

LOUISVILLE MIDDLE SCHOOL
STUDENT HANDBOOK
2011-2012

STUDENT EXPECTATIONS
AND
INFORMATION

Directions:

Each student and his/her parent or guardian needs to review this 2011-2012 Student Handbook. The student should then return this top cover sheet only to the designated teacher.

Parents, your signature informs us that you understand the expectations of L.M.S. and agree to abide by school and District rules, and pledge to work together with the school to ensure a safe and positive educational environment for all our students. If you wish additional clarification, please contact the school at 720-561-7400, or visit www.bvsd.org and review the related Board policies.

Parent _____ Date _____

Student _____ Date _____
(Please Print Name)

Students and parents are responsible for reviewing and knowing the behavior expectations outlined in both this student handbook and the BVSD “Students’ and Parents’ Rights and Responsibilities Handbook” published by the District.

Louisville Middle School

"House of **PRIDE**"

Adam Fels, Principal
Ginny Vidulich, Assistant Principal
 Main Number - (720) 561-7400
 Counseling Number – (720) 561-7408

1341 Main Street Louisville, CO 80027

Fax Number – (720) 561-7401

Attendance Number – (720) 561-7402

<http://schools.bvsd.org/louisvillemid>

M, T, TH, F BELL SCHEDULE 2011-2012

6 th GRADE		7 th GRADE		8 th GRADE	
Period 1 (50)	8:40 - 9:30	Period 1 (50)	8:40 - 9:30	Period 1 (50)	8:40 - 9:30
Period 2 (50)	9:35 - 10:25	Period 2 (50)	9:35 - 10:25	Period 2 (50)	9:35 - 10:25
		Period 3 (50)	10:30 - 11:20	Period 3 (50)	10:30 - 11:20
6th Grade Lunch (30)	10:25 - 10:55	7th Grade Lunch (30)	11:20 - 11:50	Period 4 (50)	11:25 - 12:15
Period 3 (50)	11:00 - 11:50			8th Grade Lunch (30)	12:15 - 12:45
Period 4 (50)	11:55 - 12:45	Period 4 (50)	11:55 - 12:45		
Period 5 (50)	12:50 - 1:40	Period 5 (50)	12:50 - 1:40	Period 5 (50)	12:50 - 1:40
Period 6 (50)	1:45 - 2:35	Period 6 (50)	1:45 - 2:35	Period 6 (50)	1:45 - 2:35
Period 7 (50)	2:40 - 3:30	Period 7 (50)	2:40 - 3:30	Period 7 (50)	2:40 - 3:30

LATE START WEDNESDAY E7 BELL SCHEDULE 2011-2012

6 th GRADE		7 th GRADE		8 th GRADE	
Period 1 (39)	9:30 - 10:09	Period 1 (39)	9:30 - 10:09	Period 1 (39)	9:30 - 10:09
Period 2 (39)	10:13 - 10:52	Period 2 (39)	10:13 - 10:52	Period 2 (39)	10:13 - 10:52
		Period 3 (39)	10:56 - 11:35	Period 3 (39)	10:56 - 11:35
6th Grade Lunch (33)	10:52 - 11:25	7th Grade Lunch (33)	11:35 - 12:08	Period 4 (39)	11:39 - 12:18
Period 3 (39)	11:29 - 12:08			8th Grade Lunch (33)	12:18 - 12:51
Period 4 (39)	12:12 - 12:51	Period 4 (39)	12:12 - 12:51		
Period 5 (39)	12:55 - 1:34	Period 5 (39)	12:55 - 1:34	Period 5 (39)	12:55 - 1:34
Period 6 (39)	1:38 - 2:17	Period 6 (39)	1:38 - 2:17	Period 6 (39)	1:38 - 2:17
Period 7 (39)	2:21 - 3:00	Period 7 (39)	2:21 - 3:00	Period 7 (39)	2:21 - 3:00
E7	3:00 - 3:30	E7	3:00 - 3:30	E7	3:00 - 3:30

TABLE OF CONTENTS

Academics	14	Nondiscrimination	07
Appearance	09	Reference and Citation Rules	18
Attendance	12	School Safety Act of 1993	06
Building Hours	11	Skateboards, Skates, etc.	14
Cell Phones	10	Student Conduct Code	05
Closed Campus	11	Student Expectations	01
Course Syllabus	15	Student Services	17
Extra Curricular Activities	14	Student Valuables	18
Hall Behavior/Expectations	08	Tardy Policy	13
Health Clinic	17	Technology Use	15
Homework	14	Telephone and Messages	12
Lockers	13	Textbooks and Materials	15
Lost and Found	18	Truancy	13
Lunch Expectations	09	Visitors/Guests	12

NAME

Positive

Respect

Integrity

Determination

Empathy



Louisville Middle School

Bookmark: www.schools.bvsd.org/louisvillemiddle

STUDENT EXPECTATIONS & INFORMATION

STUDENT CONDUCT CODE

Louisville Middle School students are expected to comply with the following codes:

P.R.I.D.E.

We live it every day at LMS; this is the House of PRIDE!

