

Career & College Exploration

*Heaton Middle School*

"I AM the Triple Threat!"

# *Student Handbook*

*2015-2016*

*"Home of the Hawks"*



Main Office #719.549.7420

Attendance #719.549.7422

Welcome! We are excited to be starting a new school year and are looking forward to working with you. The following information is provided to help make your journey at Heaton Middle School academically challenging as well as enjoyable.

### **Assemblies**

Assemblies take place during the school year. Concerts, guest speakers, academic awards, etc. will be presented for the students' educational and entertainment value. Student behavior is important to the success and value of our assemblies. All students are required to follow these guidelines for assemblies:

- Take your seat quickly and quietly. Fill the auditorium seats front to back (fill each seat).
- Be quiet when the speaker/performers approach the microphone.
- Give your full attention to the speaker/performers.
- Remain seated until dismissed.
- The auditorium will be dismissed back to front (follow adult direction).
- No whistling or other inappropriate behavior.

### **Attendance**

**The school day begins at 8:30am Monday through Thursday and ends at 3:45pm. On Fridays, the school day begins at 8:30am and ends at 2:10pm.**

Absences: Heaton Middle School's staff feels it is extremely important for students to have regular attendance. Attendance directly affects student achievement. The following are acceptable absences, and will be considered excused:

- Illness (Doctor's note required if absent 3 or more consecutive days)
- Death in the family
- Compliance with established religious holidays

As soon as it is evident that a student will be missing school, a call to the attendance secretary should be made by 9:00 a.m. (549-7422-attendance secretary, 549-7420- main office). All phones have voice mail, so messages can be left at any time. If a call to the attendance office has not been made concerning an absence, a note must be presented to the attendance secretary the day the student returns to school. If neither a note nor call is made to the office, the absence will be recorded as "unexcused." In addition, multiple unexcused absences may result in a referral to Truancy Court. Other absences-If a student is to be absent for reasons other than those listed above, parents need to discuss the situation beforehand with the assistant principal to determine whether or not the absence can be considered excused. Classroom assignments must be completed upon the student's return from any prior approved absence.

**Tardies** — Students who arrive at school after 8:30 a.m. need to report to the office and then get a tardy slip from the attendance secretary. *Students who are tardy will have an excused tardy for the following reasons only: Doctor, Dental, Orthodontic appointments/with a note from the Dr.'s office, or attending a funeral.* All other reasons for tardies will be recorded as unexcused. **Getting up late, parent running late, waiting for a ride, etc. are not excused tardies.**

Tardies to classes throughout the day — If a student is detained by a teacher or the office, the student will need to ask for a written pass to his/her next class. The teacher will record tardies to classes during the school day. Repeated absences/tardies will result in disciplinary action and referral to truancy court. Regular hall sweeps will be conducted to emphasize the seriousness of promptness to class. If your student is collected in a hall sweep, he/she will have his/her tardy documented and the appropriate consequence will be given as outlined in school policy (tardy/sweep policy). Tardy sweeps may be regular or random.

## TARDINESS AND PASSING PERIOD PROCEDURES

1. AT THE SECOND BELL, CLASSROOM TEACHERS WILL CLOSE THEIR DOORS AND BEGIN CLASS. STUDENTS ARE NOT PERMITTED INTO CLASS WITHOUT A PASS FROM THE OFFICE.
2. IF YOU ARE LATE TO CLASS, YOU MUST GO TO THE OFFICE TO HAVE YOUR TARDY DOCUMENTED, A CONSEQUENCE WILL BE GIVEN, AND FINALLY A HALL PASS TO CLASS.

### Sequence of Consequences for Tardiness Each Quarter (all tardies are documented in writing)

<b>1<sup>st</sup> Tardy</b>	Student is verbally warned.
<b>2<sup>nd</sup> Tardy</b>	Student is verbally warned and a call is made home.
<b>3<sup>rd</sup> Tardy</b>	Student is verbally warned that detentions will be given for future tardies and a call is made home.
<b>4<sup>th</sup> Tardy</b>	Student is assigned a lunch detention and a call is made home.
<b>5<sup>th</sup> Tardy</b>	Student is assigned an after-school detention and a call is made home.
<b>6<sup>th</sup> Tardy</b>	Meet with administration. Consequences shall be determined.
<b>7<sup>th</sup> Tardy</b>	Meet with administration. Schedule an RTI meeting to determine action plan for tardies.

