



# **STUDENT HANDBOOK**

## **Lewis-Palmer Middle School**

**Home of Patriot PRIDE**

**Persistence**

**Respect**

**Initiative**

**Dependability**

**Empathy**

**Mr. Seann O'Connor - Principal**  
**Mr. Bill Kissell - Assistant Principal 8<sup>th</sup> Grade**  
**Mrs. Stacy Hall - Assistant Principal 7<sup>th</sup> Grade**  
**Ms. Angie Dawson – 8<sup>th</sup> grade Counselor**  
**Ms. Jennicca Mabe – 7<sup>th</sup> grade Counselor**  
**Ms. Amy Sienkowski – 7<sup>th</sup>/8<sup>th</sup> grade Counselor**

**1776 WOODMOOR DRIVE – MONUMENT, COLORADO 80132**  
**(719)488-4776**

**Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Team** \_\_\_\_\_

# Lewis-Palmer Middle School

## Daily Schedule

### **8<sup>th</sup> Grade – Red/Blue**

E1	E2	A1	A2 & Access	Lunch	A3	A4
7:23-8:15	8:20-9:05	9:10-10:10	10:15-11:50	11:50-12:20	12:20-1:25	1:30-2:34

### **8<sup>th</sup> Grade – Silver**

E1	E2	A1 & Access	Lunch	A2	A3	A4
7:23-8:15	8:20-9:05	9:10-10:40	10:40-11:10	11:10-12:15	12:20-1:25	1:30-2:34

### **7<sup>th</sup> Grade – Red/Blue**

A1	A2	E1	E2	Lunch	A3 & Access	A4
7:23-8:30	8:35-9:35	9:40-10:25	10:30-11:15	11:15-11:45	11:45-1:25	1:30-2:34

### **7<sup>th</sup> Grade – Silver**

A1	A2	E1	E2	A3	Lunch	A4 & Access
7:23-8:30	8:35-9:35	9:40-10:25	10:30-11:15	11:20-12:20	12:20-12:50	12:50-2:34

### **8<sup>th</sup> Grade – Gold**

A1	A2	A3	Lunch	A4 & Access	E1	E2
7:23-8:30	8:35-9:35	9:40-10:40	10:40-11:10	11:10-12:45	12:50-1:40	1:45-2:34

### **7<sup>th</sup> Grade – Gold**

A1	A2	A3	A4 & Access	Lunch	E1	E2
7:23-8:30	8:35-9:35	9:40-10:40	10:45-12:20	12:20-12:50	12:50-1:40	1:45-2:34

## **DELAYED START SCHEDULE**

### **8<sup>th</sup> Grade – Red/Blue**

E1	E2	Lunch	A1	A2	A3	A4
9:23-10:00	10:05-10:35	10:35-11:00	11:05-11:50	11:55-12:40	12:45-1:30	1:35-2:34

### **8<sup>th</sup> Grade – Silver**

E1	E2	A1	Lunch	A2	A3	A4
9:23-10:00	10:05-10:35	10:40-11:25	11:25-11:50	11:55-12:45	12:50-1:35	1:40-2:34

### **7<sup>th</sup> Grade – Red/Blue**

A1	A2	Lunch	E1	E2	A3	A4
9:23-10:10	10:15-11:00	11:00-11:25	11:30-12:00	12:05-12:35	12:40-1:40	1:45-2:34

### **7<sup>th</sup> Grade – Silver**

A1	A2	Access	E1	E2	Lunch	A3	A4
9:23-10:15	10:20-11:00	11:05-11:25	11:30-12:00	12:05-12:35	12:35-1:00	1:05-1:50	1:55-2:34

### **8<sup>th</sup> Grade – Gold**

A1	A2	Lunch	A3	A4	E1	E2
9:23-10:15	10:20-11:25	11:25-11:50	11:55-12:40	12:45-1:25	1:30-2:00	2:05-2:34

### **7<sup>th</sup> Grade – Gold**

A1	A2	A3	A4	Lunch	Access	E1	E2
9:23-10:15	10:20-11:05	11:10-11:55	12:00-12:35	12:35-1:00	1:05-1:25	1:30-2:00	2:05-2:34

## **ATTENDANCE POLICIES**

### OFFICE HOURS

The LPMS office is open Monday-Thursday from 7:00 a.m. until 3:30 p.m.; Friday from 7:00 a.m. until 3:00 p.m. Phones are answered starting at 7:05 a.m. until the above noted times.

### SCHOOL HOURS

Students enter the building by the front entrance or through the north doors at 7:00-7:23 a.m. The front entrance should be used the rest of the day. Students are not allowed to be in the hallways, classrooms, or other areas of the building before 7:13 a.m. without permission from the office or a written pass from a teacher. Students are to leave the classroom areas by 2:40 and the lobby of the building by 3:00 p.m. unless they are with a teacher, an administrator, or taking part in a supervised school activity.

