

BOLTZ MIDDLE SCHOOL

Where Everyone Belongs!



**BOLTZ
PHOENIX**

STUDENT HANDBOOK

2009 – 2010

**Ms. Dana Calkins - Principal
Mrs. Lisa McVicker - Assistant Principal
Mrs. Cindy Bengner - Counselor
Mrs. Christy Chappell - Counselor
Mrs. Jennifer Needham - Advisor**

**720 Boltz Drive
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(970) 472-3700

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<http://schoolweb.psdschools.org/boltz/>

The Mission of Boltz Middle School is to be:
“A school where respect, rigor, relevance, responsibility and relationships drive learning.”

BOLTZ MIDDLE SCHOOL...

- ...believes that all students have the right and responsibility to learn
- ...believes that all teachers have the right and responsibility to teach
- ...has high academic and behavioral expectations for *students* and *staff*
- ...has policies, expectations, and systems in place that reflect these high standards

“6 Ps”

Boltz Phoenix are EXPECTED to...

BE PROMPT:

- *arrive at school on time
- *arrive in class *before* the bell rings

BE PREPARED:

- *bring to class *all* required materials and books
- *be ready to learn when the bell rings
- *know when assignments are due and turn them in on time
- *have and use a daily planner

BE POLITE:

- ***use Positive Interaction Skills**
- *listen attentively
- *speak in a normal tone of voice
- ***display a Positive Mental Attitude (PMA)**
- *use appropriate eye contact and body language
- *focus on the immediate problem

PRODUCE:

- *turn in work on time
- *do your best quality work
- *never accept less than your best

PARTICIPATE:

- *positively engage in learning
- *communicate clearly
- *use positive interaction skills
- *be responsible for your learning and behaviors

PROBLEM SOLVE:

- *accept feedback
- *use positive interaction skills
- *seek help to resolve issues
- *use mediation to end conflict

WELCOME!!!!

Welcome to Boltz Middle School!! The entire Boltz staff looks forward to working with you and your parents in the upcoming year. We invite you to become part of the history and tradition that is the positive school environment at Boltz Middle School. As students at Boltz, we expect your very best effort, your very best attitude, and your very best skills. We know that you are here to learn the content and skills necessary to continue not only in high school but also in the adult world.

STUDENT BEHAVIOR EXPECTATIONS

STUDENTS – This is YOUR school! Boltz Middle School will continue to be a safe school with your input.

As a **staff**, we will model, teach, and use **POSITIVE INTERACTION SKILLS based on the Discovery Model**. We expect students to use these same skills when interacting with staff, parents, and other students at Boltz Middle School. These skills include the following:

1. speak in a normal tone of voice
2. focus on the immediate problem
3. listen attentively/respond accordingly
4. use appropriate eye contact and body language

As a school, we have in place a **Step System** to enable **all staff** to work with student behaviors and decisions. Our goal is to address concerns at the lowest possible level/step before issues or behaviors escalate or become serious. Boltz Middle School believes that mediation and problem solving are the best way to resolve problems.

Step 1 behaviors/offenses are lower level and will be addressed and solved through *staff working directly with students*. Step 1 behaviors/offenses may turn into Step 2 offenses if the problem persists or if students choose not to work through the issue positively.

Step 2 behaviors/offenses are very serious. These behaviors/offenses jeopardize student safety and an environment of mutual respect. In cases of Step 2 behaviors/offenses, parent(s)/guardian(s) will be contacted immediately and the student placed on in-school or out-of-school suspension. In the case of out-of-school suspension, a parent conference is required before the student is readmitted. If Step 2 behaviors/offenses continue, the student may be placed on the Habitually Disruptive ladder, which could result in being recommended for expulsion from school.

DEFINITIONS OF TERMS AND

STEP 1 BEHAVIORS and CONSEQUENCES

CONSEQUENCES FOR BEHAVIOR

(less serious but become more serious if continued!)