## Athletics

To be eligible to participate in athletics, a student must be passing all classes with no F's and must be in compliance with attendance. Students who repeat a grade in middle school for any reason will be ineligible to participate in athletics. All students going out for athletics must have school insurance or documentation of private health insurance. This must be done before participation in the athletic program begins. All students must have a physical examination by a qualified physician prior to participation in athletics. All physicals are only good for 365 days. All district and school required athletic paperwork must be submitted on the designated "clearing" date (determined by the school prior to the first practice) – if a student does not comply, he/she will be unable to go out for that sport. To be eligible to participate in the first event, the student must have completed five practices. Each student is responsible for athletic equipment issued to her/him. The following sports are offered at Heaton Middle School:

Girls Softball..... fall**	Soccer.....coed spring and fall*
Girls Volleyball..... fall*	Boys/Girl Track.....spring**
Boys/Girls Basketball.....winter**	Boys/Girls Wrestling.....winter**
Cross Country..... fall*	Football..... fall*

\*These sports are offered through partners of Pueblo City Schools – they are not district sports. Fees are determined by the organizations running/organizing the sport.

\*\*To participate in Sports through Pueblo City Schools, a fee of \$45 will be charged.

\*\*\*Students who are recognized for Free and Reduced Lunch will have the fee waved.

## AVID

Heaton Middle School is an AVID school. AVID stands for *Advancement via Individual Determination*. All students are eligible to be in AVID but must apply and interview to be

in the class. AVID is an elective class that students take during the course of the school year. The AVID elective class is designed to help students succeed in both honors and on grade level classes by teaching students different strategies that will help them in their classes, such as organized note taking and intense reading strategies. The AVID elective is also geared towards helping students prepare for college and learning about career pathways. AVID applications will be available each spring for the following school year. Please see the counselors or Mrs. Loseke, our AVID coordinator for more information.

## **AVID Advisory**

## **Band**

If you play an instrument, or would like to, you can sign up for band. The band is involved in parades, performances and other programs in and out of school.

## **Bicycles/Skateboards**

Bicycles are to be parked in the bike racks upon arrival at school and locked up. Bicycles and skateboards are not to be used during school hours, and must be walked on school property. **Skateboarding is not allowed on Heaton Middle School grounds and must be immediately stored upon arrival at school!**

## **Breakfast Program**

Heaton Middle School is involved in a federally funded breakfast program. Breakfast is provided each morning for students and staff at no charge. We encourage everyone to participate in this program.

## **Bullying**

Bullying behavior is defined as cruel or hostile behaviors involving a student who is the bully towards another child who is the victim. The State Legislature has taken a strong stand on preventing bullying behaviors in our schools. Examples of physical bullies are those acts using physical aggression, or taking the victim's property. Verbal bullies use words to hurt or humiliate another child, with the bully often saying, "I was only joking." Relational bullies try to control relationships by persuading some children to reject others. Relational bullies commonly spread hurtful rumors. Cyber bullies use any type of technology or social media to intimidate, humiliate etc. others.

Heaton Middle School has a zero tolerance policy regarding bullying behavior. Reporting bullying is a social responsibility and benefits the victim, the bully and the entire school community. *There will be disciplinary measures taken towards acts of bullying at Heaton Middle School.*

## **Bus Policy**

- In the morning, students will board their assigned bus only at the proper loading stop and get off only at Heaton Middle School. In the afternoon, students will board their assigned bus only at Heaton Middle School and get off only at their proper bus stop.
- If students need to ride home on a bus with a friend, a note from the parents of the student needing the ride needs to be presented to the assistant principal to be approved and signed. The note needs to be presented to the AP first thing in the morning. If the note is presented too late in the day, there is a chance that the

request may not be granted if an administrator is not available.

- When a bus is late, or if a student misses a bus, telephone calls to home from the office telephone will be permitted. The line for phone use will be in the lobby, with only one student at a time allowed in the office.
- All school conduct rules apply to students while riding the bus, and waiting for the bus at the bus stop.
- ***\*\*Bus privileges may be suspended for violations of the rules!***

### **Cafeteria**

Students may bring their lunches from home or they may choose from the many nutritional lunches that can be purchased in the cafeteria. Lunches must be purchased in advance through the cafeteria manager's office. Each child is assigned a student number that the student codes in when purchasing items in the cafeteria. Students are not to share their student numbers with anyone. The following rules apply in enjoying lunchroom privileges:

- Deposit all trash in wastebaskets.
- Stack paper trays on desk
- Leave the table and floor around you in a clean condition for others.
- Be sure to purchase all food items as you go through line.
- When finished with lunch, students are to remain at their tables. Students are not to be in the halls.
- Food from outside vendors must be brought to the office and not classrooms to minimize distractions.
- Parents are welcome to have lunch with their children. If parents bring food, please bring food only for your child. Parents may not bring food for children other than their own.
- Parents must sign in at the office before going to the cafeteria.
- There will be no "cutting" in the cafeteria lines. Students cutting, will be assigned to the end of the line.
- Any student violating the cafeteria rules will be assigned lunch in a detention area.