### ATTENDANCE

It is the belief of our staff that in order to deliver the quality education expected by the community, students must attend class on a regular basis. Whenever a student misses a class, he/she also misses the opportunity to learn. Frequent absences lead to academic and social disengagement, lack of effort, and many times, failure. It is the parents' responsibility to have their students attend school regularly, follow proper procedures for student check-out, and communicate with the school when their students must be absent due to legitimate illness or appointments. All absences, except illness, should be approved in advance at the office. If students are ill, parents need to call the 24 hr. automated attendance line at 487-0941. If your child is seen by a doctor, please bring a doctor's note to the front office.

A student who is absent for more than three class periods in a school day may not attend or participate in any school-sponsored activity that afternoon or evening (i.e. band concerts, athletics, etc.). An administrator must approve any exceptions.

Students are responsible for completing missed work in accordance to class policies, generally one day given for each day absent with no grade reduction. If a student is absent parents may request that the school collect homework from the front office or via email. (Ref. Policy JH)

### EARLY DISMISSAL

All attempts should be made for students to remain in classes until the dismissal time. If a child must leave early for an appointment, he/she must bring a note to the office in the morning. An early dismissal slip will be given to the student to give to his/her teacher. Students should stay in class until the time on the pass or the parent arrives. Students can only be dismissed with a parent/guardian's signature. Students may not be released to any person not listed in Infinite Campus/Campus Portal unless prior arrangements with the office have been made and parent approval has been obtained. (Ref. Policy JH)

### EXCESSIVE ABSENCES

Letters documenting 6, 9, and 12 absences will be sent home.

When a student accumulates 12 absences (excused or unexcused) in a class or classes, he/she will be put on documentation for the remainder of the semester or the school year, as appropriate. Documentation is an intervention to ensure students are in class. Requirements for absences include a note from a doctor for specific dates and times a student was at the appointment or a signed note from the doctor which states the dates student will be out and date of return or release if the student is to remain out of school for a specific time due to doctor's care. When a student is on documentation, the only individuals who can excuse an absence due to illness is a doctor or administrator. (Ref. Policy JH)

### PREARRANGED ABSENCES

Parents/guardians should send a note to school for approval by the office for prearranged absences. An assignment sheet will be given to the student permitting the student to have assignments for their classes prior to leaving. The student should confirm due dates for assignments with his/her teachers prior to leaving.

### TARDIES

A student arriving to school/class late is disruptive to the educational process. Students are to be in their assigned classrooms on time. If students have appointments or other reasons for being late, they should inform the school/teacher in advance. Parent contact (note, call, or in person) with the front office is needed for students arriving late for school. Please bring a doctor's note for any medically related appointments.

Students need a pass to be admitted late to class. Teachers handle tardies to class; the office handles tardies to school. Tardies to school may be excused or unexcused, depending on circumstances. Students who are continually tardy will be assigned detentions or other consequences by teachers/administrators. Parents will be notified.

### TRUANCY

Truancy is defined as missing or leaving class or school without permission. Truancy may result in a loss of credit for class work and required make-up of class time missed with detentions or other consequences determined by an administrator. (Ref. Policy JHB)

## **OTHER POLICIES**

### ASSEMBLIES

Students are expected to conduct themselves in an appropriate manner at all assemblies. Respect for the presenters is to be shown at all times. Actions such as yelling, booing, whistling, or other disruptive actions are not acceptable and will result in removal from the assembly and disciplinary action.

### ATHLETICS

Sports at Lewis-Palmer Middle School will provide:

- Opportunities for team building
- Fundamental skills development
- Emphasis upon good sportsmanship
- Developmentally appropriate competition
- High academic and behavioral standards
- Commitment to excellence on and off the playing field

Lewis-Palmer Middle School offers the following sports: football, girls' softball, boys' and girls' cross country, girls' volleyball, wrestling, girls' basketball, boys' basketball, and boys' and girls' track. Other sports may be offered as club opportunities. All participants are required to have a current physical and sports contract on file. These can be obtained at the school office or downloaded off of the school web site.

Fees will be charged for participation. Sports at LPMS are "no-cut" and all students will be placed on an interscholastic or intramural team in order to be provided skill-level appropriate coaching and playing opportunities. Athletes must meet grade and conduct eligibility requirements weekly to participate in interscholastic competition. A current schedule and more specific information are online at <https://www.lewispalmer.org/domain/1354>.

### ATHLETIC EVENTS

We cheer for our student athletes and guests. We expect all participants and spectators to exhibit proper sportsmanlike conduct at athletic events. Visiting teams and officials are guests at LPMS and will be treated as

such. Taunting, booing, etc. are not acceptable, and those acting in such a manner will not be allowed to remain at the event or attend future events. LPMS is judged by the actions of our students, fans, and athletes. We all represent the school and must act accordingly. For Home Athletic events, all students attending are required to report to the cafeteria immediately after school. They will be escorted by staff to the court/field prior to the start of the game. Any student who leaves school will only be permitted into the game with a parent/guardian.