- **Hall Behaviors:** We expect all students to maintain a safe, positive, and mutually respectful environment at Boltz Middle School. Running, pushing, shoving, tripping, or inappropriate language have no place in a school. Inappropriate hallway behavior will result in a range of disciplinary consequences.
- **Attendance:** By law, a student must attend 1,056 hours of instruction per year. We schedule 1,080 hours of instruction; therefore, a student should miss no more than 24 of these hours (or a total of 4 days) throughout the course of the school year. Students need to attend at least ½ of the school day in order to attend extra curricular activities on the day they are absent. This includes athletic events, music events and dances.
- **Tardies:** Students are to be in their class **before** the bell rings. This means students are **prompt** and ready to learn. Should a student continue to be tardy, they will be assigned lunch, after or before school detention. If tardies become excessive, a parent contact will be made, with possible code of conduct consequences. Tardies to first periods will be handled through the main office. **If students are tardy to first period, they must check-in at the attendance office to be issued a pass to class.** Students having excessive first period tardies will make up the time missed from class during lunch.
- **Profanity:** The use of profanity is **never** appropriate at school. Detention time, parental contacts and suspension will result for students continuing to make poor decisions with their choice of language. Profanity directed at any adults in the building will result in an automatic suspension.
- **Displays of Affection:** Neither kissing nor extended embraces are appropriate in a school setting. A warning will be given. Continued displays will result in an office referral or detention.
- **Backpacks/Coats:** To ensure school safety, students are not permitted to bring backpacks into classrooms. Also, heavy outerwear coats are not permitted in the classroom.

STEP 2 BEHAVIORS and CONSEQUENCES

(always **very** serious!)

- **Weapons:** Any student who possesses a weapon (as defined by state statutes) will automatically receive an out-of-school suspension of up to 15 days and referral to law enforcement. Possessing and threatening others with a weapon is an automatic recommendation for expulsion. *If you accidentally bring a weapon to school, bring it to the office on your own initiative and consequences will be lessened and possibly waived.
- **Assault:** An attack that is unprovoked (and if committed by an adult would constitute a crime of violence) will result in an automatic recommendation for expulsion.
- **Alcohol/Drugs:** Any student who is under the influence or is using alcohol/drugs will have a parent contact, a suspension from school and a re-entry conference. Any student selling or distributing a controlled substance will automatically be recommended for expulsion.
- **Gangs:** Any student involved in or promoting gang or gang-like activity by wearing gang paraphernalia, colors,

using gang signs, harassing, or intimidating others will face suspension and possible expulsion.

- **Habitually Disruptive Students:** Any student who through his/her actions and decisions becomes defined as habitually disruptive (as defined in the Code of Conduct) will be recommended for expulsion.
- **Harassment/Discrimination:** Any student who repeatedly engages in activities (as defined by state and federal statute) that create an environment of fear or hostility, or are demeaning, will face consequences ranging from a conference with parents to an expulsion. In cases involving sexual harassment, the victim may request that the perpetrator be removed from the school.
- **Bullying:** Any student who continually engages in the act of bullying may be required to attend a bullying class conducted by our School Resource Officer and Counselors.
- **Fighting:** Staff and students will be proactive and solve problems using positive interaction skills and mediation. Should students choose to fight at school, a suspension and likely a ticket issued by our SRO, as well as a conference will result.
- **Tobacco:** Students in possession of tobacco will be referred to the office; students who are using tobacco will have a parent conference and a suspension may result. They will also be issued a summons through the Fort Collins Police Department.
- **Theft/Stealing:** Any student who is involved in a theft will have a report made to the F.C. Police Department. Restitution will be required for the monetary amount taken or for personal items.
- **Vandalism:** We expect all students to take care of Boltz Middle school and its property. Acts of vandalism will be promptly addressed and restitution required. Vandalism in excess of \$600 is a felony and will be reported to the Police Department.
- **Cutting Class:** Students who are truant from classes will make up 200% of the time missed (i.e. 1 hr. missed = 2 hours make up). If a student is truant, their parent/guardian will be notified as quickly as possible. Should the behavior continue, a parent conference is required before the student is readmitted to school and the truancy becomes a code of conduct violation.
- **Insubordination:** Students are expected to immediately and fully cooperate with all Boltz Middle School staff, which includes teachers, substitutes, paraprofessionals, kitchen and office staff, and custodians). Cooperation includes giving your name when asked and responding immediately to requests. Students who do not cooperate will face a range of consequences from a conference to a suspension.
- **Cheating/Plagiarism:** Taking credit for work other than your own is cheating/plagiarism. This includes copying tests, giving or getting answers to problems/questions, using other's notes/homework, or copying directly from a source and not giving credit. At the secondary level, plagiarism also includes direct paraphrasing of other's work or from a direct source. Depending on the severity, a range of consequences will occur from a "0" on the assignment/test to failure of the course.