### **Change of Address/guardianship/emergency Information**

Please notify the office of any changes that would affect the school's ability to contact parents in an emergency situation. All students are required to have an emergency information card on file. This card should have accurate and up-to-date information about student's guardian; address, phone numbers and persons authorized to pick up your child. If you should move, change phone numbers, or guardian information has changed, it is imperative that the school gets this information. We need to have this vital information in case of emergencies to contact parents in a timely manner. Parents are encouraged to keep information updated by logging into Parent Portal in Infinite Campus or coming into the office.

### **Clubs and Activities**

Heaton Middle School offers many opportunities for students to become involved in activities. Listen to the daily announcements regarding the following clubs and activities:

- |                                  |                             |
|----------------------------------|-----------------------------|
| Athletics (See Athletic section) | Crime Stoppers (Hawk Watch) |
| Geography Bee                    | Gifted and Talented         |
| Art Club                         | MyLife                      |
| Marching Band                    | National Academic League    |

MESA (Math Engineering & Science)  
National Junior Honor Society  
Spelling Bee  
Yearbook

Student Council  
Variety Show (Talent Show)  
Young Educated Women  
Cheerleading (Tryout required)

### **Code of Conduct**

A handbook that explains the Pueblo City Schools student code of conduct will be given to each student at the beginning of the school year. A parent/student signature page will need to be signed by both parties and returned to the school.

### **Discipline Policy**

The staff at Heaton Middle School believes in the philosophy that students are responsible for their own behavior. Rules are necessary to keep Heaton Middle School a safe, respectful environment in which learning takes place. An important part of education is learning to get along with others.

All school rules apply at:

- School-sponsored activities regardless of location
- Going to and from school, including waiting for the bus

The staff, administration, and the school board have developed a discipline code, which emphasizes student responsibility for behavior and consistent consequences of rule violations.

If a student violates classroom rules, that student may be isolated from other classmates until an acceptable plan is devised.

One or more of the following violations will result in disciplinary action. Consideration will be made for the situation and degree of infraction. Disciplinary options will include a talk with the student, a letter or telephone call to parents, parent conference/meeting, an Office Referral, referral to the an outside agency, detention before school, at lunch, or after school, community service, suspension (in school, out of school, or alternative) or other appropriate consequences. *Disciplinary records are kept on file.*

#### **Type I Behavior**

Alcohol Violation  
Assault  
Dangerous Weapon  
Destruction of School Property  
Detrimental Behavior  
Disobedient or Defiant  
Drug Violation  
Habitually Disruptive (3<sup>rd</sup> Type I)  
Repeated Interferences  
Robbery  
Loitering  
Tobacco Violation  
Other Felonies (Crimes of Violence)  
Other Violations of Code of Conduct

#### **Type II Behavior**

Absenteeism  
Bullying  
Cheating  
Class Disruption  
Fight (Minor Incident)  
Forgery  
Hourly Truancies  
Insubordination  
Lack of Class Participation  
Leaving Campus without Proper Checkout  
Lying/Cheating  
Minor Theft  
Profanity  
Other Inappropriate Behavior

### **\*Interventions for Behavioral Issues**

To assist students and staff in providing optimal educational opportunities for all those at Heaton Middle School, the following interventions are in place:

**First offense** — The main responsibility for classroom discipline lies with the teacher.

When a student misbehaves in class for the first time, the instructor will counsel with the student and document what he/she has done to improve the student's behavior.

**Second offense** — Teacher calls the student's parents.

**Third offense** — Principal/Assistant Principal meets with student to review past discipline infractions and interventions. At this point, parents will be contacted by the Principal or Assistant Principal to determine appropriate disciplinary action.

After two (2) suspensions, an individual remedial discipline plan is developed to address the student's disruptive behavior, educational needs, and the goal of keeping the student in school. Parents, student, and administrators will be involved in the development of a remedial discipline plan.

- **In School Suspension (ISS)**

Students will be placed in In School Suspension (ISS) for one or more days for inappropriate behavior (as deemed appropriate by the Principal or Assistant Principal). Students must report to the main office no later than 8:30am and stay in ISS until 3:45pm. Excused absences (prearranged by parent) will cause the student to add additional time to his/her stay in ISS. On a daily basis, students are given supervised restroom breaks and eat lunch in the ISS room. Class work is delivered to students in the ISS room to complete during the school day – completed work is then delivered back to the teachers. Unfinished work will be sent home with the student to be completed (this is the student's responsibility). **Students are required to adhere to all rules and expectations while in the ISS room/program – if not, the student will be immediately suspended out of school and sent home (parent MUST come get the student immediately).**

- **Habitual Disruptive Behavior**

Any student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful and overt on the part of the child, is a "habitually disruptive student". A student who is habitually disruptive may be suspended or expelled. This is in accordance with Colorado State Law.