These fundamental values of *Positivity, Respect, Integrity, Determination, and Empathy* are at the heart of what we believe and how we behave. All of us. We're all in this together to make LMS a strong, welcoming community of learners. Guide your decisions in a PRIDEful way...

Assume positive intent.

Treat others the way you would like to be treated.

Do what's right, even when no one is looking.

Attitude determines altitude.

Climb into someone else's shoes and walk around in them.

Students and parents are responsible for reviewing and knowing the behavior expectations outlined in both this student handbook and the BVSD "Students' and Parents' Rights and Responsibilities Handbook" published by the District.

The rules below are the mandatory details. Think PRIDE, and you'll have them covered.

HB1254, passed in 2011 further enforces and supports section 22-21-109, supports anti-bullying school programming, public education regarding the effects of bullying and encourages school to end bullying. Specifically, schools are to enforce their anti-bullying codes of conduct.

- You shall maintain high personal standards of courtesy, integrity, morality, and honesty in your relationship with others.
- Your conduct shall at all times reflect consideration for the rights and privileges of others; cooperation with all members of the school community is required.
- You shall respect the authority of school staff and officials. This includes compliance with school regulations, Boulder Valley School District policies, and Colorado law.
- **Bullying:** No student shall engage in bullying, intimidating, or harassing behavior. This includes behaviors in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events, or that happen outside the school day but affect another students sense of safety.

Bullying is defined as any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students. A reasonable balance between the severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

- Come prepared to learn. You need to bring all materials, completed assignments, and a positive attitude to class each day. Backpacks must be left in your hall locker. Bring only educational items to school.
- Exhibit positive regard for all students, adults, and school property. Everyone should be treated with common courtesy. Treat others the way you would like to be treated.
- Be appropriate in behavior, language, and dress. Obscenities, put downs, intimidation, harassment, vulgar language, and gestures will NOT be tolerated. Materials that display obscenities or vulgarity, including locker decorations, will be confiscated.

- Use of technology, during and after school hours, on and off school property, may result in discipline at school if it interferes with school safety or academic integrity. This includes but is not limited to texting, social interaction sites and e-mail.

*See District Policies on-line at www.bvsd.org

SCHOOL SAFETY ACT OF 1993

Grounds for Mandatory Expulsion

The School Safety Act, enacted July, 1993, and revised in July, 1996, **requires expulsion** for the following actions:

Suspension followed by expulsion shall be mandatory for the following serious violations in the school or on school property:

- Carrying, possessing, using, or a dangerous weapon without the authorization of the school or the district. A dangerous weapons include, but is NOT limited to, a firearm loaded or unloaded; a **firearm facsimile** that could be mistaken for an actual firearm which includes squirt guns, cap guns, or any other device designed to propel projectiles; a pellet or BB gun or other air-guns; a knife; or any other weapon or instrument, which it is intended to be used, is capable of producing death or serious bodily injury.
- Bringing, carrying, possessing, buying, selling or exchanging alcohol, restricted or dangerous drugs, or controlled substances.
- The commission of an act which if committed by an adult would be robbery or assault (first or second degree assault under the criminal code, which generally requires an intent to cause serious bodily injury and that the victim suffers bodily injury), all as defined by applicable state law.

Habitually Disruptive

For a habitually disruptive student, expulsion shall be mandatory. A student shall be determined to be habitually disruptive if:

1. The student is suspended three times in a school year for:
 - Continued willful disobedience or open and persistent defiance of proper authority.
 - Willful destruction, defacing, or damaging of school property or private property.
 - Behavior on school property which is detrimental to the welfare and safety of other students or of school personnel.
 - Serious violations in a school building or on school property.
2. The conduct was initiated, overt, and willful on the part of the student.
3. The conduct caused a material and substantial disruption in the classroom, on school grounds, in a school vehicle, or at a school-sponsored activity.

After the first suspension, the school will develop a remedial discipline plan for the student, pursuant to district policy. This plan will be reviewed and modified after the second such suspension. The student's parent or guardian must be notified in writing of each suspension. A remedial discipline plan will be developed after each suspension for disruptive conduct.

This act also:

- Permits the school to suspend or apply for expulsion of students involved in improper conduct off grounds, during non-school hours including weekends, which may significantly affect the learning environment at school.

- Allows for a student expelled in one district to be denied entry in another district at the discretion of that school.

Disciplinary Information

Disciplinary information may be provided to another school where a student moves, transfers, or makes application for transfer. Consent of the parent, guardian, or student to release the information is NOT required. The Principal / Assistant Principal must communicate disciplinary information about a student to all teachers who have direct contact with the student in the classroom and to the student's counselor.

A copy of the disciplinary information that is communicated to teachers and the counselor must be provided to the student and the student's parent or guardian. The student and the student's parent or guardian may challenge the accuracy of the information, using the process provided for in the District's discipline code.

