



Home of the SAINTS

Sabin Middle School

3605 North Carefree Circle
Colorado Springs, CO 80917

Student / Parent Handbook

2019-20

Jared Welch, Principal

Kelli Schneegass, Assistant Principal
Ryan Scott, Assistant Principal

Corby Meyer, 6th Grade Counselor
Christie Lynnes, 7th Grade Counselor
Deb Sebben, 8th Grade Counselor
Jessica Medina, Psychologist

Main Office: 328 – 7000
Office Fax: 573 – 4960
Counseling: 328 – 7006

Becky Marsh, Sabin Gifted Magnet Coordinator
Sabin Gifted Magnet Office: 328 – 7075

**To report absences, please use our
24-hour absence line at
328 – 7035.**

For school cancellation and early release information, visit www.d11.org.

GREETINGS FROM THE SABIN MIDDLE SCHOOL ADMINISTRATION

Dear Students and Parents,

Welcome to the 2019-20 school year. Each year, Sabin Middle School provides a student/ parent handbook as an outline to our policies and procedures. Whether you are a newcomer to our school or an "old-timer," this handbook is designed to help you make this school year a positive one. It gives helpful school information and addresses the role of student and parent involvement and responsibility. This is also a booklet about expectations and rules, but it is not all-inclusive, as no handbook ever could be. We hope that both parents and students will read through it carefully – together – and discuss it, so that everyone will be prepared for the year that lies ahead and be successful.

Again, welcome to the 2019-20 school year. Students: take pride in yourselves, your education, and your school. Do whatever it takes. Parents: take pride in your children and their accomplishments. *Teach them* to do whatever it takes. Praise them when they do.

We're excited to have you as a part of Sabin Middle School! Let's make this our best year ever!

Mr. Welch, Principal
Mrs. Schneegass, Assistant Principal
Mr. Scott, Assistant Principal

Ms. Sebben, 8th Grade Counselor
Ms. Lynnes, 7th Grade Counselor
Mr. Meyer, 6th Grade Counselor
Ms. Medina, School Psychologist

NONDISCRIMINATION STATEMENT

School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the school principal or D11 nondiscrimination compliance coordinator: Alvin Brown, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone: 520-2271, FAX: 520-2442, EMAIL: alvin.brown2@d11.org

DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar 11 de Colorado Springs está comprometido a una política de no discriminación en cuanto a raza, credo, color, sexo, ascendencia, orientación sexual, religión, origen nacional, edad, y/o impedimento. La discriminación y/o el acoso que sucedan a base de factores arriba mencionados no se tolerarán y deben ser denunciados de inmediato al director de la escuela o al coordinador de cumplimiento con la no discriminación en D11: Alvin Brown, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903. Teléfono: 520-2271, FAX: 520-2442, Correo electrónico: alvin.brown2@d11.org.

GENERAL INFORMATION

Florence R. Sabin Middle School was built in 1975. We have 8th graders go on to attend each of D-11's high schools, but the high schools we primarily feed into are Doherty and Mitchell. Similarly, our 6th graders come from around the District and beyond, but the majority of them come from Carver, Madison, Penrose, Rudy, and Wilson Elementary Schools. Sabin has a website at www.d11.org/Sabin and we are on Facebook and Twitter.

THE SCHOOL DAY

REGULAR BELL SCHEDULE

1	8:40 - 9:29	6th grd	1	8:40 - 9:29	7th grd	1	8:40 - 9:29	8th grd
2	9:33-10:22		2	9:33-10:22		2	9:33-10:22	
3	10:26-10:46	Advisory	3	10:26-10:46	Advisory	3	10:26-10:46	Advisory
4	10:46-11:16	Lunch	4	10:50-11:39		4	10:50-11:39	
5	11:20-12:09		5	11:39-12:09	Lunch	5	11:43-12:32	
6	12:13-1:02		6	12:13-1:02		6	12:32-1:02	Lunch
7	1:06-1:55		7	1:06-1:55		7	1:06-1:55	
8	1:59-2:48		8	1:59-2:48		8	1:59-2:48	
9	2:52-3:41		9	2:52-3:41		9	2:52-3:41	

MORNING ROUTINES

Each morning the cafeteria opens at 8:00 am for students to enter for breakfast. Please understand that we cannot accommodate students who arrive before 8:00 am. Students eating breakfast may enter the cafeteria via the front doors by the Big Dog. Students are not to be in the main halls until the first bell at 8:30 unless they are going to the office or have been given a pass by a teacher. Otherwise, students will wait outside until 8:30 unless the temperature is below 15°F or it is actively snowing or raining.

Each grade has a designated entrance and before-school waiting area. 6th graders enter via the front doors by the Big Dog, waiting in the courtyard for the bell. 7th graders enter via the northeast entrance and wait in the grassed area by the bus lanes. 8th graders enter via the back (south) doors and wait by the basketball courts.

At the end of the day, students may leave through any exit, although bus students are encouraged to use the Northeast (7th grade) doors. Busses depart promptly at 3:50. Bus students who miss their bus may use office phones to arrange for a ride. Students waiting for rides must wait in the front courtyard or just inside the front doors by the cafeteria. For the sake of safety, all students, parents, staff, and visitors, are expected to follow all traffic signs and arrows, use the crosswalks, and abide by the directions of campus security officers. Their job is to keep everyone safe.