### **Detention**

Heaton Middle School holds after school detention from 3:50 p.m. to 4:05 p.m. Mondays through Thursdays. Lunch detentions are held during the student's assigned lunch period (Monday through Friday). Students may be assigned detention for various infractions. Students who are assigned after school detentions are given written notice and/or a call home to parents the day before the assigned detention(s). If a student receives detention on Monday, he/she will serve it on Tuesday. A student can be assigned lunch detentions on the day the detention(s) are to be served. If a student fails to show for detention, a second detention is assigned - the student then has two detentions. The school administration will meet with the student. If the student misses detention again, he/she will be suspended from school. If a student can't stay for a detention, a note or call from the parent explaining the reason to miss detention will be needed so the administrator can change the date. If a student fails to do an assigned detention, "good student" activities for the quarter will be missed.

### **Discovery/Rediscovery Day**

At Heaton, students are expected to be successful and productive students in both their behaviors and their academic progress. As part of the Positive Behavior Intervention Support program, we expect student to be H.A.W.K.S every day. They are expected to **Have** all materials, **Arrive** on Time, **Work** at all times, **Keep** hands and feet to self, and **Show** Respect. Additionally, we expect students to maintain a **3.0 GPA**. If students maintain the HAWKS and GPA, they are allowed to experience field trips to learn about

topics that are beyond the traditional classroom setting. For example, students have taken trips to Pueblo Community College, Steel Work Museum, Raptor Center, etc. Students who are not maintaining the 3.0 GPA remain at Heaton to receive intervention in the core subjects which will additionally help improve the overall academic achievement and growth.

### **Disruptive Devices**

Students will not be permitted to **use** (heard or seen) cell phones (or any electronic device such as iPod, MP3, hand-held games, etc.) throughout the school day. If a student has a cell phone or other electronic device out or is using one, the phone/device will be confiscated and given to the Assistant Principal and will **only be released to a parent**. Students are also not permitted to bring electronic items to sell or trade. HMS and its staff members are not responsible for lost, stolen, and/or damaged items. *If a teacher gives consent for a student to use an electronic device in a classroom, that is at the teacher's discretion. If this is the case, the devices are not to be used in other areas of the school! Again, staff members are not responsible for lost, stolen, and/or broken devices!*

### **District Short Check Collection Procedures**

For a personal check to be an acceptable form of payment, it must include the payer's current, full accurate name, address and telephone number. When paying by check, the check writer authorizes checks returned "unpaid" to have fees collected electronically or by draft (as allowed by the State). Alternative forms of payment may be used instead of a check payment (cash or money order). Payment by check may be denied when multiple checks have been returned from the same account and/or check writer.

### **Dress Code (at all times while on Heaton property)**

Heaton Middle School believes that coming to school each day DRESSED FOR SUCCESS supports the vision of the College and Career oriented culture. The dress code for the 2015-2016 school year addresses the need for success, safety, and modesty, which helps support the sanctity and consistency of the learning environment.

**\*\*\*As part of our College and Career oriented culture, students will DRESS FOR SUCCESS on Wednesday each week. This attire will include the specified button down shirt, tie, and pants for every student. (See Below)**

### **Dress Code (at all times while on Heaton property)**

- All Students will be required to wear the uniform during the school day.
- Sweatshirts, hoodies, and jackets may be worn at lunch, coming to school, and leaving school. No hoodies, sweatshirts or jackets will be allowed in the classrooms/common areas. All of these items must be kept in a student's locker (students are **not** permitted to carry them with them during the school day).  
**Students are permitted to wear long sleeve shirts and/or undershirts that are uniform approved.**

#### *Special Dress Days*

- Approved by the Principal first.
- Jean Days: blue or black colored jeans only! Shorts and jeans cannot have any rips, tears, or holes.