NONDISCRIMINATION

In affirming that there shall be no discrimination, harassment, or violence against anyone in the school system, the Board of Education intends this regulation to define what constitutes a violation of the Board's nondiscrimination policy and to provide processes to prohibit discrimination, harassment, and violence. This regulation is further intended to delineate procedures to resolve conflicts that arise and to ensure accountability. "The Boulder Valley School District does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability, or religion.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1982. Questions, complaints, or requests for additional information regarding the District's nondiscrimination policies may be forwarded to the following:

Titles VII and IX, ADA, Section 504: Office of Legal Counsel, Voice (303) 245-5903; Facsimile (303) 245-5906. Complaints may also be filed: Office for Civil Rights, U.S. Dept. of Education, Region VIII, Federal Ofc. Bldg., 1244 N. Speer Blvd., Ste. 310, Denver, CO 80204, (303) 844-5695."

Definition:

1. Harassment

Behavior toward students or adults based, in whole or in part, on race, ethnicity, gender, sexual orientation, age, disability, or religion which interferes with a person's school performance or creates an intimidating, hostile, or offensive school environment.

2. Sexual Harassment

Verbal, visual, or physical unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other when

- a. such behavior creates intimidating, hostile, or offensive educational environment; or
- b. such behavior interferes with an individual's educational performance or adversely affects an individual's learning opportunities.

Violation of the Nondiscrimination Policy and Student Conduct Policy

It is a violation of the nondiscrimination policy if, on District property, in District vehicles, or in connection with any District program, activity, or event, a District employee or student:

- a. makes demeaning remarks directly or indirectly (such as by name-calling, slurs, or jokes), intimidates, or physically threatens or harms an individual on the basis of race, ethnicity, gender, sexual orientation, protected age group, disability, or religion;
- b. harasses an individual on the basis of that individual's race, ethnicity, gender, sexual orientation, protected age group, disability, or religion, or displays visual or written material or defaces District property or materials with the purpose or effect of demeaning the race, ethnicity, gender, sexual orientation, protected age group, disability, or religion of any individual or group;

- c. damages, defaces, or destroys the property of any individual because of that individual's race, ethnicity, gender, sexual orientation, protected age group, disability, or religion; or
- d. excludes any qualified individual from participation in, denies any qualified individual the benefits of, or otherwise discriminates against any individual in connection with any district program, activity, or event on the basis of the individual's race, ethnicity, gender, sexual orientation, protected age group, disability, or religion.

Procedures to Resolve Conflicts

Any student, staff, or community member who witnesses a violation of the non-discrimination policy is expected to take reasonable action to stop the violation at the time the violation occurs and to report the incident to the appropriate personnel immediately.

Level	Decision-Maker	Respondent Action	District Action
I.	School Principal or Immediate Supervisor	Report immediately after event giving rise to claim	Resolve informally utilizing District's disciplinary regulations (inappropriate behavior will constitute disciplinary actions). (See BVSD File: JG for reference).
II.	School Principal or Immediate Supervisor	If not resolved at Level I, file a formal written complaint within 20 school days after event giving rise to claim.	Report findings within 10 days: A. No violation of District policy. B. No violation of District's Nondiscrimination policy; however, inappropriate behavior by respondent (disciplinary action may be taken); or, C. Violation of District Nondiscrimination Policy (disciplinary action must be taken).
III.	Superintendent or Designee	File a written complaint within 10 days of appeal of Level II	Written decision within 20 days of appeal which may: affirm, reverse, modify or remand. The Superintendent's or Designee's decision is final.

HALL BEHAVIOR/EXPECTATIONS

Students are permitted in the hall during class periods **only** if they have a pass issued by the teacher who is responsible for them. You may be requested to show this hall pass to a staff member when out of class.

- No student may leave the classroom without his/her teacher's permission AND a pass in hand. This applies to the lunchroom as well – students must get a pass, in advance, from their teachers in order to leave lunch or miss lunch. Teachers and staff may use the student planner as a pass.
- Students must walk through the halls in a manner that allows others to pass quickly and safely. Running, pushing, and shoving cause safety hazards and may result in someone getting seriously injured. Please stay to the right side in the direction you are headed. Stopping to socialize in a crowded hall area causes major disruption.

- Cell phones are not to be used in hallways and are to remain in your lockers from 8:40 – 3:30 PM. (see cell phone policy)
- Profanity is not acceptable in school. This applies to all areas of the school, during the school day and during all school activities.
- A warning bell will chime when there is one minute remaining in the passing period. This is a kind reminder that you have one minute to get to your next class ready to learn.

APPEARANCE

You are expected to dress appropriately, modestly, and tastefully for the classroom and school activities.