#### BACKPACKS

Overloaded backpacks can cause shoulder, lower-back pain, and poor posture. Backpacks also take up a great deal of space in classrooms and hallways, so backpacks may not be left in hallways or inside/outside teachers' classrooms. Students are allowed to bring backpacks to school, but must store them in their lockers. Unattended backpacks will be moved to the office and are subject to search.

#### BICYCLES

Bicycles must be walked while on school grounds. Bicycles are to be locked to the stands provided. Students may not operate motor driven vehicles on school grounds.

#### BULLYING

According to Colorado State Statutes (Section 22-32-109.1 (VI)(6), C.R.S. (2017)

"Bullying is any written or verbal expression, or physical act or gesture or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events."

LPMS considers bullying to include repeated sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings regarding fellow students or staff.

Bullying will not be tolerated in the Lewis-Palmer Schools. Bullying will be treated as a disciplinary matter and handled accordingly. Students are expected to immediately report any instances of bullying to the office.

All bullying activities will be documented and result in notification of parent/guardians. Bullying activities may also result in one or more of the following:

- Mandatory attendance at meetings during or after school hours
- Detention
- Suspension
- Recommendation for expulsion
- Notification of Law Enforcement

#### CELL PHONES/ELECTRONIC DEVICES

Cell phones/personal technology devices may be brought to school and used only at the discretion of the teacher as a designated tool for learning. Use in the hall and lunch is not allowed. Cell phones and headphones/earbuds should be put away in the building. It is the student's responsibility to ensure that their electronic devices are turned off or placed in silent mode during unauthorized times. If a student needs to use a cell phone to contact family members, they should ask teacher permission to go to the office to text or call.

LPMS bears no responsibility for these items at school. It is the responsibility of the student to keep track of these items. Any device that becomes a nuisance will be confiscated and parents may be asked to come get the item from school.

#### CHEATING/DECEPTION

Cheating on tests/assignments, copying work from others to include plagiarism, forging signatures, lying, or other acts of deception are not acceptable at LPMS.

First offense = Notification of parent by teacher. At the teacher's discretion, an incident report may be filed and score will be flagged as "cheating" with a "0" awarded in Infinite Campus/Campus Portal.

Second offense = Notification of parent, grade of "0" awarded, and may include disciplinary action.

## CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off school property and the conduct has a nexus to maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing, or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol. Expulsion shall be mandatory for sale of drugs or controlled substances.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students. This may include non-school sponsored events.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Lewis-Palmer School District will comply with all state laws and rules regarding discipline. Please see the Student Conduct and Discipline Code available at schools or on school websites.

(Ref. policies JICDA, JICF, JICH, JICI, JIHB, JIHC, JK, JKA, JKD/JKE)

## CONCERNS

Lewis-Palmer School District 38 values parent and student opinions. To this end parent or student concerns may be addressed through building administrators. Parent concerns regarding instructional resources may be addressed via School Board Policy KE, a copy of which may be obtained via your school or district administrative offices. (Ref. policies JII/KE)

## DRESS AND GROOMING

Student dress and grooming shall conform to reasonable standards of neatness, cleanliness, and modesty. In an effort to educate the whole child, our dress code encourages attire that is appropriate in a public setting where education can flourish. A good rule of thumb is that if clothing is questionable, it is probably not school appropriate. Any attire that is immodest, too tight, or too sheer should not be worn in middle school.

Our dress code is to ensure a safe and distraction free learning environment for students and staff. This extends to all school activities during the day and after school including clubs, dances, and spectators at sporting events.

The following clothing/accessories are not allowed in the building: headwear (hats, bandanas, etc.), chains, pajamas, spikes, sunglasses, or any accessories that the LPMS staff deems dangerous or distracting. Headbands should be used for the purpose of holding hair in place. Items that are unsafe or a distraction to learning will be confiscated and returned at the staff's discretion. Body piercings and hairstyles/hair color also may be distracting to the learning environment.

The following body areas must be covered with appropriate, nontransparent attire at all times during school and school sponsored events:

- Shoulders - unacceptable items include tank tops or other similar clothing with narrow straps or arm holes below the armpit (i.e. spaghetti straps, muscle tops, basketball jerseys)
- Back - garments designed to be worn as underwear (tank top undershirts, bras, camisoles, etc.) should not be visible; unacceptable items include backless or strapless garments
- Chest - draw a straight line between the two points where the arms meet the chest/armpit, necklines must be above that line (no cleavage may be exposed); jackets, sweaters, and sweatshirts must be kept fastened high enough to cover underclothing and cleavage
- Torso - sagging (wearing pants low to reveal underwear or the illusion of underwear) or boxer shorts as an outer garment are unacceptable, shirts should be long enough to cover midriff if arms are raised
- Thighs - hemlines of clothing need to reach at least mid-thigh (relax shoulders, let arms hang by your side and hemline must reach the tip of your middle finger)
- Feet - students must wear shoes at all times

Garments that promote violence, or advertise drugs, tobacco, or alcohol may not be worn in the building.

The LPMS staff may amend the dress code at any time if warranted. Parents and students will be notified by email, newsletter, and website of changes in policy. In case of questionable dress, the administration has the final word on what is appropriate.