#### *Not Allowed!*

- NO Skirts, or short shorts



- **NO Yoga pants!!!!**
- **NO Leggings!!**
- **NO Skinny Pants**
- Excessive Bracelets **CAN NOT** be worn. Students may wear **one or two** on each arm.
- NO High socks, mismatched socks
- No Gauges, spikes, body piercings (only ear piercings allowed) – **Piercings MAY NOT** be covered by band aids! If a student chooses to wear a “plug” or “holder” in a piercing, it must be **clear plastic and not protrude** out of the skin/piercing hole(s) – **cannot be seen!**
- NO Adding to uniform -
  - Such as sunglasses, suspenders, scarves, bandanas, etc.
- NO Large colored head bands that cover the head.
- NO headbands larger than ½ inch or colors other than black or white.
- NO Oversized clothing of any kind.
- NO Holes, tears, or rips in pants or shorts and shirts/undershirts.
- NO Sagging pants/shorts – below the waistline.
- NO Unnatural hair color (purple, blue, green, etc).
- NO Belts hanging down – entire belt must be through the loops
- NO Chain belts
- NO Mohawk over 2 inches long/tall and unnatural hairstyles
- NO Gang colors (red, brown, royal blue, etc.), logo’s (ANYTHING gang affiliated)
  - Such as gang colored shoe laces or belts, bandanas, etc.
- NO Visible tattoos related to gangs, drugs, weapons, etc
- NO Safety pins, rubber bands, or hair ties, etc can be used to tie back shirts.
- NO Bracelets with inappropriate sayings/symbols (ie. Boobies)
- NO Jewelry resembling weapons of any kind
- Dress code sweeps will be conducted periodically.

<b>ALLOWED</b>	<b>NOT ALLOWED</b>
<p style="text-align: center;"><u><b>Bottoms</b></u></p> <p><b>ALL BOTTOMS MUST:</b>            Be <b>Khaki/Tan</b> in color <b>ONLY</b>.            Be <b>Twill</b> fabric/material <b>ONLY</b>.            Have real pockets.            Have belt loops.            Pants must be worn on <b><u>Wednesday</u></b>.</p> <p><b>Cargo shorts, Bermuda shorts, skorts and Capris may be worn as long as they meet the previous stipulations. Skorts may or may not have pockets or belt loops.</b></p> <p style="text-align: center;"><u><b>Tops</b></u></p> <p><b>ALL TOPS:</b>            Must be polo shirts <b>with</b> Heaton logo (<b><u>Mon. Tue. Thurs. &amp; Fri.</u></b>).            May <b>ONLY</b> be gray or maroon in color.            Undershirts may be worn but must <b>ONLY</b> be <b>Black</b> or <b>White</b> with no logos or print.  <b><u>Every Wednesday</u></b> must be white or black button down with collar and maroon tie.            Maroon ties must be purchased from Heaton.            Students who have ties for band <b><u>will not</u></b> need to purchase an additional tie.</p>	<p style="text-align: center;"><u><b>Bottoms</b></u></p> <p>May <b>NOT</b> be made of <b>ANY</b> stretch or form fitting material. That means <b><u>NO yoga pants</u></b> or <b><u>“skinny” pants</u></b>.            May <b>NOT</b> be any color other than Khaki/Tan.            Must <b>NOT</b> have rivets of any kind on seams or pockets (<b>those are jeans</b>).</p> <p style="text-align: center;"><u><b>Tops</b></u></p> <p>May <b>NOT</b> have any logo other than <b>approved Heaton Middle School Logos</b>.            Must <b>NOT</b> be excessively <b>LARGE</b> or <b>SMALL</b>. This includes both boys and girls shirts.            May not be tied or otherwise altered from natural drape on one’s body.</p>

**Drug, Alcohol, Tobacco, Weapons and Battery Policy**

Any student who violates the policies set forth by School District #60 in the student conduct codebook will be suspended for up to five (5) days by the Principal or Assistant Principal. A recommendation will be made to the Director of Pupil Personnel for extended suspension time, adjustment transfer, or expulsion.

A copy of the District 60-conduct code will be distributed to each student at the start of the school year, Parents and students should read and understand the policies set forth. It is the responsibility of students and parents to be knowledgeable of the rules. If you do not understand any part of the rules, please contact the school for clarification.

**Pueblo Police Drug Dog**

In an effort to continually improve student safety and maintain a focus on student achievement, we want to provide the best atmosphere possible for our students. There is no room for drugs in our schools if we are to provide the most conducive environment for learning. Therefore, Heaton Middle Schools will use random and unannounced searches in our school using drug sniffing dogs. You do not need to be concerned with the possibility of an aggressive dog being used for this purpose. The drug dogs have been highly trained to only sniff out drugs. They are not attack dogs. Your son or daughter’s physical well-being is our utmost concern. Letters with guidelines go home with students at the start of the year.

## **Emergency and Disaster Plan**

Safety drills are held at regular intervals. It is essential that everyone take immediate, appropriate action when emergency signals are given. The evacuation site for students and staff of Heaton Middle School is Belmont Elementary or Colorado State University-Pueblo. If evacuation of our school becomes necessary, we will relocate to one of those locations. Each classroom teacher will provide specific instructions for students.

## **Enrolling and Withdrawing from School**

Please see the attendance secretary if you are enrolling/or withdrawing from school.