- Clothing that violates LMS PRIDE shall not be worn. Outerwear must cover underwear. Clothing with obscene or questionable language or that advertises drugs, alcohol, and/or tobacco **must not** be worn to school. Short shorts, spaghetti strap tops and/or baggy pants that reveal undergarments are not to be worn at school. Other “not for school” items include half shirts or shirts revealing midriff, tank tops/muscle shirts, halter tops, chains, spiked clothing or jewelry. Shorts and skirts should be longer than extended fingertips on arms held straight at your side. Shoes (not bedroom slippers) need to be worn at all times and sunglasses must be removed when in the building.
- Clothing that allows students to be comfortable within all classrooms (art, home economics, science labs, etc.) as well as lunch recess is appreciated. The temperature and weather can change rapidly in Colorado. Parents, please be sure your child understands he/she needs to take responsibility to dress warmly for lunch recess. Students will not be allowed to return to their lockers to retrieve their coats during lunch; come prepared.
- Hats, headbands, hoods, and head scarves may only be worn inside Louisville Middle School on Hat Day, every Friday when school is in session, without exception. Hats, headbands, hoods, and head scarves may not be worn at any building where a Louisville Middle School sponsored activity is being held or during any LMS sponsored field trip. Hats may be worn OUTSIDE on any day.
- Generally, we expect modesty in dress on campus and encourage parents to support LMS appropriate dress. We would rather spend time focusing on learning than “policing” children in this domain. Therefore, we are asking parents to simply reflect on our policy and to help your child make good choices in determining the meaning of “respect in dressing” for the purposes of attending school. Respect in dressing contributes to respectful learning. Clothing that disrupts the learning environment will be in violation of BVSD and LMS policy.
- LMS school shirts or freshly washed lost and found clothing will be loaned to students not following the school dress code and parents will be contacted.

Please note: Administration reserves the right to send any student home to change if deemed necessary.

LUNCH EXPECTATIONS

As with the rest of your day at LMS, **PRIDE** governs the lunchroom. In order to maintain the most pleasant environment for all students and staff, please remember **RESPECT** and **EMPATHY** as your guiding traits.

The Lunch Process:

- **Be respectful in line** as you move toward the front. You can catch up with friends at your table, so avoid “saving places” and disrespecting those in line behind you.
- **Settle on a table for lunch and stay seated until the lunch staff has dismissed students** to move during the last 15 minutes of lunch. Then, if your place is clean, once your table has been dismissed, feel free to move to another table or head outside with friends.
- **Please leave the table and surrounding area as clean as you found it.** A quick wipe with a napkin and one of the damp cloths we provide makes everyone’s life more comfortable.
- The lunch staff is here for your safety and to maintain a pleasant lunchroom environment for all. **Please treat the lunch staff with kindness and respect, and they will strive to treat you the same.**

- Always **wait courteously**, with your hand up, for the lunchroom staff to dismiss you.
- For safety reasons, **plan on staying in the supervised areas during lunch**. Please use the restrooms in the multi-purpose room. If you need to see a teacher during lunch, please show your prearranged pass to the lunchroom staff.
- **All school rules apply to the lunchroom and the “recess” areas. Keep those phones in your lockers. Play respectfully realizing that you are sharing limited space. No pushing, shoving, or tackling games are allowed or any other activity that may injure other individual students.**
- Student ID may be used for games and equipment check out.
- Return all trays neatly to the service window. **Lunch trays need to remain** in the Multi-Purpose room.
- **During nice weather, go outside once you have finished eating.** Students should remain visible within the Sunken Garden area while outside during lunch. The playground equipment is off limits.
- **If you have questions, please ask Mrs. V.** Eating with your peers in the lunchroom is a privilege that is guided by rules of courtesy, cleanliness, and appropriate manners. If you choose to disregard the above expectations, your parents and the administration will need to make alternative lunch arrangements.

BVSD Student Rights and Responsibilities Guide
Portable Electronic Devices in School (April 2008)

BVSD recognizes that portable electronic devices are tools of both communication and learning that, depending upon their use, can either add value to or disrupt the school environment. Portable electronic devices include cell phones, iPods, PDAs, MP3s, wireless email devices, laptops, etc.

Portable electronic devices shall not be turned on or used in any way at school or at school-sponsored activities unless approved by school personnel. Portable electronic devices with cameras may not be used to violate the privacy rights of another person (ex. You may not photograph others in a bathroom or locker room.). Your school may have additional rules and expectations regarding the use of portable electronic devices. Refer to your school’s handbook or ask your Principal.

Students are required to turn portable electronic devices over to school personnel when requested. Under certain circumstances, law enforcement authorities may be notified. Portable electronic devices are considered personal effects in a student’s possession and thereby subject to Board Policy JFGA governing searches of such items. Except in cases of emergency, a cell phone or other electronic communication device will not be searched without the consent of either the student or parent.

BVSD shall not be responsible for loss, theft or destruction of portable electronic devices brought onto school property.

CELL PHONES, IPODS, SMART ELECTRONICS, TOYS, ETC.

Cell phones are not allowed to be used during school hours 8:40 A.M. - 3:30 P.M. We understand that parents might want their students to have a phone for communication – and to keep track of a busy teenager after school! We would like to support your communication. However, **during school hours (8:30 a.m. to 3:30 p.m.) cell phones and smart electronic use is prohibited.** If students have an emergency and need to use a phone, they should always ask an adult for permission to use a school phone. If a student is feeling ill, s/he should call from the health room phone. If a student has a phone at school, it should always be turned off, kept secured in his/her locker and out of sight/ sound during school hours. Smart Technology has inherent issues for young teens, and LMS cannot be responsible for the replacement of such technology or for its use while on campus.