SCHOOL CALENDAR/ HOLIDAYS – can be found at <http://www.d11.org/calendar/>.

PICKING UP AND DROPPING OFF STUDENTS – We recognize that traffic is congested immediately before and after school. Therefore, we ask for parent cooperation in driving safely and in following the traffic flow arrows. As an alternative to the Sabin driveways and parking lot, parents could consider using the lot at the church to the northwest of the school or at the park on the opposite side of North Carefree. Students can use the tunnel under North Carefree to arrive at the park safely. In consideration of staff and the safety of all students, please be prompt in picking students up after school and following school events. High school students who are picking up their middle school siblings are requested to wait outside the building. Parents/guardians are strongly discouraged from having elementary students wait on Sabin grounds for their older siblings as we cannot provide supervision for them.

BICYCLES – Sabin does not accept any responsibility or liability for bicycles or bicycle-related items. The school provides a gated bike rack that is locked after 1st period and opened after school. Students are expected to bring a cable and lock for their own bike. Students riding bicycles to school MUST abide by the following regulations or they may receive consequences.

- Bicycle safety and traffic laws need to be followed at all times. Bicycles should be ridden with the flow of traffic on the right side of the street.
- Bicycles must be walked while on campus.
- Any items that are not bolted onto bicycles (such as a pump) should be removed before coming to school or stowed in the student’s locker.

SKATEBOARDS – Sabin does not accept any responsibility or liability for skateboards. Students riding skateboards to school MUST abide by the following regulations or else they may receive consequences.

- Skateboards must be carried (wheels up) while on campus.
- Skateboards must be stowed in the student’s locker during the school day.
- 8th-graders may use the designated sidewalk area behind Sabin before and after school and at lunch to skate as long as adequate adult supervision is available. 6th- and 7th-graders may use the designated sidewalk area behind Sabin after school and at lunch to skate as long as adequate adult supervision is available.

LOCKERS – Students will be assigned lockers at the beginning of the school year once the office has received completed emergency contact cards and health forms. Students are expected to follow locker policies. Failure to abide by locker policies could result in forfeiture of a student’s locker privilege for the remainder of the semester.

- Only the person assigned to the locker is allowed to use the locker. Combinations must never be given to anyone. Students should not store the belongings of another student in their locker. Lockers will not be opened by staff for a student to retrieve belongings stored in another student’s locker.
- Lockers must be shown respect. Do not kick them, write on them, put stickers on them or deface them in any way. The use of magnets to post pictures, etc., is suggested. Lockers are expected to be kept reasonably clean. Students should report any locker problems to the counseling office.

- Once their locker door is closed, students are expected to spin the dial. The locks do not engage unless this is done. Students should never leave the lock “pre-set” on the last number of their combination. Students should check their locker to make sure it is secure before walking away.
- Lockers are the property of Sabin Middle School and are loaned to students. Administration and Campus Security may open and check lockers whenever it is deemed necessary. From time to time, District-11 conducts random searches with dogs for any illegal substances or weapons that students might be keeping in lockers. Students are advised to never “hold” anything in their locker for another person.

BACKPACKS, STRINGBAGS, PURSES, ETC. – Given the large number of students at Sabin, and the safety issues backpacks, stringbags, and purses, etc. pose in classrooms and hallways, we have to limit the use of these bags. Before and after school, students may carry backpacks, stringbags, purses, etc. in the hallways; these bags must be stored in lockers during the school day. Sabin stringbags are available for a small fee at the payment window, and, as with all other bags, must be stored in lockers during the school day.

IDENTIFICATION CARDS – Each District-11 student gets issued an identification card with his/her picture on it during the early part of the first quarter. Students are expected to wear that ID each school day. IDs are required to ride the busses, gain access to dances, borrow books from the library, and receive meals in the cafeteria. IDs are to be treated like school property: they should not be written on or damaged in any way. Lost or damaged IDs will need to be replaced within two weeks at a cost of \$3 to the student. Replacement IDs can be purchased at the payment window.

TEXTBOOKS – Not every Sabin teacher uses a textbook, but many do. Textbooks will be signed out to the student through the library using the student’s ID number. Students are expected to bring that textbook to class each school day. Textbooks are school property: they should not be written on or damaged in any way. Book covers should be used to protect them. Lost or damaged textbooks will need to be replaced within two weeks. Please know that our textbooks currently cost between \$10 and \$150. If a missing textbook is later found and returned undamaged, the money paid will be refunded. Unpaid fines do follow the student, even to other schools. Fines can be paid at the payment window.

EMERGENCY INFORMATION CARDS – One of the most important things parents/ guardians can do to ensure a student’s well-being at school is to provide accurate contact information. At the beginning of the school year, parents will be asked to complete a Fall Update online. It is very important that this be completed accurately and completely so we can contact a responsible person in cases of emergency. Please update this information if any changes occur during the school year – especially changes to work, home, or cell numbers – in person or by calling 719-328-7000. Please note: if we are unable to contact a parent/ guardian during a student health crisis, we may be compelled to authorize ambulance transport at the parent’s/ guardian’s expense.

