

SHAW HEIGHTS MIDDLE SCHOOL

2021-2022 STUDENT HANDBOOK

Phone 303-428-9533 * Attendance 303-429-2201 * Fax 303-657-3973

WELCOME _____ initial _____

The Shaw Heights Middle School Staff welcomes you. We look forward to working with you in providing the very best educational experience for all students during this school year. This handbook has been written to help you understand the policies and procedures at Shaw Heights Middle School.

Successful educational experiences at Shaw Heights Middle School require us all to work together cooperatively. Parents, students, and staff share equally in the success achieved. Each of us has our role, and with a cooperative effort, we can ensure the greatest success for our students. We are eager to be of assistance. If we can be of help, please stop by the office to see us or call 303-428-9533. We wish each of you a happy and productive experience in middle school. Visit us on the web at www.westminsterpublicschools.org

TIME SCHEDULE FOR A SCHOOL DAY _____ initial _____

School will be in session each day 7:05 am - 2:10 pm. Students will enter and exit the building, through the door closest to their locker beginning at 7:00 am. Students will immediately proceed to their classroom door. There is no outside supervision for students before 7:00 am or after 2:15 pm. Students may not stay on school grounds following 2:15pm. Students who need extra academic help should make arrangements with their teacher to work after school together.

FOOD FROM HOME _____ initial _____

No outside food will be allowed in the school building. We have students with severe food allergies at SHMS. It is important that NO peanuts or products containing peanuts come into Shaw Heights in order to prevent a life-threatening allergic reaction. No snacks, baked goods, or candy should be brought in for classroom or birthday celebrations.

CELL PHONES _____ initial _____

Teachers may allow cell phones during the following situations:

- PBIS Incentives
- Lunchroom and Recess time
- Hallways
- Instructional Use

Students should not be using cell phones during the following situations:

- Group or individual work time
- Teacher whole group lessons
- Emergency situations, including drills

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Failure to follow teacher directions regarding cell phones may result in your phone being confiscated. Teachers may hold the confiscated phone for the class period or the remainder of the day. Students are responsible for collecting their cell phone after their dismissal bell. Students who consistently do not follow the cell phone policy may be placed on an Admin Cell Phone Contract.

CLASSROOM PHONES _____ initial _____

During regular school hours, students may use a phone in the Main Office if they come with a pass from a teacher stating that purpose. After school, students can use the phone in the Main Office for emergencies only. Students are encouraged and expected to make prior arrangements for all school activities (ball games, club meetings, after school sports) and ride home. Students who are ill should use the office telephone to contact their guardian so that office staff is aware of any health concerns regarding a student.

STUDENT PASSES _____ initial _____

_____ All students outside of their regular classroom must scan and complete the hall pass QR. Students need to sign out using the QR code for tracking purposes. Students without a cell phone may access the sign out form on the school website.

ID BADGES _____ initial _____

All students are required to wear their photo ID badge on a lanyard around their neck when on Westminster Public Schools property. Students with a damage ID will be required to purchase a replacement (this includes covering the photo with stickers or scratching). Students will be expected to have their ID in order to be transported on the school bus. Lost or stolen IDs are the responsibility of the student and may be replaced for \$5.00. Lanyard/sleeve replacements are \$1. If a student needs a replacement ID, they must notify their A/E teacher immediately.

LOCKERS _____ initial _____

The Main Office will assign each student a locker. Students are not to change lockers without permission from the office. Students who give out their combinations or change lockers without authorization may be disciplined. Students are not allowed to share lockers. Locker problems should be brought to the attention of the office immediately. With teacher/administration approval, students may go to their lockers at times other than the following: before school, before/after lunch, and after school. Lockers are the property of the school and may be opened at any time for reasonable cause. **THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN ITEMS.**

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WEATHER CLOSURE/REMOTE LEARNING initial _____

In the event that school is closed for an emergency, parents may check the district's website, www.westminsterpublicschools.org, or call 303-428-9533 after 6:00 am to receive information concerning the closing. All major radio stations and news channels in the Denver area will also carry news of the closing. Students may be required to participate in remote learning during weather closures. It is the students' responsibility to check their school email for teacher directions.

In the event of severe weather, students will be moved to designated areas in the building for safety. Emergency measures will be communicated through the central administration office. Parents are requested not to call the school, as telephone lines may be needed for other emergency communications. Parents are also requested not to come to the school and request that students be released until all danger has passed the immediate area. Your cooperation with this will help us to ensure the safety of all of our students and staff.

MEDICATIONS initial _____

Students who need to take medication under a doctor's orders must bring:

- Medication to the main office in the original, labeled container.
- A medication form must be signed by the parent and the physician and accompany the medication. Forms are available in the office.

