conference
OSS; Parent contact; refer to Counselor;
Possible police referral

ROUGH PLAY

Detention; Possible parent contact
Detention; Parent contact

THEFT

Warning, Parent contact, Possible police
referral, Restitution; ISS or OSS (1-5 days);
Parent contact; Police referral;
Restitution; Report to Superintendent;
Possible expulsion

THREAT - INVOLVING A WEAPON

Threats (verbal, drawn or written),
Harm, or to damage property

ISS or OSS (1-5 days); Parent contact;
Report to Superintendent; Report to
police

TRESPASSING

Presence on school property or at
OSS school activity without permission

Police referral and report to Superintendent;
Possible ISS or

TRUANCY/DITCHING

Truancy: Leaving school grounds
Ditching: Not going to class

Parent contact;
Loss of privileges
Make up double the time missed

**UNAUTHORIZED DISTRIBUTION
OF MATERIAL (i.e. pornography)**

Confiscation of materials; Parent contact;
Possible ISS or OSS

**VANDALISM OF PUBLIC/PRIVATE
PROPERTY**

Parent contact; Restitution; Police referral; ISS or
OSS (1-5 days); possible report to Superintendent

This document is a work in progress and may be updated during the year. Students will be informed of any changes during the year.

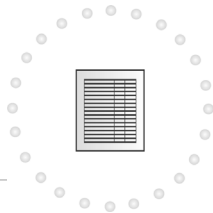
By establishing the Gunnison Middle School Student Code of Conduct, we are complying with state law, District policy, and our expectations for the students. The staff of Gunnison Middle School believes that all students can exhibit appropriate behavior and are capable of exercising responsibility within the school setting. NOTE: At the discretion of the Principal the consequences for specific violations stated above may be exceeded due to the severity of the violation. School rules apply at all school functions, extracurricular activities, and on the school bus and grounds. THE DISCIPLINE CODE WILL BE FOLLOWED FOR ALL VIOLATIONS.

GUNNISON MIDDLE SCHOOL PBS MATRIX

MUSTANG PRIDE IS DEMONSTRATED BY...

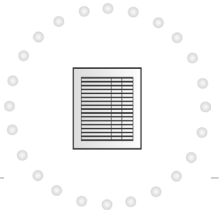
GMS	BATHROOMS	LUNCH ROOM	COMMONS	HALLWAYS	INFORMATION CENTER	MUSTANG PARK/OUTSIDE	ASSEMBLIES	OTHER COMMUNITIES	SCHOOL VEHICLES
GIVING RESPECT "Are you giving respect/showing respect?"	Walls are kept graffiti free Flush toilets	Stay in line Be polite to others Ask to be dismissed by supervisors	Respect others' property Use inside voice Respect supervisors	Walk on the right Maintain personal space Remove hat and sunglasses in building	Follow staff directions Use soft voice Be polite to others	Maintain personal space Put trash in the trashcan Move beyond the yellow line Put balls back in bucket	Pay attention to speakers Celebrate the success of others	Follow staff directions Be polite to others Respect others' things and space	Follow staff directions Be polite to others Respect others' things and space
MAKING GOOD CHOICES "Are you making good choices?"	Put trash in in the trashcan Plan to use bathroom during break/lunch	Pay for food Clean up your area and wipe your table Bring coat for outside Wash hands before eating	Keep area clean Follow staff directions Come straight to the commons in the morning	Be prompt to class Have permission or hall pass Use inside voice	Use computers appropriately Return materials on time Finish food/drink before entering	Stay within Mustang park and football field 8 th Graders enter through North door 7 th & 6 th Graders enter through South door unless going to PE or music	Sit with your advisory and teacher Respect staff and visitors Leave conversation at the door	Be your best when no one is watching Clean up after yourself Use appropriate language	Clean up after yourself Use appropriate language and voices Use electronic devices appropriately
STAYING SAFE "Are you acting in a safe way?"	Have permission or hall pass Wash hands	Maintain personal space No throwing food 8 people per table (10 is a privilege)	Walk Exit safely Keep off stage	8 th Use South stairs 7 th Use North stairs Enter classroom under teacher direction	Walk Ask politely for help when needed	Snow and rocks stay on the ground Watch out for others Ask for permission to go inside Walk bikes and skateboards on school grounds	Walk Use walkways on bleachers Maintain personal space	Follow expectations of local environment Follow the rules of the road when walking Keep in communication with supervisor	Stay seated Keep aisles clear Keep body and belongings inside the bus

NOTES



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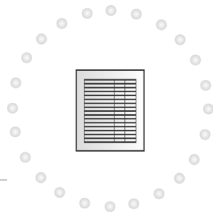
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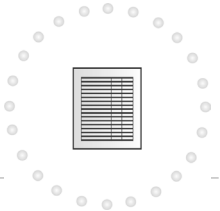


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