

# Student Information & Procedures

## School Day

Students should not arrive at school before **9:55 a.m.**; there is not adequate supervision until that time. Students may enter the building **after their temperature is checked**. If the weather is inclement (20° F or below), they will be allowed to enter the building early and must wait in cohort groups to be screened before going to class. Students, who do not arrive in class by **10:10 a.m.**, will be considered tardy to class. Students must go to the office to sign in for the day if they arrive at school after **10:10 a.m.**

**The school day ends at 4:32 p.m.**

## Attendance Procedures

A parent or guardian must notify the school any time a student will be absent. In non-emergency situations this notification should occur prior to the beginning of the school day. If notification of a student's absence is not received, attempts will be made by school staff to notify the parents or guardian of their student's absence. The school's automated phone dialer will contact parents two times during the school day if their student has an absence or tardy; first dialer at 10:30 am; second dialer at 4:15 p.m. Teachers or the grade level counselor will also call parents/guardians concerning attendance problems.

Attendance will also be taken during the remote exploratory classes and other remote learning experiences or sessions directed by a staff member.

1.2 Attendance at the secondary level will be recorded within the first 10 minutes of each attendance period. 1.3 If a student is not present in the classroom when attendance is taken, the student will be marked absent. Schools will establish procedures by which absences may be changed to either a "partial absence" or "tardy" after the student provides an approved pass or other appropriate verification.

## Colorado Attendance Law

Colorado Law (CRS 22-33-104) requires every child who has attained the age of six years and is under the age of seventeen to attend public school for at least one thousand and fifty-six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year.

Colorado Law (CRS 22-33-107) states that any child that has more than four (4) UNEXCUSED absences in a month and/or ten (10) UNEXCUSED absences in a school or calendar year is considered "habitually truant." The law requires a meeting to review and evaluate the reasons for the child being habitually truant. The student and the parents/guardians are invited to this meeting. A plan for improvement of the student's attendance will be developed at this meeting.

Except as otherwise allowed by state law, all children between the ages of six (6) and 17 must enroll in and attend school. Parents, guardians and students are all responsible for making sure students are at school daily, on time and are ready to learn.

## Reporting Absences

Parents or legal guardians should report all absences to the school as soon as possible the day of the absence. **Please call the Quist Middle School Attendance Line to report an absence at 303-655-6953 (this line is available 24 hours a day). To avoid the automated dialer calling you, please, report any absence no later than 10:00 a.m. on the day of the absence.** Written notes are kept as official records and should indicate the day(s) absent, the **reason** for the absence and a parent/guardian's signature. The Brighton 27J Student Policy Handbook lists criteria for excused absences. The following is a summary of Brighton School District 27J's reasons for an excused absence.

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Such as, a medical appointment that cannot occur outside of school hours.
2. A student who is absent for an extended period of time due to physical, mental, or emotional disability.
3. Absences due to court or law enforcement authorities
4. A student who is attending a school-sponsored activity or activities of an educational nature with advance approval by the administration.

**After the tenth (10) excused absences Quist Middle School requires suitable proof regarding the above exceptions, including Doctor's notes.**

### **Make-Up Work**

- Students shall be given the opportunity to make up assignments for credit for excused absences. Makeup assignments should be requested on the day the student returns from the absence. Once provided by the teacher, makeup work should be completed within the same number of school days after the absence that the student originally missed. For example, a student who misses three days of school should have three school days to complete the makeup work after the teacher provides the work.
- For excused absences, including suspensions, makeup work completed within the allotted makeup window will be awarded full academic credit.
- Some assignments such as labs or group projects are not conducive to makeup work. In such situations for excused absences only, teachers may provide an alternate assignment or may adjust the student's grade accordingly to avoid placing an undue burden on the teacher without otherwise penalizing the student.

### **Prearranged Absences**

**Requests for prearranged absences must be made at least one week prior to the absence to allow time for assignments to be prepared by teachers by setting up a meeting to speak with the principal.** 7.1 Planned, non-emergency activities should be scheduled for days or times when students are not scheduled to be in school. Requests for absences to be excused for non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration. For students who do not meet the criteria noted, pre-arranged absence requests will be reviewed at the discretion of school administration. **In accordance with state and county guidelines, students who travel to locations that are deemed "hot spots" will be required to self-quarantine before returning to school.**

### **Truancy**

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission from the teacher or administrator in charge, the student shall be considered truant. Students who are truant will be subject to consequences.