When parents/ guardians include individuals on the emergency card, they are authorizing us to release their child to them and authorizing them to make decisions for their child on their behalf. Individuals not listed on the emergency card will not be allowed to sign a child out from school. This includes older siblings. Parents/ guardians should consider this carefully when deciding who to include on the card.

COMPUTER USE – Before being allowed to log onto a D-11 computer, each student will be asked to sign a user agreement. By signing, the student agrees to only use the computer for educational purposes or other uses as allowed by the teacher. Students accessing inappropriate material – such as pornography, hate literature, drug related content, etc. – will lose their privileges and may face administrative consequences.

BREAKFAST AND LUNCH PRICES – The school cafeteria is open to all students for breakfast and lunch. Meals may be purchased, or students may bring a lunch from home. Meals may not be charged. Student meals can be prepaid at <https://www.d11.org/MySchoolBucks> or a check can be brought into the cafeteria payable to CSSD-11. Free and Reduced-Price Meal applications are available at the school cafeteria or in the main office. or in the main office.

<u>Students approved for</u>	<u>Full Breakfast</u>	<u>Full Lunch</u>
Free Lunch	\$0.00	\$0.00
Reduced Price	\$0.00	\$0.40
Full Price	\$1.60	\$2.80
Adult Price	\$2.35	\$3.90

ACADEMIC PROGRAMS

Sabin Middle School offers two levels of academic programs. Our traditional program follows the regular District Eleven middle school curriculum that is provided at all of our middle schools. Advanced classes in Mathematics are available for students in all three grades who are functioning above grade level and desire academic challenges. Students who are interested in enrolling in these advanced classes should talk to their teachers or counselor. Prior grades and test scores will be taken into account when considering whether to place a student in advanced classes. Students enrolled in advanced classes are expected to maintain a grade of C or better.

The Sabin Gifted Magnet Program was developed for students who have been identified as gifted learners (GT). Sabin Gifted Magnet uses the *Understanding By Design* model of curriculum, the *Autonomous Learner Model* of instruction, and has the themes of Discovery, Change, and Conflict woven throughout the five content areas. Sabin Gifted Magnet employs cross-curricular instruction and hands-on/inquiry-based learning.

Academic Accountability/ 8th Grade Promotion

Student achievement is first and foremost at Sabin Middle School. We expect academic performance from all students. We have developed a plan that encourages students to prioritize academics, and rewards students for giving their best efforts.

8th grade students can celebrate their promotion to high school when they earn a cumulative 2.0 in all classes in all 4 quarters of this school year. Student behavior is also an important factor to academic success; behavior that requires an out of school suspension will place a student on probationary status for promotion with an opportunity to earn restitution.

All students grades 6-8 that wish to attend non-academic field trips must qualify one week prior to the trip by having no more than 1 F. Students that have more than 1 F will not be able to attend the field trip. Any funds that have been submitted for the trip will not be refunded.

6th, 7th and 8th grade students will only be allowed to attend the end of year activities (camp, Elitches, Cottonwood Park, bowling, etc.) with their teams if they have a minimum 2.0 cumulative GPA in all 4 quarters.

ACADEMIC GRADES – are a reflection of the student’s effort and achievement and are one measure of the knowledge and skills gained by the student. They are therefore very important. Students are expected to earn Cs or better and should always strive to do their very best. Each teacher will notify students of his/her grading policy in writing. Letter grades are:

A = 90–100% Excellent

B = 80–89% Above Average

C = 70–79% Average

D = 60–69% Below Average

F = below 60% Failing

ACADEMIC INTEGRITY – Students are expected to be honest and to not cheat on tests, submit another's work as their own, or copy from a book or other resource without crediting the author (plagiarize). Plagiarism has grown epidemically with the ease of internet access. Students will receive zero credit for copied or plagiarized work.

REPORT CARDS – are issued to students at the end of the first three quarters to be taken home and shared with parents. Parents should be aware of the District calendar and should be on the lookout for report cards (<http://www.d11.org/calendar/>). The district will mail final grades at the end of the year. If you do not receive a report card at the end of a quarter, please call the counseling office at 328-7006.

PROGRESS REPORTS – are issued to students at mid-quarter for monitoring progress and informing parents and students of achievement to date. Again, parents should be on the lookout for these. Parents/guardians may contact the counseling office for a reprint of a report card or progress report.

CITIZENSHIP GRADES – are also given with each mark report along with academic grades. Citizenship grades are based on respect, responsibility, preparedness, organization, participation, timeliness, effort, and behavior. The citizenship scale is from 5 (high or always) through 3 (medium or adequately) to 1 (low or rarely). Grade level teams will set behavioral expectations that create a positive learning environment and self-disciplined, self-directed, independent learners. It will be the student's responsibility to meet these expectations.

HONOR ROLL – The Honor Roll is published at the end of each quarter. The following GPAs are used:

3.0 – 3.49 = Honors 3.5 – 3.99 = High Honors

4.0 = Principal's Honors

STAYING CONNECTED – The two most common explanations for low grades are excessive absences and students not turning in their work. Students are encouraged to check their grades regularly on *StudentConnect*. Any student who notices his/her grade is dropping should check with the teacher right away to find out why this is happening and to develop a plan to correct the situation. Parents/guardians are encouraged to check their students' progress regularly on *ParentConnect*. Passwords can be obtained in person through the Counseling Office. Any parent/ guardian who does not have access to the internet can request grade reports through the grade-level counselor. If there are questions about their student's work or grades, the parent/ guardian should request a parent/ teacher conference through the grade-level team leader or the counselor.