All other activities not covered here are referenced in the PSD Student Code of Conduct, which students are expected to read and refer to for specifics.

“WHAT DO I NEED TO KNOW ABOUT BOLTZ MIDDLE SCHOOL?”

WEEKLY SCHEDULE

Boltz Middle School is on an alternating block schedule. You will have 10 classes (5 per day). Odd days (periods 1, 3, 5, 7, 9) and Even days (periods 2, 4, 6, 8, 10) rotate back and forth throughout the year. Your 30 minute Guided Study class meets at the end of every day.

ACADEMIC EXPECTATIONS

1. **Students are required to have and keep a planner** for assignments, to plan for tests and projects, and to record grades and classroom activities. Planners cost \$6 to replace if you lose the initial planner you purchased during registration.
2. Students are expected to talk with your teachers during passing periods and before/after school if you have questions on days that a class is not meeting.
3. Students are expected to check your academic progress regularly online, through the Counseling Office, and/or by talking directly with teachers.

CLOSED CAMPUS

1. Once you arrive at school, you may not leave until the end of the school day unless signed out by a parent/guardian. This means students may not leave school grounds. They may not walk to the elementary school's grounds, the Foothills Mall, etc. unless part of a supervised class activity.
3. Lunch is also part of the school day so you may not leave school unless with a parent/guardian.
2. If you do leave campus without permission during any part of the school day, you may be considered truant, which is a suspendable offense for which your parents will be contacted.

ATTENDANCE

It is vital that students be at school. No matter how much makeup work is done, not being in class means that students miss vital and irreplaceable opportunities to learn.

1. Colorado school law requires that students attend (and that parents enforce attendance) until the student is 17 years of age. If a student has 15 or more absences, Colorado law requires a parent contact be made and judicial proceedings may be initiated.

2. Students must have all absences excused through the attendance office. If a student is absent for any reason, parents need to call the Attendance Line at Boltz Middle School at 472-3720.
3. Parents will be called or notified if an absence has not been excused.
4. When absent, students have the same number of days to make up assignments as they have been absent.
5. If absent for three or more days of class, make-up work may be requested. For less than three days, please get make-up work when you return to school. Check in with the Attendance Office on the day that you return for a pass to class.

Leaving School During the Day – If you will be leaving school during the day, please bring a note from home to the Attendance Office. A parent/guardian is required to come in and sign their student out/in.

Pre-arranged Absences – When parents know in advance that students will be absent, we request that a note be sent to the Attendance Office with the date and reasons for the absence. Students should notify their teacher and receive assignments in advance when possible.

TELEPHONES

1. The office phone is for emergencies only.

CELL PHONES/IPODS/MP3 PLAYERS

1. Cell phones, iPods and all other electronic devices must be turned off and put away during school hours. These items should be kept in students backpacks which shall remain in lockers at all times. Students are encouraged NOT to bring these items to school.

LOCKERS

“Top Ten” Locker Guidelines

1. Lockers are property of the school and may be checked/searched at any time.
2. Keep your locker clean and organized
3. Do not put stickers directly onto locker
4. Do not put paper into the lock mechanism
5. Do not switch lockers without permission
6. No writing, pictures, stickers, or posters which are inappropriate or offensive (pictures in your locker must match the Boltz dress code)
7. To keep your belongings safe, never share your locker combination with anyone

8. Do not bring items of value and leave them in your locker, including CD players, MP3 players, or hand-held video games. (These may not be used at school and should not be brought.)
9. Do not bring large amounts of money and leave it in your locker.
10. If you owe money for fines or books, you will not be issued a locker until this is cleared with the office.