### **Tardies**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences may be imposed for habitual or excessive tardiness. Students are expected to move in a timely fashion to their next class and individual teachers may have their own reasonable classroom tardy policy. Please pay special attention to classroom information that is sent home regarding individual classroom rules and policies. **Students who arrive at school after 10:10 AM are required to check-in with the school's front office.**

### **Permission to Leave School Grounds**

If there is a need for a student to leave school grounds during the school day, the student must bring a written note signed by a parent or legal guardian, indicating the time to be excused, the reason and a telephone number for verification. The student must bring the note to the office before school and give it to the attendance secretary. At the time of the pre-arranged removal only the parent or guardian must sign their child out of school. **A student will not be permitted to leave school in the custody of a person other than the student's parent or legal guardian unless that person has the authorization of one of the parents or legal guardians. In all cases, the adult shall secure approval of the principal or the person in charge and the principal shall verify authorization.**

### **Student Responsibilities**

We have three acronyms to describe the student behaviors at Quist.

When it comes to **learning in the classroom**, we want our Royals to demonstrate **ROAR**. In summary this means:

1. Resolve: Finish and follow through on assignments not allowing challenges to stop your progress.
2. Optimism: See challenges as opportunities to grow and focus on putting forth effort.

3. Attitude: Actively participate and resist distractions.
4. Recognition: Respond to adult direction and show appreciation for learning opportunities and others.

When it comes to **Leading** throughout our school, we want our students to demonstrate **RISE**. In summary this means:

1. Respect: Taking care of self, others and our community.
2. Integrity: True to your word and stands up for what is right even when no one else is watching.
3. Service: Puts the needs of others first and goes beyond what is necessary to help.
4. Empathy: Shows respect for others' feelings and knows how and when to include others.

When it comes to **Contributing** to our school we want our students to be **EPIC**. In summary this means:

1. Engage: Find ways or places to be involved or to involve others.
2. Participate: Get involved in activities or clubs that are meaningful to you. Be willing to try something new.
3. Invest: Through involvement use your talents and strengths to make Quist a better place.
4. Connect: Reach out to others who may need a friend.

### **One Liners:**

In an effort to be consistent in expectations and language we will use a series of One Liners with students to remind them about expectations and commitments we have together about what it means to be a Royal. These One Liners should be an encouraging "warning" to students to remember our commitments.

**"Walk & Talk"** - A reminder to keep moving in the halls while having a conversation

**"On Path"** - A reminder to stay on the right side of the hall

**"Unplug"** - A reminder if you are using electronics outside of the approved times of before school, at lunch, after school, or when approved for classroom use

**"Royal Words"** - A reminder to watch our words, no use of profanity, and to always speak respectfully

**"One Ear"** - A reminder to stay alert and only have one earbud in at a time

**"Lids Off"** - A reminder to remove your hat or hood

**"Bubble"** - A reminder of respecting physical space and keeping hands, arms, feet, and all body parts to ourselves

**"ROAR"** - Refocus on learning - a reminder to reset focus

**"RISE"** - Refocus on leading - a reminder to encourage leadership

### **Pathways Class**

At RQMS, teachers' and staff engage each student's overall growth academically, emotionally, and socially. In Pathways class, students make connections, share responsibility, and form a group identity. Pathways class provides a supportive environment and an opportunity to gain and practice skills.

Pathways includes grade level and school wide PRIDE meetings combined with classroom instruction and activities focused on Social and Emotional Learning, or SEL, the tenets of which include:

- Self-Awareness
- Social Awareness
- Responsible Decision-Making
- Self-Management
- Relationship Skills

### **Student Dress Code**

The dress code is developed to support and complement student achievement and support the best learning environment for RQMS. Students' overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the education process, pose a health or safety threat to anyone nor cause damage to the

school facility. **A new edition to this school year's dress code is a Face Mask.** It should also be noted that all face masks must be compliant with dress code requirements and should not be considered offensive or adverse for the learning environment. Examples: face masks should not contain violent language or images, depict drugs, alcohol or tobacco, profanity or pornography. Face Masks should cover both the mouth and the nose and should be worn at all times. Permitted mask breaks and eating snack or lunch are exceptions.