FIELD TRIPS – From time to time, teachers may arrange for their students to go on field trips. These trips will be academic and related to District standards. Parents/ guardians must sign a permission slip before the student is allowed to go. Some field trips may have a cost and the student may be asked to cover some or all of that cost. In cases of financial hardship, parents/ guardians are encouraged to contact the team leader or counselor as payment plans and/or scholarships may be available. Students are required to complete assignments missed due to field trips. The students' teachers may request that assignments be completed and turned in prior to a field trip.

PHYSICAL EDUCATION / GYM CLASS – Students taking PE are required to dress out each day. A low-cost PE uniform is required. Gym lockers will be provided, but students will need to provide their own locks. It is the students' responsibility to make sure their belongings are secure and that their PE clothes are cleaned on a regular basis.

In order to be excused from PE for the day, the student must have a written note from the parent/ guardian. For the student to be excused for an extended period of time, the school requests a note from the student's doctor.

SCHOOL ATHLETICS

Students who are enrolled in a D-11 middle school are eligible for participation in the middle school interscholastic athletic program. The following interscholastic sports are offered:

Football	Aug 1 – Oct 5	Girls' Track	Aug 19 – Oct 9
Club Softball	Sep 1 – Oct 10	Wrestling	Sep 16 – Nov
Girls' Basketball	Oct 16 – Dec 14	Boys' Basketball	Jan 8 – Feb 29
Girls' Volleyball	Mar 4– May 9	Boys' Track	Mar 11 – May 6
Club Volleyball	Mar 11 – May 9	Club Soccer	Apr 6 – May 20

Football is open to 7th and 8th graders. Track will have a 6th, 7th and 8th grade teams. Basketball, volleyball, and wrestling include an A - squad and a B - squad. The A - squad can be composed of 7th and 8th graders; the B - squad can be composed of 6th and 7th graders. A Classic Tournament ends each season for track and A - squads. Basketball, volleyball, and wrestling include a B - squad Classic. Football, track and wrestling are open to all students, while basketball and volleyball will have tryouts. Students who are interested in participating in athletics should contact the coaches for information. Students must be enrolled by the first day of practice in order to try out.

REQUIREMENTS FOR PARTICIPATION – Students must complete five practices before they are allowed to compete in a game or meet. All students who wish to participate in interscholastic athletics are expected to maintain grades of Cs or better in all of their classes and have no Fs, in order to compete. Grades are checked weekly.

Prior to the first practice, athletes must turn in to the payment window:

- The yellow CHSSA Statement by Physician and Parent for Athletic Participation card which requires a physician signature indicating that the student has passed a physical within the year and a parent signature indicating insurance coverage. Yellow cards are good for one calendar year.
- The blue Emergency Information/Consent for Emergency Treatment for Interscholastic Activity Injuries card. This must be filled out prior to each sport.
- The District athletic fees have been waived this year due to a grant. Playing sports at Sabin is free this year!

ADMISSION – to games will cost \$0.50 for kindergarten to 8th-grade students and \$1.00 for high school students, adults and senior citizens. Classic tournaments cost \$1.00 for kindergarten to 8th-grade students and senior citizens, and \$2.00 for high school students and adults. Games may be played at our middle schools and also at high school and District sites. Participating athletes, coaches and children younger than kindergarten are admitted free.

ACCEPTABLE BEHAVIOR FOR PLAYERS AND FANS – Good sportsmanship is important; therefore, school and district rules will be enforced during all practices and events. Clapping and cheering is encouraged, but booing, taunting, profanity, racist or sexist comments, or any intimidation towards players, spectators, officials, administrators, or coaches will not be tolerated. Any person – player or fan – engaging in inappropriate/ unsportsmanlike behavior may be removed from the competition site by officials or district personnel and, for students, a suspension from school may also occur.

Sabin also requires that parents and other fans refrain from engaging the coaches and officials during and immediately following the games. Any concerns about coaches, players, or officials should be directed to the school administrator or to the District Athletic Office at 520-2690.

SCHOOL ATTENDANCE

Attendance is directly related to academic achievement. If a student is not in class, he/she is most likely not learning. According to Colorado law, it is the obligation of every parent to ensure that children under the age of 17 attend school. Additionally, the State requires that all schools maintain an attendance rate of 95%. In a school year of 173 days (of 7 periods per day), that translates to only 8.6 days (or 60 periods) of absence – excused or otherwise – per student. Sabin is held accountable for that absentee rate.