- If a communication device rings, vibrates or is in use during the school day, it will be confiscated and brought to the administration. If it is the **first offense**, the student may reclaim the phone at the end of the school day.
- Upon the **second offense**, the communication device will be kept for a week and a parent or guardian must contact the Assistant Principal (or designee) to reclaim it. Students are responsible for informing their parent. Further offenses may result in school discipline, including suspension.
- After school, cell phones should be used for communication purposes, not flashed in groups as a ‘badge of honor’. If students congregate in groups after school to merely ‘show off’ their technology, they will be warned. Upon a second infraction, cell phones will be confiscated. Please be respectful and responsible with these expensive items.
- The use of a handheld or Smart technology or laptop may be allowed in some instances with a signed permit from administration and parents. They may not be used for games, but only in a capacity that would support their academic endeavors. See administration for more information.
- **iPod and other MP3 players may be used** in selected classrooms with explicit teacher permission. MP3 players and their headphones should always be turned off and kept secured and out of sight/sound during school hours. Other handheld electronic devices need to be kept at home. Headphones should not be in use except with direct and explicit teacher permission.
- Students are reminded that use of technology, during or after school hours, on or off school property, may result in discipline at school if it interferes with school safety or academic integrity. **This includes but is not limited to texting, social interaction sites and email.**
- **Students may not call home for pick-up via cell phone. It is vital for students to utilize the main office courtesy phone or health room to contact parents.**

CLOSED CAMPUS

- The Boulder Valley School District has a “Closed Campus” policy for all middle level schools. You must remain on school grounds during the school day. Permission for a student to go to his/her own home for lunch or with his/her own parent to lunch will be given with written permission from his/her parent when presented to the Main Office. Pirate’s Park is off limits before and after school. Only parents may eat lunch with students per school board policy.
- Parents wishing to take their student to lunch should reserve this opportunity for special occasions.
- Prior permission must be acquired for parents to eat lunch at school with their children.
- Students are required to attend all classes on their schedule each day. Any student who skips a class will be referred for school disciplinary action.

BUILDING HOURS

- The building will be open to students at 8:30 a.m. and then the doors will be secured. Main Office entrance will be the single point of access during school hours. Visitors must check in there and then will be escorted into the building. A bell will ring for students to enter the building at 8:30 a.m. using designated building entrances.

- When the 8:40 a.m. bell rings, all students need to be in class. Dismissal will be at 3:30 p.m.
- Supervision of students begins at 8:20 a.m. and ends at 3:40 p.m. Students in the building or on school grounds before 8:20 a.m. and after 3:40 p.m. must be under the direct supervision of an adult.
- Office Hours: M, T, TH, F 8 a.m. – 4 p. m. Office Hours: Wednesday 9 a.m. – 4 p. m.
- Student Services: M, T, TH, F 8 a.m. – 4 p.m. Student Services: Wed. 9 a.m. – 4 p.m.

VISITORS/GUESTS

- **PARENTS:** All parents and visitors to Louisville Middle School are required to check in with the Main Office and receive a visitor pass. This pass is to be worn at all times. If a student is needed, we will have the student come to the office. Teachers and staff are instructed **not** to allow a student to leave his/her classroom with any non-school personnel. This is to insure the safety of our students!
- Parents visiting during school hours should park on Main Street or in the designated visitor spots only in the parking lot.
- **STUDENTS:** Due to the number of students at Louisville Middle School, friends/guests are asked to visit after school hours (3:30 p.m.) with permission from an administrator.
- Please make arrangements to meet students from other schools off school grounds and away from Pirate’s Park.
- A special note about student drop off, pick up and parking: Please adhere to parking in the designated areas only. Dropping and collecting students on the south side of the school on Lafayette is the safest for everyone.

TELEPHONE AND MESSAGES

We will not be able to deliver telephone messages each period. We will use a lunchtime and 7th period message delivery system. Your understanding and co-operation is greatly appreciated.

Reminder: Cell phone usage is not allowed during the school day. Cell phones may be confiscated.

ATTENDANCE

Boulder Valley School District
Associated Regulation: JED-R

Regular attendance in all classes is an integral part of the educational process. Students are expected to be in attendance every day school is in session as required by law and District policy. Participation in the classroom is a significant aspect of a student’s academic performance, and failure to attend is considered to be grounds for academic sanction.

Excused Absences mean absences due to temporary illness or injury, and any other reason deemed acceptable by the Principal and in accordance with BVSD policies. Only the LMS Principal, Assistant Principal, or designee may excuse a student’s absence. When you are absent, it is your parent’s/guardian’s responsibility to call the school attendance line at (720) 561-7402 before 9:00 a.m. that day to explain the reason for the absence. Parents may excuse a student in writing within 48 hours. If the school is not notified, students’ absence will remain un-excused. The student has TWO school days to make up missed work from one day’s excused absence. Homework may be requested on the third day of absence by calling Student Services at (720) 561-7408.

Early Dismissal during the school day requires a note to the attendance office. You need to bring the note to the Main Office before school starts in the morning. A pass is then given to you. Upon your return to school, bring this pass to the Main Office.

Pre-Arranged Absences BEGIN at the Attendance Office. Student's need to bring a note to the Attendance Office stating: name, grade, dates of absence, and reason. The student will then be given a prearranged absence form to be signed by each of the student's teachers. The form is then returned to the Main Office to be copied for school records.