## **Field Trip Policy**

Field trips are considered **“good student”** activities. Any student that has been suspended out-of-school once, or has had two separate instances of in-school suspension, or three instances of detention will not attend “good student” activities for those nine-weeks. Grades and attendance may also be considered when determining if a student is allowed to attend a field trip. When students are out of class due to a field trip, they need to check with their classroom teachers to see what assignments they will miss and will be required to make up.

## **Fund-Raisers**

The only fundraisers students may solicit for at school are those specific to the programs at Heaton Middle School. **Any outside group or agency fundraiser will not be allowed at Heaton Middle School.** Fundraisers are to raise money for the programs at HMS and involvement in the fundraiser is optional. If a student wishes to be involved, the responsibility for the product and the money lies with the student.

## **General Rules**

- Before school, the earliest a student should be dropped off is 8:15 AM (there will be no adult supervision before that time). Students will remain in cafeteria until the first bell rings. Students may not loiter outside or be in the hallways until the bell rings. If students are here for tutoring, they are to report immediately to their destination. **No students are allowed to wander the hallways!**
- After school, the latest student should be picked up is 4:15. Security staff is available until that time.
- Excused from class: teachers may excuse a student from attending their class to access the media center or computer lab. Only the teacher of the class that the student will be missing may grant this permission. Students who fail to secure permission in ADVANCE will be considered truant, will have the absence recorded as unexcused, and will be subject to disciplinary action/loss of "good student" activities.
- **GOOD STUDENT ACTIVITIES:** Examples of these are dances, assemblies, and field trips. Students are encouraged to participate in these fun activities. Any student suspended out-of-school during those nine-weeks will not be eligible to participate in the “good student” activity. If a student has two instances of in school suspension and/or three instances of detentions, he/she also will not be involved in any “good student” activities for those nine-weeks. One unexcused absence or truancy will also make the student ineligible for those activities for the nine-weeks. Excessive tardies will also prohibit a student from attending a “good student” activity. Academics will also be considered when determining eligibility for these activities. Study halls will be provided for students who are not eligible.

- Hall passes: students must have a hall pass filled out in the hall pass section of their planner, and have their planner in their possession, if they are out of the classroom during class time.
- Locks and lockers are issued to each student. If a student loses a lock, a new one will be issued for \$5.00. Only school-issued locks will be allowed on lockers. Students are not to share their locker or combinations with any other students! Students are also not allowed to share lockers!
- Planners will be available to purchase for \$5.00. Students must have their planners on them at all times (except lunchtime). If lost, a new one can be purchased.
- Physical Education uniforms are required. They consist of plain maroon shorts and a gray or white t-shirt (no logos). Students must have gym shoes with non-marking soles. PE uniforms may be purchased through the PE department.
- Students may not leave school during the day without permission from the office and signing out (a parent must come to the main office to sign out his/her student before leaving).
- Students should always be prepared and have materials for class.
- Textbooks will be assigned to students. If they are lost or damaged, the student will be required to pay for them. Students may only have their assigned book(s) in their lockers or in their possession.
- Unexcused absences: These account towards the number of days a student is allowed to be absent from school. Students with multiple excused absences could be in jeopardy of being filed for truancy. Please call your child's absence into the office.

### **Grading System**

Heaton Middle School students receive grades of A, B, C, D, F or S, U. Our teachers also give students grade checks at the mid-term of each nine-week section. If parents would like grade checks any other time, please contact your child's teacher (request teacher's phone number or email address from the office). Students are responsible for picking up grade checks to take home to parents. To access the Parent Portal through Infinite Campus, which gives up-to-date student grades, call 719-549-7422.

### **Hall Courtesy**

Walk on the right side. Help to maintain efficient movement through the halls. Avoid congregating in clusters that block traffic. Use quiet conversational voices and avoid any noise louder than quiet conversation. A "delayed-passing" is instituted for students who have problems adhering to the social norms at Heaton Middle School.

### **Hall Passes**

All students must have their planner with them while they are in the hallways. If students are doing an errand for a teacher, they may use the "teacher designated hall pass". The planner pass must be filled out by student and signed by a Heaton Staff member. Hall passes are not to be abused or forged by students. Students are to use hall passes to go to the approved location quickly and then return to class. Failure to comply with these expectations may result in an unexcused truancy and/or school consequences

### **"Hands-off" Policy**

Students are to refrain from pushing, grabbing, pulling, tripping or otherwise touching other students. Students are also not to hold hands, hug, or show any display of affection toward other students. Violators of this policy will be referred to the office and parents will be contacted.