The responsibility for adhering to the dress code and the enforcement of is a shared responsibility of the students, parents, classroom teachers and administrators. The following guidelines are to assist students and parents in selecting appropriate attire

**These items have been determined to be unacceptable for wear at school:**

- Any display of undergarments, see through clothing, bare midriffs, or excessive skin. All shirts should have straps or sleeves. Pants should fit to the waist and shorts/skirts should not be excessively short.
- Finally, clothing that has messages or images deemed to be disruptive to the learning environment is not allowed. Such clothing includes but is not limited to items with obscene messages or messaging that promotes alcohol, tobacco, drugs, gang related apparel or other products (weapons) prohibited at school.

**When a staff member observes a student is making a bad choice in their dress, and that it is affecting learning they will:**

1. Take the student aside and coach them on what would be a better choice - why the choice they are making is affecting the learning for themselves and others and give them some guidance of a better example and way of presenting themselves - all in the context of believing in them as people and their potential. Students may be asked to write a reflection to the following prompt and turn it into Administration: What do you understand about your dress today after talking with \_\_\_\_\_(teacher's name)?

The student will be asked to exchange the inappropriate clothing for more appropriate clothing whenever possible.

2. If a student responds to the staff conference with defiance, rudeness, indifference or repeated (more than twice) infractions of the same type that continue to disrupt the learning environment – students may receive a formal referral to the Administrative Team for discipline. The issue will be their response to staff coaching and lack of effort to grow.

**Food and Drink**

Food and/or drinks are only allowed when it is an approved snack time or in a special circumstance by the teacher or an administrator. **Bringing food and drink to share with others is prohibited and not recommended at this time.** With the later start, we will be monitoring how many of our students will need a grab and go breakfast. We will make certain they have the opportunity to eat breakfast in a safe way. This could look like students walking out of the classroom to the main hall, cohort by cohort, to pick up their breakfast or the breakfast could be on a cart that goes to their classrooms. We will test run these ideas and pick the one that works best for all involved.

**Quist Middle School Cell Phone/Electronics Policy**

Quist Middle School permits the use of electronic devices for **instructional purposes ONLY as permitted by individual teachers** as well as during lunch and before/after school. ***During other times, personal electronics should be put away and not visible/heard.*** Different teams or staff members may have specifics as to how phones are put away. This includes earbuds during free times (lunch and before/after school), as we want students aware of their surroundings in the hallway and able to hear instruction in case of emergency. With this in mind we will remind students to keep one ear earbud-free at all times. In addition, no electronic devices may be used in a manner which can

potentially be unsafe or illegal. Prohibited uses include but are not limited to creating video or audio recording, or taking or sending photographs of students or staff without the permission of the student(s) or staff members(s). Violations of this policy may result in disciplinary sanctions up to and including suspension from school, depending on the severity of an isolated incident or repeated offenses.

*Students are solely responsible for the security of their cell phones and personal electronic devices and bring them at their **OWN RISK**. Quist Middle School shall NOT assume responsibility for theft, loss, or damage of any such devices.*

**We ask that parents refrain from texting their students during the school day, as this year we will ask students to keep their phones in their backpacks to limit access to germs.**

### **Student Messages**

In order to obtain the greatest benefit from instruction, it is important that classroom interruptions be kept at a minimum. Uninterrupted teacher contact with students is vital. We realize that it is sometimes important for you to get a message to your child during the school day. When this occurs, please contact a secretary in the office and they will ensure that your child receives their message before school dismissal. **Emergency messages will be delivered to students immediately.** **Students should not text parents from the classroom. We ask parents to refrain from texting their students during the school day. The fastest and safest way to reach your child is to contact the school office.**

### **Lost or Stolen Items**

**Quist Middle School is not responsible for lost or stolen property.** This includes personal property as well as books or materials assigned to or checked out by the student. Students are responsible for the replacement cost of all lost or stolen assigned or checked out Quist Middle School books and materials.

**Items not picked up by the last student day of the school year will be disposed of or donated.**

### **Lockers**

There are no lockers available to students this year due to 27J District policy.

### **Parent/Teacher Conferences**

Conferences are scheduled school-wide two times per year; see the school calendar for dates and times. Parents may request a conference at any time throughout the year by contacting their child's teachers or their grade level counselor.