TARDINESS

Tardiness is defined as the appearance of a student after the scheduled time that a class begins and is considered a form of absence. Without proper excuse, tardiness is considered a form of unexcused absence. Minutes of unexcused tardies will be included in the calculation of total unexcused absences.

- Students who are late to school after 8:40 a.m. must check in with the Attendance Office. Students who are late to class and are un-excused will receive consequences from their teacher for time and work missed.
- Tardies are dealt with by each teacher unless they become excessive, in which case they will be referred to the administration. A fifth unexcused tardy may result in an administrative referral. Consequences may include lunch detention, before/after school hours work detail or, in extreme cases, Saturday school.

TRUANCY

A student is expected to remain at school and not leave campus once he/she arrives at school.

- If a student is not in class at anytime without permission, he/she will be considered truant. Truant students may be suspended. If a class is missed during the school day and the student is still on campus, he/she must make up double the time missed. A student will be allowed to leave only if parents or a person on the emergency card comes to the office to pick up him/her or have made alternate arrangements with the office. If a student must leave the building for any reason, he/she must check out through the Main Office or the Clinic.
- Students who have four unexcused absences from school or from class in any one month or ten unexcused absences from school or from class during any school year are considered 'habitually truant.' At this point the student is referred to the districts' Truancy Officer.
- **Unexcused Absences:** Truant students will be required to make up missed work and will serve double the amount of class time missed in work detail or detention. The Principal has final discretion to excuse or not excuse an absence or tardy.

LOCKERS

- Lockers are issued to students by designated teachers. Lockers may be searched with "reasonable suspicion" at anytime. Keep your locker clean, inside and out. Keep your locker combination to yourself for security.
- The school will not be responsible for lost or stolen items. **Leave valuables at home.**
- A \$5.00 fee will be charged if the combination has to be changed because it has been shared with friends.
- All backpacks must be kept in your locker until the end of the day.
- Lockers that are damaged will be assessed a fee at the end of the school year.

SKATEBOARDS, IN-LINE SKATES, BIKES, SCOOTERS

- For safety, students are to dismount bikes, scooters, and skateboards immediately after entering school grounds. Park all bikes in bike racks behind the school. Locks must be placed on all bikes for security. Bikes should **not** be left at school overnight or on weekends.
- Students using in-line skates must remove them immediately upon arrival on school grounds, before entering the building.
- Bikers and skaters must avoid pedestrian traffic at all times.
- Skateboards, scooters, in-line skates, shoes with wheels, and bikes are **NOT** to be ridden on school grounds 15 minutes before or after school.

EXTRA CURRICULAR ACTIVITIES

- Students are encouraged to participate or attend after-school activities and contests. Contact the Assistant Principal for any questions about school activities or athletics.
- Whether you are a participant or spectator, you must display good sportsmanship at all times. Courteous and polite manners are expected at all times during Louisville Middle School activities, at home and away. The Administration reserves the right to remove anyone from participating or observing who refuses to display good sportsmanship or PRIDE.
- Socials, clubs, and intramurals are offered for Louisville Middle School students ONLY. They will be held after the school day, from 3:30 – 5:00 p.m.
- Louisville Middle School offers many athletic enrichment activities to all students. Some athletic activities require a current physical to be on file. All athletic activities require a completed registration form but only one per school year needs to be in the student's file.
- No student should be excluded from participation because of financial need. Please contact Mrs. V. regarding scholarships from our Student Opportunity Fund.

ACADEMICS

It is the expectation of Louisville Middle School that you use your abilities to the fullest. The staff, along with your parents, is here to assist and support your success. All the information that precedes “academics” in this handbook is here to support your education and safety.

- Louisville Middle School operates on Standards Based semester system. Each semester is eighteen weeks long; there are two semesters in the school year. Final grades are issued at the end of each semester. Progress reports are issued every nine weeks (halfway through each semester).
- The dates for Progress Reports and Semester Report Cards, see the LMS web site: <http://schools.bvsd.org/louisvillemid>
- Progress reports will be given to students to take home. Any concerns about grades should be directed through Student Services, (720) 561-7408. The 1st semester report cards and final end-of-the-year report card will be mailed home.
- Parents are able to access their student's academic grades, attendance, and class schedule by logging into the Parent Portal. 6th grade parents will be mailed their Parent Portal ID number in the fall.

HOMEWORK

Homework is a regular expectation at Louisville Middle School for all grade levels. It provides the student and teacher with information about the extent to which the subject matter has been mastered. Although homework may not be assigned in every subject every day, assume that you will have some homework on a regular basis. Each teacher has specific expectations for home-work. Please make sure you have a copy of each of your teacher's class expectations.

TEXTBOOKS AND MATERIALS

Students are responsible for all textbooks and materials issued by teachers. Replacement costs and fines will be assessed when appropriate. Library fines will also be assessed when appropriate.

COURSE SYLLABUS

Each student will receive a syllabus, curriculum map, or outline for each course in which he/she is enrolled to communicate course expectations, materials, skills, and content.

STUDENT USE OF DISTRICT TECHNOLOGY

Appropriate Use of Technology Resources

© Boulder Valley School District

5/02

The Boulder Valley School District (BVSD) offers access to an array of technology resources, including the Internet. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence in the Boulder Valley Schools. The purpose of this document is to inform parents, guardians, and students of the availability of the technology resources, as well as the rules governing its use, and to obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the technology, especially the Internet. Parents are expected to discuss with their children the school and District technology rules, as well as their own expectations for their student's Internet use.