The school's attendance office will regularly run Excessive Absence Reports to determine which, if any, students have accumulated an undue number of absences. If an undue amount of absences accumulate – if an attendance problem appears to exist – the school may take one or more of the following actions:

- The school may mail home a letter informing parents/ guardians of the number and dates of absences. Parents/ guardians may be asked to provide notes from a qualified medical professional (including a dentist or counselor) in order for any future absences to be considered fully excused.
- The school may schedule a meeting with the student and/or a parent/guardian to write an attendance contract. This contract will address the reasons behind the absences and list possible solutions. The contract may ask for medical documentation for future absences from the parent/ guardian.
- The school may inform District Eleven's Office of Student Support and Engagement of the student's attendance record, requesting an *Initial Notice of Non-compliance* which instructs parents/ guardians and students to comply with the attendance policy.
- The District may refer the matter to the Juvenile Court who will set a date for an *Initial Advisement*. The Court will advise that no further absences may occur without medical excuse and the student must refrain from behaviors that result in referrals or suspension. Non-compliance with the terms of the Court's Initial Advisement typically results in a *Contempt of Court* finding and incarceration.

MAKE-UP WORK – It is the responsibility of the student to ask for make-up work from the teachers. Make-up work should reflect class assignments missed during the absence. Make-up work must be completed and submitted within the BOE guideline of one day given for each day of absence plus one extra day. Missed work that is not made up within this guideline will most likely result in a lowered grade. Parents may request make-up work for extended absences in advance by contacting the Attendance office. In such a case, please allow 24 hours for the office to collect assignments.

Students are required to complete assignments missed due to field trips. The students' teachers may request that assignments be completed and turned in prior to a field trip. It is the responsibility of the student to ask for that work from the teachers.

TARDIES – The time between periods are often a problem for middle school students who prefer to socialize rather than move on to their next class. Students are given five minutes between periods and they are expected to get to classes on time. We suggest to students who need to use the rest rooms to go to their next class first and get a pass from that teacher so that they do not get marked tardy.

Tardies are tracked each quarter, and multiple tardies will be cause for intervention and consequences. Students with multiple tardies will be referred to the grade-level *Response-to-Intervention* (RtI) team for data analysis and intervention. Interventions may include parent conferences and/or loss of standard passing periods. Excessive tardies may also prompt an attendance contract. Consequences range from lunch detention and after school detention to in-school detention (ISD).

APPOINTMENTS – should be made outside of school hours as much as possible. When that is not possible, the student can be signed out in the main office. Persons picking up a student must provide identification to sign the student out. Only persons listed on the student's emergency card may do so. Students are allowed to sign themselves back in after an appointment.

PRE-ARRANGED ABSENCES – If a student plans on being gone during the regular school year, a parent or guardian must prearrange that absence via a written request to the school's principal at least three school days in advance of the absence. The student is responsible for collecting and completing assignments that will be missed during the absence. Prearranged absences may be counted when calculating a student's Excessive Absence Report at the discretion of the building principal.

DRESS CODE

We believe that school should be first and foremost a place for learning. However, students often show up more for the social aspects than for their education. Students often try to dress to impress others, threaten others, align with a particular group or gang, attract boyfriends or girlfriends, or to appear cool or trendy. In our middle school experience, some of what students wear can actually get in the way of learning, distract others, or give rise to bullying. So we are compelled to have a strong dress code and enforce it.

In general, Sabin follows the District Eleven BOE policies on student dress and appearance, but we have added specifics based on situations we have encountered in the past few years. Unfortunately, other situations may surface during the year that will cause us to add to this list. Again, this list is not all-inclusive, and is subject both to change and to administrator discretion.

- Clothing or adornments must not contain any words or images suggesting drugs or drug use, tobacco, alcohol, sex, weapons, or violence. Mushrooms, the 8-ball, 420 or 4:20 or 4/20, the \$ symbol (sometimes used to advertise drug sales), the playboy bunny , and the *Player 69* brand are not allowed.
- Clothing or adornments must not be or perceived to be in any way discriminatory or inflammatory (having the potential to incite a disruption).
- Clothing or adornments must not be vulgar (crude), sexually provocative, or obscene. The District says this means clothes cannot be see-through, too tight, over-enhance or expose parts of the body that are “traditionally considered private,” sag, or expose undergarments (including boxers and bra straps).
 - Shorts, skorts, and skirts must be mid-thigh. Mid-thigh is the point halfway between the knee and hip bone. Typically, when a student’s arms are at his/her sides, mid-thigh is just below the tip of the longest finger.
 - Pants, etc. must rise to or above the hips. Students must not allow their pants to sag. The practice of wearing tight pants that cannot be raised to the hips is not allowed. Wearing shorts underneath sagging pants is not a solution for school.
 - Clothing must not be excessively ripped or torn. Shirts must not have holes that expose parts of the body that are traditionally kept private unless there is an appropriate top underneath. Pants must not have holes above the mid-thigh point unless the student is wearing appropriate shorts or leggings underneath.
 - Boys’ shirts must have sleeves. Girls’ tops must have shoulder straps that are at least two inches (typically three fingers) wide. In addition, girls’ tops must not overemphasize or overexpose the breasts or cleavage. Wearing an outdoor jacket to conceal an inappropriate top is not a solution for school.
 - No tube tops, short shirts, midriffs, or other tops that expose the stomach. Mesh shirts, net shirts, or other see-through tops are not allowed unless there is an appropriate top on underneath them.