One or more of the following consequences may be imposed in the event of violation of the dress code:

- Students may be asked to cover up body areas or inappropriate clothing with clothing provided by the school
- Parents may be called to bring more appropriate clothing to their students
- Accessories may be confiscated
- Violations may result in disciplinary action as determined by district and building codes

(Ref. Policy JICA)

## FERPA

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:



- Inspect and review his/her child's educational records
- Make copies of those records
- Receive a list of all individuals having access to those records
- Ask for an explanation of any item in the record
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's privacy rights
- A hearing on the issue if the school refuses to make the amendment

If there are questions, please feel free to contact Lewis-Palmer School District #38 Compliance Officer:

Director of Personnel and Student Services  
146 Jefferson St.  
Monument, CO 80132  
(Ref. Policy JRA/JRC)

#### FIELD TRIPS

Students must have signed permission slips and their field trip fees paid by the time designated by the sponsor, or they will not be allowed to attend the field trip. If the trip is scheduled for the entire day, and the student is not going to attend, the team teachers will communicate to parents what the expectation for that student is. Students are required to complete and turn in assignments on time. Individual teams may have additional policies concerning field trips.

#### FIGHTING, HARASSMENT, INTIMIDATION

Fighting or other physically, mentally, or sexually abusive acts will not be tolerated at LPMS or on District 38 property. Students are strongly encouraged to report abusive, aggressive, or other inappropriate actions to a member of the staff before the problem gets worse. Detention or suspension will be imposed for antagonistic, aggressive, or other inappropriate behavior and civil authorities may be notified.

Suspension or removal from the student population will occur for play fighting, fighting, or harassment. A punch does not have to be thrown for a fighting situation to exist, and harassment of any form will not be allowed.

Participation in potentially dangerous activities or irresponsible acts that threaten the well-being of others is inappropriate at LPMS. Encouraging others to fight will be considered harassment/intimidation and will carry the same consequences.

#### GRADES

The LPMS grading philosophy incorporates two major ideas: 1) learning skills and concepts to mastery is critical during the middle level years and 2) middle level learners must develop good work habits in order to thrive academically in the future.

LPMS will use a single grade (traditional A+ to F scale) to report learning from each class. This grade will be a weighted average of content indicators (learning, assessment, projects, etc.) at 75% and success habits (homework, classwork, etc.) at 25%. Grades are reported each quarter and semester. Semester grades are an average of the two quarter grades.

#### Success Habits

1. Work assigned as Success Habits include homework and classwork. Success habits are assigned as practice, reinforcement of skills, and review. In certain situations, homework and classwork are used as a pre-assessment and/or to introduce a new concept.
2. Late work policies will be distributed by teachers and teams at the start of the year.
3. Homework and/or class work that is not turned in will appear in the gradebook as M (missing) and count as a zero until completed. If the work is turned in late, the grade will appear with an L (late).

#### Content Indicators

1. Content Indicators are assignments that show evidence of learning and can include quizzes, tests, projects, performances, and other assessments.

2. Content Indicator assignments that are not turned in will be entered as M (missing) in the gradebook and may count as zero points until completed.
3. Re-takes and make up policies will be determined and distributed by the teachers for each course.
4. Late content indicators assignments will receive credit in the gradebook; however, a success habit grade may be included for on-time completion of projects and this will be reflected in the overall success habits grade.

\*Students and parents/guardians are encouraged to check grades on Infinite Campus regularly.

\*Report cards are issued to students and parents quarterly. Final grades are mailed home at the end of the academic year. Progress reports may be accessed at the halfway point of each grading period through Campus Portal.

\*8th grade Continuation grade requirements are as follows: Students with more than one F will not be permitted to participate in the 8<sup>th</sup> grade dance or the Continuation ceremony.

#### GUESTS

Guests are encouraged to visit LPMS and/or meet with LPMS staff by contacting teachers or the office, preferably 24 hours in advance. Adult visitors need to show a picture ID, sign-in and receive a visitor pass before proceeding to other parts of the building. Friends/family members not listed in Infinite Campus/Campus Portal will not be permitted to see/visit with/about a student without written parent permission.

#### HOMEBOUND TUTORING

For LPMS students with documented long-term health issues, LPMS offers this programing to help prevent gaps in learning but it does not replace curriculum, nor is it an online school option. Typically, online homebound tutoring is for students with long term illnesses that cause them to miss significant school time. For more information, please contact either the counseling office or a school administrator.

#### ILLEGAL SUBSTANCES

Possessing, distributing/giving, selling, using, or being under the influence of alcoholic beverages, controlled substances, illegal drugs, items designed to simulate drugs, or items reported to be a controlled substance during the school day, on school property, or at school activities will result in recommendation for expulsion and notification of civil authorities.