Appropriate Use of Student E-Mail Accounts BVSD 4/26/07

As of the beginning in the 2007- 2008 school year, BVSD students will no longer be able to access personal e-mail accounts (for example: hotmail, gmail, and AOL) from school. This change is being undertaken for both safety and security reasons: district filters will better protect student e-mail from undesirable messages and unwanted spam, and district procedures will better prevent undesirable threats (worms, viruses, and spyware) from infecting computers.

In lieu of personal accounts, **students are encouraged to use their BVSD-provided e-mail for school related work.** As with most major e-mail providers, student e-mail accounts will be subject to a 10 MB attachment file size limit on any given message. Along with their e-mail accounts, **students will also have the ability to access work stored on their school's server through the EZ Access link on the BVSD home page (www.bvsd.org).** This link provides access to student work whether at home or school through any Internet connection on all major current operating systems (for example: Windows, OSX, and Linux). Full instructions on how to use EZ Access can also be found on this link. Be advised that, due to bandwidth limitations, the EZ Access method of file transfer does not currently work with any multi-media files, such as movie or image files. **Students may also use USB pen drives** (flash or thumb drives) to enable the transfer of work between school and home.

THE INTERNET

The Internet is an electronic highway connecting thousands of computers all over the world that gives students and teachers access to a variety of rich, educational resources. The World Wide Web includes some information specifically designed for children and youth, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. Information on the Web is presented richly in text, pictures, sound, and video. Although students can send electronic mail through BVSD's Web, the access described here does not provide students with their own BVSD Internet e-mail address or the ability to store World Wide Web pages on BVSD web servers.

The educational value of appropriate information on the Internet is substantial. Because the Internet is

composed of information provided by institutions and people all over the world, it does include material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. BVSD does not condone or permit the use of this material and does use a commercial filtering tool to protect students from adult material on the Internet, to the extent possible. Parents and guardians must be aware that these technological tools are not completely fail-safe, and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use the resources in a manner consistent with the rules below and will be held responsible for their intentional use. If a student accidentally accesses inappropriate material, she or he should back out of that information at once and notify the supervising adult.

PROPER & ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES

The use of the school and District technology resources, including the Internet, must be used in support of education and academic research and consistent with the educational objectives of the Boulder Valley School District.

Activities permitted and encouraged:

- School work.
- Original creation and presentation of academic work.
- Research on topics being studied in school.
- Research on opportunities outside of school related to community service, employment, or further education.

Activities that are not permitted:

- Plagiarism or representing the work of others as one's own (any text quoted from another source or any idea that is another person's idea must be cited properly in the assignment).
- Searching, viewing, or retrieving materials from the Internet that are not related to school work, community service, employment, or further education (thus, searching or viewing sexually explicit, profane, violence promoting, or illegal materials is not permitted).
- Intentional transmission of viruses or other destructive computer files.
- Copying, saving, or redistributing copy-righted material (students should assume that all material is copyrighted unless explicitly noted).
- Subscription to any online services or ordering of any goods or services.
- Online sharing of any student's name, home address, phone number, or other personal information.
- Playing games and using interactive World Wide Web sites such as chats, email, text messaging, MUDs, and MOOs, unless specifically assigned by a teacher. A link to approved sites is located on the LMS library website.
- Any activity that violates a school rule or a local, state, or federal law.
- Downloading or uploading anything without explicit and specific permission from a teacher.
- Saving in unauthorized servers, folders. Deleting unauthorized folders.
- Excessive printing.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

VANDALISM/TECHNOLOGY

Any intentional act by a student which damages BVSD technology equipment or software will be considered vandalism and subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair hardware, replace software, or perform corrective network operations is also considered vandalism. These acts will result in disciplinary action including suspension and or expulsion. See above usage for examples.

RELIABILITY

Boulder Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. BVSD will not be responsible for any damages suffered by the user. This includes non-deliveries, missed deliveries or service interruptions caused by its own negligence or the errors or omissions of users. Use of any information obtained via the Internet is at the user's own risk. BVSD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

MISUSE

Violation of the acceptable use rules may result in suspension and/or revocation of a student's access to technology resources. Any action taken by a student that is in violation of a school rule will be subject to the usual disciplinary actions.

HOME USE

All home Internet use should be supervised by an adult. There are excellent Web and print resources to help parents support safe Internet use at home. The Center for Missing and Exploited Children has excellent resources in both English and Spanish. To access these resources, go to <http://www.ncmec.org/> and click on *Education and Resources* and then *Library of Resources* and finally *Internet*.