### **Progress Reports, Grades and Homework**

Grades at Quist Middle School shall be a reflection of what students demonstrate they know and are able to do in relation to the skills and concepts, based on standards, they are learning in class. Grades will be calculated in Infinite Campus with Summative Assessments/Demonstrations of Learning counting for 100% of the grade and Formative Assessments/Practice, Classwork, Homework counting for 0%.

All learning will be scored on an A (10 or 9 in Infinite Campus), B (8 in IC), Not Yet C, D, F (7, 6, 5 in IC) scale. Any score in Infinite Campus below an 8/B means student learning is not yet showing grade-level competency and more practice is needed. Students who score below an 8/B level on a portion of a Summative Assessment shall be allowed to take action, revise or improve their learning, and re-assess for credit.

Practice toward Summative Grades is expected. If you have practiced you are prepared and qualified to participate in the summative assessment. Much like practice is required to participate in athletic games and school performances ("the game"), practice while learning is expected and considered for participation in summative assessments used for formal grades. If a student has not participated in practice then they are not prepared for summative assessments and are not allowed to "participate" in the summative that is scheduled at a particular time. A score of 4 will be given for the summative to indicate that there has not been sufficient practice demonstrated at the time of the summative assessment. Students may retake the summative work when and as they demonstrate sufficient practice. These re-assessments may be done in person or at home.

Parents may use the parent portal in Infinite Campus to review their child's progress. Scores are available and grades are updated after a teacher posts work. A more formal progress report/collection of grades will be

available on Infinite Campus the third week and sixth week of each grading period. Contact your student's teachers for questions about progress. If you are unable to access Infinite Campus, please contact the Quist Middle School office manager for your personal login and password as well as the Activation key.

In most cases, families should expect to see one data point each week entered into Infinite Campus.

While it is tradition, educational research shows that in middle school challenging, independent homework is an ineffective tool for student learning. Just as adults need to leave work at work and do something different when they get home, students do too! Therefore, homework may be assigned to students if adult support is not needed to complete it, if it is ungraded, and if teachers provide meaningful feedback on the assignment. Consult classroom information that is sent home at the beginning of the year for more information from individual teachers and contact your student's teacher with questions about homework.

### **School Pictures**

All students are photographed in the fall of the school year. These photos are used for the school yearbook and student identification cards. Parents will be given the opportunity to order a photo package at that time.

### **Student Medication at School**

In order for us to allow students to take medication during the school day, the district has established procedures for everyone's protection. A permission slip for giving medication (over the counter and prescription) at school shall be signed by the parent and physician in order for the student to receive medication. (Permission forms are available in the main office at Quist).

Students **must** bring their prescription medication to the main office for safekeeping (prescriptions will be kept in a locked cabinet). Students will take their medication in the main office area. Medication must be provided by the parent in an individual pharmacy labeled bottle. The label must include the name of the child, time of day the medication is to be taken and the expected duration of treatment. We want to ensure that all prescription medications are taken in a safe and proper fashion. Please help us by following these guidelines.

### **Student Doctor and Dental Appointments**

We request that doctor and dental appointments be made after school hours, on Mondays, weekends or during vacation periods. We understand that sometimes this is unavoidable; please let the office know about appointments ahead of time so that disruptions can be kept to a minimum. Regular school attendance helps build good work and study habits. In addition, students may not walk to appointments by themselves or leave school for any reason without a parent present to sign them out.

### **Student Immunization Information**

All students must provide proof of immunizations to register or continue in school. Students not up to date on immunizations will not be allowed to register. Parents may sign a personal, medical or religious exemption to allow their children to come to school without immunizations. If an epidemic occurs, those children are required to be kept home from school.

### **Quist Middle School Counseling Services**

Our school Counselors are here to help students have a successful, positive experience at Quist Middle School. The grade level Counselor sees individuals and groups for help with problems that may be interfering with school programs. Students may be referred to the Counseling Office by parents, teachers, and the administrative office or by the students themselves. This year we have 3 counselors, one at each grade level.

**6th grade: Please email Mr. Miller at [smiller@sd27j.net](mailto:smiller@sd27j.net) for assistance.**

**7th grade: Please email Mr. Bonomo at [dbonomo@sd27j.net](mailto:dbonomo@sd27j.net) for assistance.**

**8th grade: Please email Ms. Muniz at [rmuniz@sd27j.net](mailto:rmuniz@sd27j.net) for assistance.**

### **Explore or Specials Classes**

Quist Middle school students have many options for exploratory classes. This school year students will take one explore per quarter and take their classes remotely.