- No pajamas or pajama pants, including the cotton or flannel *lounge wear* pants that have become popular recently. No slippers or bathrobes either.
- No hats, do-rags, hoods, or any other head covering (unless it is a requirement of the student's religion) will be allowed in the building.
- Sunglasses, headphones, earbuds, etc. must not be worn on the head or around the neck.
- Clothing or adornments must not be or *appear to be* gang-related. We realize that not all students who wear the following are involved with gangs, but we cannot allow these things for some and ban them for others. *Our goal is a school where kids feel safe every day.* Given the situations that we have encountered, this means that students cannot have or wear items that contain:
 - 'Southside,' 'Westside,' 'SUR,' 'Sureños,' or 'Nortinos'
 - the numbers 13 (sometimes associated with a gang number in El Paso County), or 213 (a Los Angeles area code)
 - *Los Angeles* or *LA* (The 12th (L) and 1st (A) letters of the alphabet are now being used because 12+1=13)
 - 'ICP,' the 'Insane Clown Posse,' 'Juggalos,' or 'the Hatchet Man'

Students may also not have:

- belts hanging down (used as the 10 with three fingers making the 13)
- one pant leg higher than the other or one pant leg tucked in, etc.
- bandanas
- hoodies worn on the head
- oversized shirts that hang below the fingertips
- gloves or long or heavy coats on in the building

This is not an exhaustive list, meaning changes or additions may become necessary during the school year.

- Shoes must be worn at all times in the building. Slippers may not be worn.

VIOLATIONS OF DRESS CODE – It is the student's responsibility to promptly correct dress code violations as instructed by any adult staff member. It is recommended that students keep "back-up" clothing in their lockers to correct dress code violations. If a student cannot immediately correct a dress code violation with back-up clothing, the student will need to call home for a change of clothing. While waiting, the student may be in the ISD room. Parents may also give permission for the student to walk home to change. Multiple violations could result in an in-school detention. Any future violations could result in a three-day out-of-school suspension and the student could be placed on a Remedial Discipline Plan for open, persistent defiance of

proper authority. Final decision of whether or not clothing or adornments are in violation of the school dress code lies with the building principal.

As parents are the ones who are usually inconvenienced by having to come to the school with a change of clothing, we suggest that they check what their children are wearing each morning and verify that it complies with this dress code.

SCHOOL RULES GOVERNING STUDENT BEHAVIOR

Sabin Middle School expects students to focus on educational success. Experience has taught us that in order to provide an atmosphere conducive to success, we need to limit the behavioral nonsense that interferes with student learning. In general, Sabin adheres to the District Eleven BOE policies governing student behavior and consequences, but we have added specific behaviors here based on situations we have encountered in the past few years. Unfortunately, other situations may surface during the year.

DISRUPTIVE BEHAVIOR

Disruptive behavior includes, but is certainly not limited to yelling; whistling; abusive language; taunting; roughhousing, horseplay, play-fighting, 'going bodies,' pushing, shoving, jumping (especially on others), 'messing around,' or any other dangerous or disorderly conduct; pinching, slapping, or hitting games; throwing items (specifically snowballs) and other willful disobedience or defiance of proper authority. This policy applies to before and after school, when school is in session, and at school- or District-sponsored activities both at home and away. Violations may result in a referral to the administration. Students are expected to keep their hands, feet, and inappropriate comments to themselves at all times.

COOPERATION WITH PERSONS IN AUTHORITY – Students are expected to cooperate with all persons in authority. Disobedience of a person in authority, failure to comply with a reasonable request of a person in authority, or the use of abusive or disrespectful language or action toward any person in authority, including any administrator, staff member, volunteer, District personnel, or police officer, is considered insubordination and will not be tolerated. Students not cooperating with persons in authority can be subject to disciplinary action up to and including suspension.

HALLWAYS AND PASSING PERIODS – Passing periods are four minutes long and allow students enough time to travel from one class to another. Students are expected to be in class on time (see Tardies). Students are expected to display appropriate behavior when in the hallways. They should not run, use loud voices, whistle, or be involved in unsafe or disruptive behavior. There should not be any eating or drinking (except for water) in the halls. During class time, students in the halls must have a pass and should never do anything to disrupt or distract

from the learning that is taking place in a classroom. To facilitate the flow of traffic, students are expected to walk on the right side of the halls, to not congregate in the halls, and to not block others from moving in the halls in any way.

CAFETERIA EXPECTATIONS – The school cafeteria is open to all students for breakfast and lunch. Meals may be purchased, or students may bring a lunch from home. Students receiving free or reduced lunch prices or using money on their prepaid account need to have their ID cards with them. Students shall maintain appropriate behavior at all times in the cafeteria and follow all the policies of this handbook. The following policies specifically apply to the cafeteria:

- Students should not be in the halls during the lunch period. Students are expected to get to the cafeteria by the bell just like any other class period. Students will not be permitted to return to the main building without a pass during the lunch period. Students should use restrooms and go to lockers before entering the cafeteria. On cold, windy, or rainy days, students should get their coats and hats from their lockers before coming to the cafeteria.
- All food and drink is to be consumed in the cafeteria. No food or drink is to be taken outside of the cafeteria unless authorized.
- Orderly conduct is expected while in the cafeteria. No pushing, shoving, or cutting in line. Unless a student is waiting in line, he/she needs to remain seated. Throwing or grabbing food or drinks or being otherwise disruptive will not be tolerated.
- Students are expected to keep the cafeteria clean. It will be their responsibility to clean the area around where they are sitting before going outside.