## **Hawk of the Month-“I AM the Triple Threat!”**

Every month, deserving students are nominated Hawk of the Month. Teachers nominate and vote on students that display good citizenship, helpfulness, honesty and integrity within our school. Helping someone who needs it - helping a student who has dropped his/her books - would be an example of a worthy “Hawk of the Month.” It is an honor to be a “Hawk of the Month,” and many of our students strive for this award and honor.

## **Homework Policy**

If a student is absent due to illness and is absent more than two days, parents are to call and request homework on the third day. One-day makeup for each day absent will be allowed. Homework may be picked up after 4:00 on the day it was requested. Please call 549-7420 to make a homework request. It is the student’s responsibility to request missed homework and assignments.

## **Honor Roll**

Students who attain a 3.5 grade point average during any quarter while at Heaton Middle School will be placed on the HMS honor roll. Any student attaining a 4.0 for a semester while at Heaton Middle School will be awarded a Heaton “H”. Honor roll assemblies will take place each semester and will honor those students achieving academic excellence.

## **Hours**

Students are admitted into the building at 8:00 a.m. First Hour begins promptly at 8:30 a.m. Monday through Friday. School is dismissed at 3:45 Monday through Thursday. On Fridays students are dismissed at 2:10 p.m.

## **Immunizations**

All students are required by state law to have certain immunizations to attend school. If you have questions about immunizations, you should contact the attendance secretary. All students must have up-to-date immunizations and records. If you do not have your immunizations, you will not be allowed in school, or at school activities, until your records are up-to-date. This includes not attending the “good student” activities until immunization records reflect that a student’s immunizations are current.

### **Required Immunizations**

- **Hepatitis B (Hep B)** – Three doses are required for all students K through 12th grades.
- **Tetanus/Diphtheria/Pertussis (DTaP/Tdap/DT/Td)** – Five doses of DTaP or DT are required for children under 7 years of age and one dose of Tdap is required for students in 6th through 12th grades. Td is required for children 7 to 10 years of age who have not completed the DTaP or DT series.
- **Polio (IPV)** – Up to 4 doses of the vaccine are required and protects against paralysis.
- **Measles/Mumps/Rubella (MMR)** – Two doses of this vaccine are required to protect against three diseases, Measles Mumps and Rubella
- **Varicella or Chickenpox (Var)** – Two doses are required for children in kindergarten through 4th grade. One dose is required for children in 5th through 11th grade. This vaccine protects against chickenpox disease. To read about each disease, please visit the following website:  
<http://www.ImmunizeForGood.com/vaccines>

## **Inciting a Fight**

Unfortunately, some students find it “entertaining” to start a fight by relaying negative communications between individuals or starting rumors. To tell another student that “someone wants to fight you,” or “watch your back” or any other variation of negativity,

would be considered an attempt at inciting a fight, and grounds for suspension. If a student hears that an individual wants to fight one of our students, he/she must immediately tell an administrator or teacher. The person reporting this will be kept anonymous.

### **Internet Policy**

As required by School District 60 Policy, any student using the Internet must have a district Internet permission form on file in the media center. These can be obtained from the media specialist. Student's who do not return this form will be blocked from using the computers. Misuse of computers, software, and/or the internet, will result in a student losing computer privileges.

### **Kind Words or No Words**

At Heaton Middle School, we expect students to treat one another with the utmost respect. We ask student to pledge their support to treating one another with respect by signing a pledge to stamp out bullying. We don't expect everyone to be the best of friends, but we do expect students to treat each other with dignity, respect and consideration. "If you don't have anything nice to say, don't say anything at all." We want students to use "kind words or no words."

#### **BULLY PREVENTION**

1. Students will not bully other students.
2. Students will help others who are being bullied by speaking out and by getting adult help.
3. We will use extra effort to include ALL STUDENTS in activities at our school.

#### **TYPES OF BULLYING BEHAVIOR**

1. Physical Aggression — hitting, kicking, destroying property
2. Social Aggression — spreading rumors, excluding others from a group
3. Verbal aggression — Name calling, teasing, threatening, mean phone calls
4. Written aggression - Note writing, graffiti, slam books
5. Cyber Bullying – Use of technology or social media to intimidate, humiliate etc.

### **Lost and Found**

Please check in the office if you have lost something, or if you have found something and are turning it in. The lost and found is located in the office.

### **Media Center**

Students may access the media center before or after school with permission from the media supervisor. The media center has print media and also has the internet lab available for research. Computers are also available for student and staff use. Students may use the computers with permission and supervision of staff.

### **Medication**

Any and all medication is to be brought to the office in the actual container it was prescribed in. Parents need to give the attendance secretary the medication with the Doctor's note for dispensing. Parents must also fill out a district form for dispensing of medications. The container should give specific directions for dispensing. Over-the-counter medications for headaches, coughs, etc. are not be carried at school by students. Also, over-the-counter medications cannot be given to students by staff. Parents are

welcome to come to the school to dispense these medications to their children.