HALLWAY & CAFETERIA EXPECTATIONS

1. Students are expected to keep all public areas of Boltz Middle School clean and picked up, including halls, cafeteria, media center, and outside.
2. Students are expected to clean up after themselves in the cafeteria or outside. Trash containers are provided for you to dispose your trash. (If asked to clean up a table or area, please do not respond with, "...but it wasn't mine.")
4. In the halls and classrooms, students may have clear, capped water bottles only.
- 5. Students are expected to remain calm and under control, and keep hands and feet to themselves at all times in the hallways.**
6. Spraying of deodorant, perfume, cologne, or body sprays is never allowed in the hallways. These may only be used in locker rooms.

BEFORE SCHOOL EXPECTATIONS

1. Classes begin each day at 7:45 a.m.
2. Prior to 7:35 a.m., the halls are closed unless students are working directly with a teacher. If students arrive at school before 7:35a.m., they may wait only in the auditoria or media center.
3. If students are not behaving appropriately in the morning, they will be required to sit in the office.

AFTER SCHOOL EXPECTATIONS

1. Students are expected to leave the building by 2:45pm unless they are in a school-sponsored activity.
2. Students waiting outside the building must behave in a quiet, orderly manner, keep the area free from litter, and refrain from any use of profanity.

3. Students attending athletic events in the new gym must be in a seat in the gymnasium and must display appropriate behavior and language at all times.
4. Students are not allowed to loiter in the entry way of the gym before, during, or after games.

MEDIA CENTER

1. The Media Center is open before school and during lunch for study or computer use.
2. Students who want to use the media center during lunch should stop in before school or between classes to get a pass. Students without passes may not be admitted to the Media Center.
3. No food, drink, or gum is allowed in computer labs.
4. The Media Center is also open after school until 3:15pm, Monday through Thursday. A staff member will be available to assist students.

COUNSELOR

Mrs. Cindy Bengner and Mrs. Christy Chappell are the Counselors and Mrs. Jennifer Needham is the Advisor at Boltz Middle School. They are available to students during most of the day with appointments. Students may visit with them to discuss issues or ask questions about class selection, academic problems, personal concerns, activities offered, or solving conflicts. Please do not use academic time to see the counselor unless it is an absolute emergency. Appointments are encouraged before school, at lunch, during breaks between classes, or after school.

GUEST & VISITORS

1. Student visitors are usually not allowed during the day. If you would like consideration for having a visitor, you must clear it with Ms. Calkins at least seven days in advance.
2. School day visitors are limited to non-Poudre School District students or non-Boltz siblings.
3. Visitors may not visit one week prior to any major holiday or one month before the end of the semesters.

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STUDENT ATTIRE (DRESS CODE)

We expect students to wear clothing that promotes a positive, safe, productive, and learning-focused school environment. With this in mind, please adhere to the following requirements when choosing how to dress each day:

1. No pajamas, lounge wear, slippers, or other bedroom attire may be worn to school.
- 2. Under clothing cannot be visible, including underwear, bra straps, and shorts worn under pants. (Sagging pants will not be allowed. Pants must be worn at the student's waistline.)**
3. Shoulders, stomachs, and chests must be covered. Students cannot wear spaghetti straps, tank tops, open-mesh, see-through clothing, or low cut tops.
4. Students may not wear ripped or torn clothing.
- 5. Short shorts or short skirts are not allowed (keep length to mid-thigh).**
6. Clothing advertising or promoting tobacco, alcohol, drugs, violence, or gang related activities, or which offends, threatens or demeans others is not allowed. (This includes gang tattoos on the skin.)
7. No hats or sunglasses may be worn during school hours.
8. Metal chains on wallets are not allowed.

*Students wearing clothing that violates any of these requirements will be asked to call their parents to bring them appropriate clothing.

*For students who violate dress code multiple times, a parent conference may be scheduled and/or detention and In School Suspension will be assigned.

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ACADEMICS

Academic success is the reason students are in school and is therefore the most important concern at Boltz Middle School. Any student who does not satisfactorily complete three of their four core classes a year, may be retained in their current grade. Poor performance in an elective class may also result in a lack of further opportunity in that elective area.