GUEST TEACHERS – are our guests. They are to be treated with the respect shown to any guest in the building. When there is a guest teacher in the classroom, it is especially necessary for students to be attentive, cooperative, and hard working so that learning will continue in the absence of the regular classroom teacher. It is the student's job to act appropriately and not encourage (or laugh at) the misbehavior of others in any way. Students at Sabin Middle School who choose not to support our guest teachers may receive a referral to the administration.

PUBLIC DISPLAYS OF AFFECTION – Students are expected to avoid displays of affection. Excessive physical displays of affection have the potential for disrupting the educational atmosphere and are prohibited on school property. Further, students who are made uncomfortable by the public displays of others have grounds for claiming sexual harassment.

OTHER DISTRACTIONS

CELL PHONES – Student cell phone access and usage in school will be prohibited from the time students enter our building until the time they leave. Realizing the importance of our students’ educational and emotional development during middle school, this policy will be implemented consistently throughout all D11 middle schools.

- 1st Offense - Verbal warning (Accidents can happen).
- 2nd Offense - Student can pick up his/her phone in the office after 3:40pm and parent notification is made by office staff.
- 3rd Offense - Parent or parent designee over 18 years old must pick up the phone in the office.
- 4th Offense - In school suspension (1 day) for repeated disobedience. Parent or parent designee over 18 years old must pick up the phone in the office.
- 5th Offense - In school suspension (2 days) for repeated disobedience. Parent or parent designee over 18 years old must pick up the phone in the office.
- 6th Offense - Out of school suspension (2-day minimum) for repeated policy infractions. Parent or parent designee over 18 years old must pick up the phone in the office.
- ***Any cell phone usage that is determined to have taken place during school hours, even after the fact, will be enforced by the progressive discipline model.

PHONE CALLS – We understand that in cases of emergency parents need to contact their children. However, we appreciate parents keeping these interruptions to a minimum. The preferred way is for parents to drop off a note that can be sent to the student or to call and leave a message with the main office (328-7000) and we can have the student call the parent back.

TOYS – Sabin defines “toys” as any items that are distracting or have the potential to distract the student or others in the classroom. Dolls, stuffed animals, electronic devices (radios, iPods, MP3s, or CD players, Gameboys, PSPs, etc.), trading or fantasy cards, water-guns, and similar items are not to be brought to school. Sabin does not accept any responsibility or liability for any of these items if a student chooses to bring them to school. Students who do not follow this policy may have their items confiscated and parents will need to come in to reclaim them. It will be the student's responsibility to notify a parent that these items need to be picked up. Continued violation of this policy will result in administrative consequences.

HARMFUL OBJECTS – Students who possess or use items that have the potential of harming others will also receive consequences from the administration. Spitballs and shooters, rubber bands for shooting, 'hornets' or 'paper wasps' (paper folded into a dart shape and shot with a rubber band) fall into this category.

LASER POINTERS – get their own heading because they may be classified as 'Standard Weapons' by the District's Office of Student Support and Engagement due to the potential of serious injury. Possession or use of a laser pointer by a student may result in suspension.

UNLAWFUL BEHAVIOR

Students are expected to not engage in any criminal activity such as robbery, assault, extortion, gambling, or any of the behaviors cited below. Consequences for unlawful behavior will be serious but will vary by offense. This listing is general and limited and incidents not listed may arise during the year. In general, Sabin will adhere to the District Eleven BOE policies when responding to the following issues.

SMOKING – or the use of any tobacco product is not permitted in the school or on school grounds. Further, students are not to possess cigarettes or any other tobacco product at school. School staff will confiscate tobacco products and lighters, and consequences – up to and including suspension – will be assigned by the administration.

ALCOHOL – Students who possess or use alcohol on school grounds, or at any school or District event, or who arrive on campus after having consumed alcohol, or who sell or distribute alcohol on school grounds or to students on their way to or home from school, will receive a mandatory suspension, possible referral to the Office of Student Support and Engagement for consideration of expulsion, and possible charges filed with the Colorado Springs Police Department.

DRUGS – Students who possess or use illegal or prescription drugs on school grounds, or at any school or District event, or who arrive on campus after having consumed drugs, or who sell or distribute drugs on school grounds or to students on their way to or home from school, will receive a mandatory suspension, referral to the Office of Student Support and Engagement for consideration of expulsion, and charges filed with the Colorado Springs Police Department. Possession of drug related paraphernalia will also be cause for disciplinary action, up to and including suspension.

WEAPONS – BOE policy defines dangerous weapons as:

- A firearm loaded or unloaded, or a replica of a firearm that could reasonably be mistaken for a real firearm, or any pellet or bb gun, airsoft gun, or other device, working or not, designed to launch projectiles by spring action or compressed air.

- A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or pocketknife with a blade longer than three and one-half inches.
- Any other object or substance that is designed, used, or intended to be used by the student to inflict death or serious injury. This could include, but is not limited to, brass knuckles, bow and arrows, blow guns, sling shots, poison, mace, explosive devices, or any other object or substance defined as an unlawful weapon in Colorado Springs.