#### INSUBORDINATION/WILLFUL DISOBEDIENCE

All LPMS staff members, teachers including substitute teachers, support employees, and building volunteers will be accorded the same level of respect from all students. Insubordination is the refusal (verbally or by actions) to obey a school rule, regulation, or directive when asked to do so by a member of the LPMS staff. Students may receive detention, in school suspension, or out of school suspension for such actions.

#### INTERNET ACCESS

Students are granted permission to access the Internet at LPMS for school-related purposes only. Parents should contact a counselor or administrator if they believe their child's Internet access should be terminated. If a student violates the Internet Access agreement, Internet privileges may be revoked.

#### LANGUAGE

Appropriate language from all members of the school community is necessary to maintain a positive and professional learning environment. Obscene and profane language conflict with the desire at LPMS to foster the feelings of respect and dignity for all persons. (Obscenities or profanities are, but not limited to, remarks written, spoken, drawn, or by gesture, which are offensive to prevailing standards of decency.) Such actions will not be tolerated from any student, staff member, or visitor and will warrant disciplinary action.

### LOCKERS

Lockers are issued to students. They remain property of the school and are subject to inspection and search at any time without permission. Students shall not rig lockers to remain unlocked. Students should not share their combination or locker with anyone. Exterior locker decorations must be approved ahead of time by an administrator or they will be removed.

### LOST AND FOUND

Lost and Found is located in the commons area during lunchtime for large items, such as clothing. Small items, such as jewelry and glasses, are kept in the front office. Only the owner may retrieve an item from Lost and Found. Removing an item from Lost and Found that does not belong to you is considered theft.

### LUNCH

The lunch period at LPMS is "closed." Students may not leave school grounds to eat elsewhere.

LPMS promotes "good health habits." Students may purchase a lunch or bring one from home. Milk and other drinks will be available in the cafeteria for students to purchase. Water is also available. Food and non-water drinks need to stay in the cafetorium except when sealed/enclosed in a lunchbox.

Food may not be ordered for delivery to school during the school day. Birthday or other celebratory treats may not be brought to school for lunch. *(Please contact the team and/or office to coordinate the best way to celebrate your child's birthday.)*

Students should come to school prepared and dressed to go outside after lunch. During cold weather, students are expected to bring their coats to lunch. *When outside students should not engage in rough play, throwing snowballs, or any other activity that could cause harm to themselves or others.*

Behavior expectations are the same during lunchtime as during the rest of the school day.

### MEDICATIONS

All prescribed and over the counter medicines, vitamins, etc. are to be checked in at the office and a District 38 Medical Release form signed by the doctor or licensed prescriber must be on file. The school nurse or one of the trained secretarial staff will distribute the medicine as needed. Students capable of taking their own prescription and/or nonprescription medications may do so. However, they are still required to provide the doctor's or licensed prescriber's written authorization and parent's written permission form. No student is to offer his/her medication to another, or share medicine with another, even if asked to do so, doing so will result in disciplinary measures up to and including expulsion. (Ref. Policy JLCD)

### MEDICAL MARIJUANA

Medical marijuana may only be dispensed in accordance with policy JLDCB and any accompanying regulations and exhibits. Medical marijuana shall not be stored on school grounds nor shall be dispensed by school personnel.

### NON-DISCRIMINATION

Lewis-Palmer School District #38 is committed to a policy of non-discrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability in its programs and activities. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, administrator/supervisor or the Lewis-Palmer non-discrimination compliance/grievance coordinator. The lack of English language skills shall not be a barrier to admission or participation in any District program.

Director of Exceptional Student Services

140 S. Jefferson St.

Monument, CO 80132

(Ref. Policies JB, JBA, and JBB)

### NUISANCE ITEMS/FIDGETS

Students should not bring any items to school that could prove disruptive to the operation of the school or class or cause a dangerous situation to occur. A student with a specific reason to bring an item in question as part of a class assignment or activity should check it in at the office or with the teacher.

Fidgets are allowed for the purpose of enhancing student focus in the classroom and must be part of a specific plan, otherwise these items should be put away.

### PATRIOT PRIDE

PRIDE (persistence, respect, initiative, dependability, empathy) is the LPMS Positive Behavior Intervention Support (PBIS) Program. Positive behavior is expected at LPMS from when a student begins their day at the bus stop or as they enter the building to their return home. In order to assist students, staff members will model and train students in expected behavior, offer rewards for expected positive behavior, and refer students to administrators for positive (and negative) behavior. PBIS is a proven, systemic initiative shown to reduce problem behaviors, build leadership, and improve academic success.

### PUBLIC DISPLAY OF AFFECTION

Engaging in public displays of affection at school is inappropriate and will not be allowed at LPMS.

### SECTION 504

Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act ("ADA") prohibit discrimination against individuals with disabilities in any program receiving federal financial assistance, under both Acts, the definition of an individual with a disability is a person who:

Has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working.

The Lewis-Palmer School District acknowledges its responsibilities under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and children, no discrimination against any persons with a disability shall knowingly be permitted in any program or practice in the District. The District further acknowledges that it has the responsibility to provide adjustments, modifications and necessary services to eligible student or other individuals with disabilities.