This includes, but is not limited to over-the-counter medication, such as aspirin, Tylenol, or cold medication. If students need to take the medication home for the evening, they may pick it up from the office at the end of the school day.

WITHDRAWING STUDENTS initial _____

Students who are withdrawing from Shaw Heights must notify the office at least two days in advance. Students are responsible for completing the checkout form and returning all school materials, including their Chromebook. Failure to do so will cause a delay in sending records to another school.

SOCIALS/SPECIAL EVENTS initial _____

Socials/special events may be held throughout the school year for Shaw Heights students. Behavior and/or academics may determine a student's eligibility to attend a social/special event. Dates and times of socials/special events will be announced over the intercom and published.

CONFERENCES WITH TEACHERS initial _____

To meet with teachers outside of scheduled parent/teacher conferences, call the office to leave a message for the teacher(s) at 303-428-9533. By return call or email, an appointment will be made.

VISITORS initial _____

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All visitors must check-in at the main office to receive your “Visitor” badge, which must be worn on school grounds during your visit. Visits may be suspended due to current health department guidelines regarding COVID-19.

LUNCHES

initial _____

Free and Reduced lunch applications are available on the District Website:

[Westminster Public Schools](#).

- Students will need to have an ID on a lanyard around their neck to purchase lunch.
- Students are to remain on the school grounds and should report to the designated area immediately as each lunch period begins.
- Students are to stay within their assigned lunch group and with their assigned staff members throughout the duration of the lunch period.

CAFETERIA RULES FOR STUDENTS:

- Go directly from your classroom to the cafeteria.
- Bring a jacket on cold days.
- Line up (no cutting in line).
- Sit at your assigned table.
- Do not throw food, yell or scream.
- Pick up and throw away the trash.
- All food must be eaten in the cafeteria. No food or drink may be taken outside.
- Once outside, remain there until the adult on duty signals to enter the building.
- Respect school property and people's rights as outlined in the Falcon RISE Matrix.

FAST FOOD MEALS: Students are not allowed to call outside food businesses (pizza, Chinese, etc.) to have food delivered or dropped off. This includes DoorDash, Grubhub, or any other food delivery service.

ATTENDANCE

initial _____

General Policy Statement: One criterion of a student’s success in school is regular and punctual attendance. Frequent absences lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absences. Students are expected to be in attendance every day school is in session.

Student Responsibilities: Students are expected to attend all classes each day. Only students who are ill, have a medical appointment that cannot be scheduled at another time, or have a family emergency will be excused. All absences require the approval of the administration. A written verification and personal parent/guardian contact are required by the school for any absence.

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Check-In and Out of School During the Day: If it should become necessary for a student to come late to school or leave before the dismissal time, a parent/guardian must call for the student to be excused and show a photo ID to check any student out of the building. Sign-In/Sign-Out sheets are located in the main office. The student must not leave school without checking out through the attendance office.

Parent/Guardian Responsibilities: Phone calls from a parent or legal guardian are required to verify absences for students.

- Phone calls must be received by 7:00 am on the day of the absence in order for the absence to be verified.
- For convenience in calling, voice mail is available outside of regular school hours at 303-429-2201 to record student absences.
- Parents without phones should make personal contact with the school during registration or prior to the beginning of the school year to establish a process for staff to make parental contacts.
- If no call is received the day of an absence, a student will be considered unexcused and truant.
- Students will be placed on an attendance contract when absences are excessive or exceed the Colorado State Law absences allowed of 10 per school year.
- Exceptions may require a personal parent/guardian conference with attendance staff and/or administration.
- Students have two days for each day of absence to make up missed classwork.

Consequences Resulting from Absenteeism: Students who are absent from school for more than four periods on the day of a school or sports activity will not be allowed to attend or participate in the activity. Any variations from this policy must be approved by the administration in advance.

Make Up Work Requests: Students are responsible for emailing their teachers and checking Empower when they are absent from class.

Tardy Policy: _____ initial _____
Tardiness to class is disruptive to the entire classroom. A student is considered tardy if they are not in the classroom when the bell rings. Students who enter the classroom late without a written excuse from a teacher, counselor, or administrator will be marked tardy. Each teacher will establish consequences for late students. Excessive tardies may result in an administrative intervention.

Passing Periods: _____ initial _____

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Students should go directly to their next class within the 3 minute passing period. Students may not hangout in the hallways while waiting for the tardy bell. Students are expected to enter the classroom and take a seat if they are early. Classroom doors will close with the tardy bell. In the event of a restroom emergency, students should check-in with their next period teacher so they are not marked tardy. Students are not permitted to access their lockers during passing periods. Lockers may only be accessed before/after school and before/after lunch.