STUDENT SERVICES

Counselors are available to assist you. In addition to meeting with students individually, counselors meet with groups of students, conduct classroom and other small group activities, and consult with teachers and parents. Counselors can assist you in making educational plans, understanding test scores, exploring career options, learning effective study skills, resolving conflicts with friends, family, teachers, and understanding yourself and others. If you wish to see a counselor, contact a counselor or the counseling secretary at (720) 561-7408 to arrange an appointment. During the school day, a pass from a staff member is needed to visit with a counselor. Appointments can be requested with the counselors before and after school or, if time permits, during passing periods. Counselors for the 2011-2012 school year are David Auday @ david.auday@bvsd.org and Jennifer Jaworowski @ Jennifer.jaworowski@bvsd.org

HEALTH CLINIC

The clinic is available for students who are ill, injured, or have a health concern. Students MUST have a pass from a teacher to come to the clinic, except in the case of an emergency. Permission to leave school must be obtained from the clinic or office after a parent has been contacted. A student may stay in the clinic for 20 minutes and then he/she must return to class, unless he/she is waiting for a parent to take him/her home.

It is important that correct and up-to-date information is on your emergency card in case of emergencies. If you need to take medication of any kind, including non-prescription products such as aspirin, the following three items are required, per board policy:

1. A signed copy of the "Parents Request for Giving Medicine at School and Release Agreement," which is available from your doctor or the clinic.
2. A doctor's written order for the medication to be given.
3. Medication must be kept in the clinic in a properly labeled container.

LOST AND FOUND

Mark **all** of your possessions with your name or some form of identification. **The school cannot be responsible for items lost or stolen.** If you lose something, report it to your teacher and to the office. Lost and found items will be turned in to the Main Office or placed in the Lost and Found bins located in the lunchroom. Every few weeks, announcements will be made to students to look through the Lost and Found items that are displayed on tables in the lunchroom. All unclaimed items will be donated to charity.

STUDENT VALUABLES

It is against school policy for students to bring toys, valuables, money (other than for fees and lunches), electronics, lasers, games, etc. to LMS. The school will not be held liable if a student's valuables are lost or stolen. At no time will trading, selling, betting, gambling, or exchanging of student property be allowed on school property. This includes the selling of soda pop, candy, etc. or merchandise.

REFERENCE AND CITATION RULES

One author

Last name, First name. Title of the book. City of publication: Publishing Company, Year of publication.

Example:

Tan, Amy. The Bonesetter's Daughter. New York: Putnam: 2001.

Two authors

Last name of first author listed, First name, and First & Last name of second author listed. Title of the book. City of publication: Publishing Company, Year of publication.

Example:

Walker, Janice R., and Todd Taylor. All's Well That Ends Well. New York: Pocket Star Books, 2002.

Three authors

Last name of first author listed, First name, First & Last name of second author listed, and First & Last name of third author listed. Title of the book. City of publication: Publishing Company, Year of publication.

Example:

Wilmot, Ian, Keith Campbell, and Colin Tudge. I Want to be an Astronaut. Chicago: Harcourt, 1998.

Four or more authors

Last name of first author listed, First name, et. al. Title of the book. City of publication: Publishing Company, Year of publication.

Example:

Sloan, Frank A., et al. Alternative Methods to Researching Your Heritage. Chicago: Putnam, 2003.

Unknown author

Begin the entry with the title of the work. Articles are put in quotation marks; books and web sites are underlined. After the title, continue the entry with the necessary information (see article, book, and web site examples).

Books with only an editor

Last name, First name, ed. Title of the book. City of publication: Publishing Company, Year of publication.

Example:

Powell, Kevin, ed. Step into a World of New Black Literature. New York: Wiley, 2000.

Encyclopedia or Dictionary

Last name, First name (if any). "Title of entry." Title of reference resource. Edition number (if any). Date of the edition.

Encyclopedia Example :

Posner, Rebecca. "Romance Languages." The New Encyclopedia Britannica. 15th ed. 1987.

Dictionary Example:

"Sonata." The American Heritage Dictionary. 4th ed. 2000.

Article in a Magazine:

Last name, First name. "Title of article." Title of magazine Month Year: Page numbers.

Example:

Kaplan, Robert D. "History Moving North." Time Feb. 1997: 21-25.

Article in a Newspaper:

Last name, First name. "Title of article." Title of newspaper Date Month Year: Section letter Page number.

Example:

Murphy, Sean P. "Decisions of Status on Tribes Draw Fire." The Denver Post 27 March 2001: A2.

Web Site:

Last name, First name. Title of web site. Date Month Year site was accessed <Web site address>.

Example:

Shive, Vandana. The Merchants of Cool. 1 May 2002 <<http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>>.

Map

Last name, First name (if any). Title of map. Map. City of publication: Publishing Company, Year of publication.

Example:

New Jersey. Map. Chicago: Rand, 2000.

Chart

Last name, First name (if any). "Title of Chart." Chart. Title of Source. Appropriate Publication information (see book, magazine, newspaper, etc).

Example:

Joseph, Lori, and Bob Laird. "Driving While Phoning Is Dangerous." Chart. USA Today 16 Feb. 2001: 1A.

Government agency/Corporate/Organization author

Name of the group. Title of the document. City of publication: Publishing Company, Year of publication.

Example:

United States: Bureau of the Census. 2003 Census. Washington, D.C.: Department of Census Bureau, 2003.

Personal Interview

Last name of person interviewed, First name. Personal interview. Date of the interview.

Example:

Shackley, Michael. Personal interview. 22 April 2002.