Under District policy ACE any person having inquiries concerning the District's compliance or wishing to file a complaint with Section 504 and ADA should contact the District Section 504/ADA Coordinator:

Director of Exceptional Student Services  
146 Jefferson St.  
Monument, CO 80132  
(719) 488-4700

### SKATEBOARDS/SCOOTERS

Skateboards and scooters are prohibited on LPMS or District 38 property in order to avoid injurious situations.

### STUDENT ACTIVITIES AND SCHOOL DANCES

Activities such as dances and grade level activities are typically held from 2:45-4:30 p.m. and are open to current LPMS students only. Students should make arrangements to attend the activity prior to the day the activity is held and arrange for transportation after the event. When the activity concludes, students are to leave the building. If a student is not attending or participating in an event, then the student must leave school grounds by 3:00 p.m. Once a student leaves an activity and exits the building, he/she may not return without a parent escort. Students who are disruptive at activities will be sent home or detained in the building until parents can pick them up. Such actions will result in a student being restricted from future activities.

If students wish to attend an activity, they must be in attendance at least one half-day of classes on the day of the activity. No student suspended during the day of an activity may attend that activity.

Student behavior, conduct, and dress code guidelines apply to all school activities.

#### STUDENT ASSISTANCE & SAFETY

We are here to help students and keep them safe. If a student needs help with a problem or concern, he/she is encouraged to contact a teacher, counselor/social worker, member of the office staff, or administrator. In order to keep LPMS safe, students are strongly encouraged to come forward quickly if they possess information regarding serious threat or harm to another. We strongly encourage students not to wait until a minor problem has become larger to get assistance. Relaying such information is viewed as a responsible choice and action, not "tattling."

**Students are encouraged to use Safe2Tell if relaying information to an adult is not convenient – (877) 542-7233.**

Administrators will do everything they can to protect student confidentiality.

#### TELEPHONE

Students wishing to use the office phone or their own personal cell phone must have a pass from a teacher, or permission from an administrator or office clerk. Teachers may allow phone usage in the classrooms if it is not disruptive to the learning process. Arrangements to attend school activities must be made in advance.

#### TEXTBOOKS

Textbooks represent a large investment of school dollars. Books should be covered and cared for. It is highly recommended that students not loan their books to other students. Students will be held responsible for any lost, stolen, or damaged texts or library materials checked out in their names.

#### THEFT

Taking or using the property of another without permission will be considered theft, including the use of another's lunch account. Intent to return the property is not justification for taking it and will not be considered as a valid excuse for such an action(s). Civil authorities may be notified and restitution of the property must be made. Detention, suspension, and legal action are options that may be invoked. Students should not bring large amounts of money or expensive items to school.

#### THREAT OF HARM TO SELF OR OTHERS

Lewis-Palmer Middle School employs a variety of processes and tools when confronted with situations in which a student or students have threatened harm to themselves or to others. Once a situation has been brought to our attention, administration and counseling act immediately to gather pertinent information and formulate a specific plan of action. This plan of action incorporates the use of tools such as a suicide risk assessment or threat assessment. Witnesses are interviewed and materials specific to the threat are reviewed. The administrative team, counselors/social worker, school psychologists, school resource officer, and any other school personnel with knowledge of the situation or child/children involved are consulted and collaborate to determine next steps. Some of these steps may include:

- Parent notification
- Development of a safety plan
- Referral for outside counseling and/or therapy
- Change in schedule or educational placement
- Behavioral contract
- Disciplinary consequences up to and including suspension with recommendation for expulsion
- Law enforcement referral

Notifications and information is disseminated based on the determination of the level of threat or suicide risks. The

safety of all students is always the top priority.

#### VANDALISM

In case of vandalism or the willful destruction/damage to another's personal property or LPMS, restitution must be made, and authorities will be notified. Detention, suspension, and legal action are possible consequences.

#### WEAPONS

Possession of weapons during the school day, on any LPSD property, or at school activities will result in suspension with a recommendation for expulsion and notification of civil authorities.

#### NOT MENTIONED

It is the intent of this booklet to inform students about major expectations. Not every situation can be anticipated and will be addressed as they occur. Generally speaking, it is expected that students should be where they are supposed to be, and doing what they are supposed to be doing. Information contained herein may be adapted or altered by the administration on an as-needed basis.

## Lewis-Palmer School District 38 Bus Conduct Guidelines

Colorado laws do not require school districts to transport public school students to and from school. The District's Board of Education has authorized home to school and school to home transportation for the students as a convenience and privilege. The following student conduct guidelines will ensure a safe riding experience for students on District 38 buses. When followed, these guidelines enhance safety and service through standardized procedures. Successful implementation of these procedures will require collaboration among drivers, students, and parents. Our goal is to *modify student behavior* so that all students may ride safely. Drivers may issue verbal warnings, assign seats, contact parents, or generate bus referrals (which may involve loss of riding privileges) to manage disciplinary issues.