## **Respect Training and Anti-Bullying Policy**

Quist Middle School is committed to supporting our students and families, especially in regards to Bully Prevention. Your students have received training on how to respond if they feel disrespected at school using "Stop, Walk, Talk." This gives our student body and faculty the same language to use so we can readily respond to any student concerns regarding bullying and other disrespectful behavior between students.

Our universal phrase to stop a bully is "Stop" or "Leave me alone" with their hand held up in front of their face. They should then walk away and tell an adult or WEB leader. Students can also fill out a Written Statement form in the front office. Please practice this at home with your student so they become more comfortable using this process. Every concern brought to the attention of an adult will be addressed accordingly. Reports of bullying can also be made by using Safe2Tell. Safe2Tell reports can be made online at [www.Safe2tell.org](http://www.Safe2tell.org) or by phone at 1-877-542-SAFE (1-877-542-7233).

## **Sexual Harassment Under Title IX and Other Prohibited Misconduct of a Sexual Nature - JBB**

27J School District and Quist Middle School are committed to maintaining a learning environment that is free from sexual harassment consistent with district Policy AC and Title IX. The district also prohibits misconduct of a sexual nature which may not constitute a violation of Title IX, but which nonetheless interferes with a student's learning environment and/or a student's emotional/physical well-being while in the learning environment.

Any student who believes they have been a target of sexual harassment or misconduct of a sexual nature or who has witnessed such harassment or misconduct, shall immediately report it to an administrator, counselor, teacher, or trusted adult.

## **Athletics**

At this time, there are no athletics or extracurricular activities scheduled for the 20-21 school year. If this changes for second semester, then we will amend our student handbook.

## **Student Code of Conduct**

At Quist, we make every effort to avoid students missing classwork and instruction. Classroom teachers provide a series of progressive steps within the classroom to help redirect behavior and focus students on their own learning and respect for the learning of others to help them move from student to true learner. These progressive steps are meant to be non-punitive and offer kids the chance to "recover" and grow from minor situations within the class.

One of the steps a teacher may take, when they have had to redirect a student 2 out of 4 days within a single week is the ROAR sheet. ROAR = Resolve, Optimism, Attitude & Recognition.

The ROAR sheet (shown below) is used to help a student get clear feedback on what it means to be a Royal in the classroom. Team conversations decide if this ROAR intervention will benefit a specific student. If so, a counselor will call the student down to the office to receive coaching on the need for the sheet and how it works and a call will be made home to inform parents that this intervention to support growth as a learner is starting for their child.

The student will use the sheet, a new one each day, to get feedback from each of their teachers at the end of each class on the areas of ROAR. Each daily sheet will go home with the student at the end of each day of use to be signed by a parent. Each ROAR sheet has a total of 66 points possible each day. Students on ROAR sheets need to earn no fewer than 52 points (80%) each day to have a successful day as a learner. The student will track their progress over a three week period and if their performance as a learner, as measured by the ROAR sheets, shows sufficient growth they may discontinue use of the sheet (though many kids will ask to continue to use the sheet and can at their discretion). If a student does not show sufficient growth over a two week period, the timeframe may be extended or other intervention action or discipline may be assigned.

Student Name:		Date	2 <sup>nd</sup> Chance	List Classes									
From Teacher:		Grade Level:		Check box above subject									
<b>Learner Traits/Behaviors</b>				<b>Teacher Initials →</b>									
<b>Resolve</b>						Please put an "NP" in boxes where a learner behavior is Not Present. Leave Blank if shown.							
Finishes whatever I begin													
Tries very hard even after failure													
Works independently with focus													
<b>Optimism</b>													
Gets over setbacks quickly													
Sees challenges as a chance to grow													
Believes effort will improve my future													
<b>Attitude</b>													
Actively participates													
Pays attention and resists distractions													
<b>Recognition</b>													
Recognizes and responds to adults													
Recognizes and shows appreciation for opportunities													
Recognizes and shows appreciation for others													
<b>See Back for More Details on Today's Behaviors</b>													
<b>Total Score</b>						9	9	9	9	9	9	9	9

Student= Score below 61 w/ all classes completed

Learner= Score of 61 or above

There are times when a student's behavior warrants action above and beyond the ROAR sheet and they may find themselves talking with someone in the office. When those situations occur, office staff will use the matrix below as a guide.