*Failures in required courses may be made up by one of the following means:

1. successful achievement in summer school
2. repeating core classes the following year
3. successful completion of an academic contract between the student, counselor, parent, and administrator

Students who are missing work may be assigned lunch detention or Saturday School until they are caught up.

SATURDAY SCHOOL

If a student is required to attend Saturday School and cannot attend for any reason, the student will be expected to make up the time missed during after school detention. Additional consequences such as in school suspension or out of school suspension may result if the student fails to serve their detention.

ATHLETICS

Athletic programs available for 7th & 8th graders include the following:

Male: Football, Wrestling, Basketball, Track, Tennis, Golf, and Cross Country

Female: Softball, Basketball, Volleyball, Track, Tennis, Golf, and Cross Country

In order to participate in school sports, student athletes must meet all of the following requirements:

1. have a current physical form on file
2. have proof of insurance (you may purchase very affordable insurance through PSD)
3. meet eligibility requirements for grades and behavior
4. be in attendance at school for at least ½ of the day of the event

Please observe the rules of sportsmanship at all times. Demonstrate good sportsmanship. All opponents are guests in our school. Be respectful toward players, coaches and officials.

****Remember at all athletic events, you represent the pride, respect, and tradition of Boltz Middle School.****

*For 6th graders, we do have expanded athletic opportunities through the City of Fort Collins. If interested, please ask for information in the front

office. Their phone number is 221-6655 and their web address is www.fcgov.com/recreation.

SCHOOL RESOURCE OFFICER

We are fortunate to have Officer Rich Johnson as the School Resource Officer assigned to our campus. Officer Johnson is available to students, staff, and parents who have concerns. As a member of our staff, Officer Johnson will be present in the halls, classrooms, cafeteria, and school events. His door is always open when he's here, both to listen to student concerns and to be actively involved in solving problems. Officer Johnson's office is located in the Counseling Center.

STUDENT INVOLVEMENT & ACTIVITIES

Boltz Middle School has numerous opportunities to become involved. You are encouraged to try as many as you like. In addition to activities sponsored during or immediately after school, there are also social activities offered throughout the year. We encourage all students to find an area they enjoy and then to become active. Studies show that students who are active in their school have higher grades and fewer problems. This is your school, and we want it to be a place where you are welcome, involved, and comfortable!

While the dress code at social events is not as strict as during school, Boltz Middle School does expect students to dress appropriately. Dress must be age and event appropriate. If you have questions, please ask a staff member.

School dances are scheduled throughout the year. Students will not be able to attend a dance if they have received a discipline referral during the time from one dance to the next.

Poudre School District Policy Regarding Use of Drug Detection Dogs -

When and How Drug Detection Dogs May Be Used:

1. Drug detection dogs may be used without reasonable suspicion to determine if illegal drugs are in student vehicles parked in school parking lots (if applicable) and/or in areas of the school over which the District maintains control such as desks, lockers, classrooms and locker rooms.
2. If a dog sniff indicates the presence of drugs in a student vehicle parked in a school parking lot, school officials may follow up with a physical search of the vehicle before it is moved off school property, but only if the student is present. Under Policy JIH, failure to allow the search of a vehicle's interior or trunk under these circumstances will result in the student's automatic loss of the privilege of parking at school for at least the remainder of the academic year.
3. If a dog sniff indicates the presence of drugs in the closed space of an area of the school over which the District maintains control, such as a desk or locker, school officials may follow up with a physical search of the space before there is an opportunity for the removal of items without the school officials' knowledge. When feasible, a videotape record of the search should be made. The student may be present at the option of the principal.
4. Drug detection dogs may NOT be used without reasonable suspicion to search a student's person or personal effects (e.g., purse, book bag, etc.). In cases where there is reasonable suspicion that illegal drugs are on the student's person or contained in the student's personal effects, a physical search rather than a dog sniff search should be conducted unless advance approval is obtained from School Services.
5. All physical and dog sniff searches must be conducted in compliance with Board Policies JIH and JLIE. (see www.psdschools.org/psdinfo/boardofeducation/policygovernancepolicies.aspx)