### General rules and guidelines

- Obey all instructions given by the driver. Report any problems to the driver.
- Nothing is to be thrown on or from the bus since this creates a serious safety hazard. Students shall keep the bus clean.
- Students must remain properly seated at all times while the bus is in motion. (Facing forward, legs in front, seat on the seat)
- The bus driver is authorized to assign seats for all grade levels. Elementary students will have assigned seats.
- Students should consult with the driver regarding the opening of bus windows.
- Passengers must keep their head, hands, and feet, as well as personal possessions, inside the bus at all times.
- Possession or use of tobacco (to include electronic smoking devices), alcohol, or any other illegal substance is prohibited.
- Eating and drinking on the bus is not permitted due to safety/choking concerns and the increasing number of children with food allergies. Special accommodations will be made for diabetic students or other special circumstances. Students may be allowed to eat and drink on an activity or athletic trip with driver/ staff member authorization.
- Inappropriate language, profanity, or verbal abuse directed toward other students or the driver will not be tolerated.
- Verbal/written threats and comments about the use of weapons or physical violence will be taken very seriously and appropriate action will be taken.
- Bullying of other students will not be tolerated. Students will respect each other, as well as the driver and the bus.
- Property of other students shall be left alone, and students shall not tamper with the bus or its equipment. Damage to the bus must be paid for by the individual responsible for causing it.
- There will be absolute quiet when approaching a railroad crossing
- In case of an emergency, students shall remain in the bus until instructed by the driver.
- Excessively loud or distracting noises are prohibited.
- Aisles shall be kept free of books, coats, and other objects, Students shall keep their legs and feet out of the aisles at all times.
- Video surveillance shall be used to promote the order, safety and security of students, staff and property.

### Carry-on items

- Students are responsible at all times for their clothing, books, instruments, and other possessions transported on the bus.
- The following items are prohibited on the bus and may be confiscated: **balloons, skateboards, shoe skates, laser items, animals, weapons, deodorant/ perfume aerosol sprays, and glass. No sharp instruments (i.e., pencils, tools) shall be carried where they might cause damage or injury to another student. Any items not listed above that are dangerous and pose a threat to the safety of the students or driver are also prohibited.** Confiscated items may be picked up by parents at the transportation department.
- *School Projects*: Projects developed for display or demonstration in class may be transported provided they pose no space problems or safety hazards. Projects of an excessive size or of a potentially harmful nature, **or any items listed above as prohibited**, should be transported to school by other means.
- *Musical Instruments*: Because of the varied size and nature of musical instruments, students who wish to carry instruments on the bus larger than the size of a trumpet must obtain authorization from the transportation department prior to bringing the instrument to the bus. Please see the “Large Instrument Authorization Form” on the Transportation tab of the district website or contact Transportation for complete details about these procedures.
- *Sports Gear*: For the protection of all students, sports equipment must be **completely enclosed** in a protective case. This includes balls (of any kind), baseball/softball bats, tennis rackets, football/hockey pads and helmets, golf clubs, field hockey/hockey/lacrosse sticks, or any other item that could cause injury. Items over 5’ in length cannot be transported on regular route buses.
- *Electronic Devices*: Cell phones and other electronic devices can play a vital communication role during emergencies. However, this technology may also be used in a manner that is disruptive and inappropriate. Cell phones on buses must be in silent mode only, and must not be used to take pictures or videos. Further, the use of any electronic device that is deemed distracting or inappropriate by the driver is prohibited and may result in disciplinary action and/or confiscation. If collected by the driver, these items may be picked up by parents/guardians at the transportation department.

### General riding procedures

- Appropriate behavior is expected at bus stops at all times.
- Bus referrals may be written for inappropriate behavior at stops.
- Students must be at the bus stop for pick up **at least three minutes before** the stop time. Students who are frequently late to the stop may be issued a bus referral. Please contact the Naval Observatory at 567-6742 for the **official** time used by the Transportation Department.
- Once an elementary student has boarded the bus, he or she may only be released to a parent, guardian, or administrator until they have reached their assigned stop. Middle or high school students may get off the bus at the school in the afternoon *only* if bus doors have not closed and *prior* to buses beginning to depart. (They must take their possessions with them; the bus cannot wait for them should they need to re-board.)
- **Kindergarteners** must have a parent or older sibling present at their stop in order to be released. If parent or older sibling is not present, attempts will be made to call the parent. If we are unable to reach the parent, the kindergartner will be brought back to the Transportation Building until they are picked up.
- Middle school student will **NOT** be allowed to disembark the bus at either high school to attend sporting events or other activities, or to meet an older sibling, friend, or go to the YMCA. **Note: Only exception will be if a parent meets the student at the high school and takes them off the bus.**
- In the afternoon at the middle and high schools, bus horns will be sounded one minute prior to departure as a warning to students. Once the doors are closed at the school in preparation for departure, students will not be allowed to board the bus. Students should return to the sidewalk or a safe area and contact their parents.
- If it is necessary to cross the street after unloading, student must walk approximately 10 feet in front of the bus and wait for driver’s signal before crossing the roadway.