DRESS CODE: Rules For Acceptable School Attire: _____ initial _____

- Appropriate length shorts or skirts will be permitted all year (fingertip length).
- Tops must be as wide as the student ID card.
- Clothes must cover stomachs
- Low-cut shirts are not allowed.
- Shoes or sandals must be worn at all times. Students should not be swapping shoes.
- Clothing with language or symbols suggesting the use and/or abuse of illegal substances or conveying sexual or violent messages is prohibited.
- For security purposes, jackets, trench coats, coats, and blankets are not to be worn in the building.
- Pajamas and slippers are not allowed.
- Headgear (hats, bandanas, headbands, and sunglasses) are not permitted in the building.
- Hoodies are allowed, but only if the hood is not on the head for safety purposes.
- “Gang” associated attire including but not limited to sagging pants, long belts, bandanas, and chains are not allowed.
- No backpacks or large purses are allowed in class.

The building administration or campus monitor will make the final judgment regarding appropriate attire. Any student wearing clothing that may be deemed a distraction to the learning environment will be asked to change clothing.

UNNECESSARY AND INAPPROPRIATE ITEMS: _____ initial _____

For the general safety and welfare of all students and staff, the items listed below WILL NOT be allowed in the building or on the school grounds. Students with any of these items will be referred to the office immediately.

- Potentially dangerous instruments.
- Weapons, i.e. guns, knives of any size, chains, chucks, brass knuckles.
- Any types of toys and cards. Including fidget spinners (unless explicitly allowed per IEP or 504.)
- Energy Drinks.
- Hair spray, cologne, and perfume.

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Refusal to Identify Self (students) initial _____

All students must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events. Failure to identify will result in disciplinary action.

- Students are required to wear an ID on a lanyard around their neck at all times.

MEDIA CENTER and Z-SPACE LAB initial _____

Students will be checking out materials from the Media Center frequently during the year. Our Media Center does not charge overdue book fines but books must be returned promptly. If a book is overdue for two or more weeks, students will be allowed to use materials in the Media Center but will not be allowed to check out materials until the overdue materials are returned or payment made.

LOST AND FOUND initial _____

Any found items should be placed in the box outside of the counseling office. If an item is lost, please check the box or main office. Unclaimed items will be donated at the end of the year.

TOBACCO POLICY initial _____

To ensure the safety, health, and welfare of all students, smoking cigarettes and the use of tobacco products are prohibited in all school buildings, on school grounds, and in school vehicles. Possession of tobacco or tobacco products by students for whom smoking is illegal will not be tolerated. Violations may result in suspension and/or expulsion.

VAPING & E-CIGARETTE POLICY initial _____

To ensure the safety, health, and welfare of all students, smoking e-cigarettes or vaping is prohibited in all school buildings, on school grounds, and in school vehicles. Possession of vaping cartridges, vape's, and other e-cigarette products by students for whom smoking is illegal will not be tolerated. Violations may result in suspension and/or expulsion.

SUSPENSION POLICY initial _____

If a student's behavior results in a suspension, the student will be required to attend a re-entry meeting with a Parent/Guardian present and a school administrator in order to return to school. Meetings will be scheduled before the student's return.

Example of behaviors which could result in a suspension or expulsion are:

- Bullying or Cyberbullying
- Fighting, inciting, or filming/watching/posting a fight
- Drugs, alcohol, or tobacco
- Possession of a weapon or firearm including a knife
- Defiance towards an adult

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- Destruction of school property including the bathrooms
- Interfering with the school's ability to educate other students

TECHNOLOGY USE _____ initial _____

All students will be held accountable to the standards in the Technology Use Contract.

SEARCH AND SEIZURE _____ initial _____

The search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in their possession is allowed when *any* of the following may apply.

- The school administration has a reasonable suspicion to believe the possession of the property constitutes a crime or rule violation.
- Possession of illegal items may be reasonably determined to be a threat to the safety or security of others.
- Items used to disrupt or interfere with the educational process are suspected student possessions.

ELIGIBILITY FOR FIELD TRIPS AND ACTIVITIES _____ initial _____

Should a student receive an out of school suspension, or have an attendance rate of 90% or below, they no longer will have the privilege of attending field trips, monthly school-wide incentives, end of year trips, assemblies, or any extracurricular activities, including sports.

My student and I have read, understand, and will comply with the contents of the 2021-2022 Shaw Heights Student Handbook.

Student Name (printed or signature)

Parent/Guardian Name (signature)

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AE Teacher

Date