### **Messages to Students**

The school cannot take messages for students during the day unless it is an emergency. Students will be given the information in an expedient manner. **Transportation arrangement to and from school for extra-curricular activities is not an emergency and need to be made in advance.**

### **Morning Announcements**

Announcements will be made over the intercom or classroom TV's each morning. It is important that students pay attention to the information given over the announcements. Most school information is communicated through the announcements.

### **National Jr. Honor Society (NJHS)**

Students being considered for selection, must have at least a 3.7 GPA for the quarters leading to selection (during the current school year). He/she must meet with the advisor, complete a student activity form, obtain one letter of reference and write a personal piece indicating why he/she should be selected and how he/she would be an asset to the organization. He/she must also participate in the induction ceremony. Requirements for active membership include scholarship, service, leadership, character and citizenship.

### **Office/Teaching and Support Staff**

The staff is here to support our goal of academic achievement for all students. As professionals working together toward this goal, the staff is to be treated with respect and courtesy at all times.

### **Parent Conferences**

Parent conferences will take place twice during the school year. Parents are encouraged to meet their child's teachers and discuss their student's academic achievement. Exact dates and times will be listed in the monthly newsletter.

### **Parent/Grandparent Volunteers**

Heaton Middle School always welcomes parent and grandparent volunteers. Please contact the office if you wish to volunteer in any number of ways to support our goal of academic achievement for all students.

### **Parent's Right to Know**

Parents of all children in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching; Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **Parent Resources**

Colorado Parent Information and Resource Center (CPIRC) <http://www.cpirc.org/>  
CPIRC has been created to help families and schools work better together to ensure children succeed in school. It is a network of statewide organizations and six community agencies representing urban and rural communities working together to provide parents with information and resources to support them in their efforts to raise healthy, happy, and successful children.

## **Physical Education**

Physical education classes require a PE uniform. Uniforms consist of a gray T-shirt and maroon shorts. If you need more information, please talk with a PE teacher.

## **Report Cards/Mid-Term Reports**

Quarter/semester report cards and mid-term reports are sent home via mail one-week after the end of each grading period. Mid-term reports are issued each 4<sup>1</sup>/<sub>2</sub> weeks. Failure letters are sent every four and one half weeks to the address that has been provided by the parent to any student that has failed two or more academic classes. Please refer to the district calendar for grading periods.

## **School Counselor**

If you have an issue you would like to discuss with the School Counselor, please schedule an appointment in the office (#719-549-7420).

## **School Closures**

If the school must be closed because of inclement weather, or other circumstances, information will be given over the radio and television stations that serve the Pueblo area. In addition, school closures will be reported on the district website:  
[www.pueblocitieschools.us](http://www.pueblocitieschools.us)

## **School Resource Officer**

Heaton Middle School has a Pueblo Police Department officer in the building full-time. This officer can help students with issues as well as enforce the law within our school community. Our officer also is in charge of Crime Stoppers (Hawk Watch) within our building. See this officer if you have concerns or issues.

## **Student Council**

Heaton Middle School has student council, and any student may participate. Student council officers will be selected in the fall, and individual representatives will be chosen. Information regarding student council will be announced at the beginning of the year. Students in student council must maintain a "C" average in all classes.

## **Visitors**

If you would like to visit with a teacher, please call ahead and make an appointment during that teacher's planning time. Please sign in at the office, and you will given a visitor's pass. ***School-age visitors are not allowed during school hours.***

## **Weapons**

Using, possessing or threatening to use a dangerous weapon at school, on district property or at any school sponsored event shall be grounds for suspension and/or expulsion. If you realize that you have a weapon with you once you get to school, notify



the Administrators, the Security Guard or the School Resource Officer immediately. In that case, expulsion is not mandatory. Heaton Middle School is one of the safest middle schools in our area, because our students care about the safety of our school and notify us when they see something that isn't right. ***Students can remain anonymous when reporting unsafe conditions.***

### **Yearbook**

The yearbook is sold throughout the year and contains individual pictures of students, teachers and staff. Photographs of extra-curricular activities and other school events are also included. Students should buy their yearbooks as early as possible. Students are to keep a receipt of their yearbook purchase. Yearbooks will be distributed on the last day of school. No exceptions will be made on early issuing of yearbooks. If a student moves, checks out early, is suspended through the end of the year, he/she will not receive the yearbook early. Yearbooks can be picked up on the last day of school, or mailed if postage has been paid. Also, all student fines must be paid in full before a yearbook is issued to a student.