- Students with a **Zpass card** may only ride their assigned buses both to and from school unless signed, written permission has been given by their **parent (or guardian) and approval by their school administrator** has been obtained. Students with no **Zpass card** will not be allowed to ride the bus both to and from school, to a friend's, meet a parent at another district facility or a stop on a scheduled route. If an application is pending, please contact transportation (488-4711) for approval.
- If your student(s) does plan to need bus services occasionally this coming school year please fill out the bus fee application. You can find it at lewis-palmer.org. A \$25.00 deposit is required. (You can pay it online or mail the application and payment to Zpass, PO Box 40, Monument, CO 80132.) The deposit will generate a **Zpass card** in your student's name and that will allow your student 50 rides.
- Students are to load and unload only at their designated bus stop. There have been many requests for exceptions to this policy. Granting these requests can cause overloading of certain buses and may result in students arriving at locations unknown to parents.
- Students may be released to the parent if transportation has been notified in advance, or if the parent comes to the bus with appropriate identification.
- **Single day notes** – allow only one extra rider per student (extra rider must have a **Zpass card**) and no more than three extra students per bus. This should be tracked by school office personnel. Please contact transportation (488-4711) for approval during emergency situations.
  - Notes received first by a school from student(s) wanting to ride a different bus must be stamped and signed by school office personnel, then given back to student to give to the driver.
  - Notes received first by transportation will be processed; information will be transmitted via e-mail or fax to schools, and a copy given to the driver(s).
  - If a student wishes to ride home with a friend who rides a different bus or who gets off at a different stop on the same bus, each student must have a note from their parents authorizing the change. This ensures that both the visiting and the host parents are aware of the change.

#### Discipline Procedures

Violation of any bus rules may result in a "Bus Conduct Referral." The driver or Student Management Coordinator will contact the parent(s) when a referral is written. Parent(s) and appropriate school official will be emailed a copy of the referral, advising them of the incident and the action taken. Serious or repeated violations may result in a loss of riding privileges or parent conference. Loss of riding privileges will be determined by the Transportation Director or the Student Management Coordinator. The Student Management Coordinator may also meet with students at school when an infraction occurs. For a guideline of violations and consequences see Bus Discipline Procedures.

updated 5/17/2016

**Lewis-Palmer School District 38**  
**Bus Discipline Procedures**

Level I Violations	Level I Consequences
Unsafe Behavior ❖ Does not remain safely seated, eating or drinking, littering, unsafe loading or unloading, bringing unauthorized items (i.e., animals, skateboards, balloons, glass, laser pointers, etc.) onto the bus, spraying perfumes/deodorants, etc. Peer Violation ❖ Name calling, theft, horseplay, any physical contact (inappropriate or playful), etc. Frequently late to bus stop.  Getting on/off at an unassigned bus stop without approval.  Riding an unassigned bus without approval.	Verbal warning  Assigned seat (temporary or permanent)  Driver/parent contact  Student Management Coordinator/Parent contact  Student Management Coordinator/Student meeting  Bus Referral  Loss of riding privileges (1-3 days)  Continued Level I behavior problems will result in Level II or III consequences.
Level II Violations	Level II Consequences
Continued Level I Violations Potentially Dangerous Behavior ❖ Throwing pencils, tripping, directing laser pointers toward eyes, etc. Vandalism/Damage to Bus Disrespect/Insubordination to Staff ❖ Refusal by language or actions to follow driver's instructions Abusive Actions or Language ❖ Profanity, intimidation, & deliberate contamination of other students with body fluids (spit/blood/sweat), etc. Possession of Dangerous Items ❖ Matches, lighters, etc.	Bus referral  Any Level I consequences  Student Management Coordinator/Parent meeting  Loss of riding privileges (normally 3-5 days)  Restitution/Payment for damages before riding privileges resume  Continued behavioral problems may result in Level III consequences.
Level III Violations	Level III Consequences
Continued Level I and II Violations Seriously Unsafe Behavior Serious distraction of driver, improper use of exits, excessive noise, danger zone violations, refusal to obey driver, extending objects (i.e., arms, musical instruments, clothes) out of the window Causing a fire: any open flame ❖ Igniting matches, lighters, etc., burning personal or school district property Alcohol (possession/distribution/use) Drugs or Weapons (possession/distribution/use) Fighting/Assault Bullying (physical, verbal, etc.) Harassment (sexual or otherwise) Smoking/Possession of Tobacco Products	Bus referral  Any Level I or II consequences  Loss of riding privileges (normally 5-14 days)  Restitution/Payment for damages before riding privileges resume  Continued behavioral problems may result in loss of riding privileges for remainder of school year.  <b>In addition:</b> Suspension and/or expulsion from school may occur per district policies.

Violations and Consequences may start on a higher level on first offense. Consequences listed above are only guidelines. Student Management Coordinator/Transportation Director has the final approval on student consequences. Questions on specific violations or levels should be referred to the Student Management Coordinator at the Transportation Office (785-4225).

Bus discipline procedures –

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