A standard weapon is defined as:

- Any object or substance that is used or intended to be used to inflict bodily injury of a lesser degree than serious bodily injury regardless of the student's intent.
- Any knife that does not meet the definition of a dangerous weapon.
- Any laser pointer may be defined as a standard weapon.

A weapon facsimile is defined as:

- Any object, device, instrument, material, or substance that substantially mimics a weapon. Note: a weapon facsimile may also be considered a weapon under this policy, based on, among other things, its use or intended use.

Any student in D-11 found with a *dangerous* weapon, on District property or at any school-sponsored activity, will receive a mandatory suspension and a referral to the Office of Student Support and Engagement for consideration of expulsion. Charges may be filed with the Colorado Springs Police Department. Any student found with a *standard* weapon will be suspended with a possible referral to the Office of Student Support and Engagement. Depending on what the student does with the standard weapon, charges may be filed with CSPD.

THREATS, BULLYING, OR INTIMIDATION – will not be tolerated. Students are expected to show respect to others and their property. They are expected to not cause or threaten to cause harm or injury, not intimidate others, and not instigate mistreatment of others. Students are expected to avoid causing or threatening damage to the property of others. This policy also covers cyber-bullying if its effects are brought onto the campus.

Students are asked to report all incidents of this type of behavior to a staff member, counselor, or an assistant principal immediately, or contact Safe-2-Tell using the phone number on the back of the student's ID card. Threats are taken just as seriously as the follow through and typically result in in-school detention (ISD) or out of school suspension (OSS), and could include police charges depending on the circumstances.

FIGHTING – is not permitted at Sabin Middle School. The City Code of Colorado Springs (21-2-101) states:

- A. *It shall be unlawful for any person to intentionally, knowingly or recklessly fight or brawl with another.*
- B. *It shall be unlawful for any person to permit any of the above acts ... upon any premises under his ... control when it is within his power to prevent such action.*

C. For purposes of this section, it is not a defense that a person charged under this section was not the instigator or the initiator of the fight (Ord. 86-35).

Because of line B above, the consequence for fighting is a mandatory suspension and possible charges filed with the Colorado Springs Police Department (CSPD) if injuries occur. A second fight within the school year is grounds for a referral to the Office of Student Support and Engagement for consideration of expulsion. Students are expected to seek assistance to avoid fighting and report instigators to the administration.

INSTIGATION – is defined as inciting or stirring up an issue between others that might lead to a fight or other conflict. It is considered a disruption of the learning environment. Sabin Middle School considers instigation to be as serious as, if not more than, the conflict it has the potential of creating. Students engaging in such behavior – intentionally or not – can be subject to disciplinary action up to and including suspension.

HARASSMENT – is defined as annoying or upsetting another person by repeatedly insulting, taunting, or challenging them or communicating with a person (anonymously or otherwise) in a manner intended to hassle or threaten them. Students are expected not to harass one another. Further, harassment on the basis of race, color, religion, national origin, gender, or disability is not accepted and may result in suspension out of school. Harassment can take many forms, including electronically. Students are asked to report all cases of harassment to a teacher, counselor, or assistant principal, or contact Safe-2-Tell using the phone number on the back of the student's ID card.

SEXUAL HARASSMENT – is recognized as a form of sex discrimination and is thus a violation of law that requires learning environments remain free from discrimination. It is a violation of law for any student to harass another student through conduct or communications of a sexual nature. Sexual harassment may include but is not limited to:

- Sexual-oriented kidding or joking
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Sexual advances, pressure for sexual activity, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Students are asked to report all cases of sexual harassment to a teacher, counselor, or assistant principal, or contact Safe-2-Tell using the phone number on the back of the student's ID card. Parents may also file charges with the Colorado Springs Police Department. All matters involving sexual harassment complaints shall remain confidential to the greatest extent possible. Filing of charges or otherwise reporting sexual harassment will not be reflected in the student's status or grades. However, because of the serious nature of sexual harassment allegations, falsely reporting sexual harassment will result in disciplinary action.

GANGS – The BOE believes that a student dressing or acting like he/she belongs to a gang (whether the student belongs to a gang or not) can disrupt the feeling of safety and well-being

of other students and interfere with the educational process. Additionally, the student him/herself may become a victim of the dangerous conduct of other persons who *are* members of a gang. Therefore, the BOE expects administrators to eliminate gang or gang-like behavior from the schools.

NO STUDENT:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang-related literature.
3. Shall use any speech or act in the furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise act to extort any person.
6. Shall commit any other illegal act or other violation of school district regulations.
7. Shall incite other persons to act with physical violence upon any other person.
8. Shall attend any activity that could be interpreted as relating to gangs or gang activity.

Sabin students who exhibit gang or gang-like behavior or dress will face administrative consequences, up to and including suspension. Sabin students and parents/guardians will be asked to sign a letter stating that this no-tolerance policy has been explained and what consequences can follow gang and gang-like behavior.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

In general, Sabin will adhere to the District Eleven BOE policies when determining consequences for student behavior.

LUNCH DETENTIONS (LD) – A student may receive a lunch detention from the classroom teacher for tardies or level I disciplinary infractions. Administrators may also assign lunch detention. Students serving administrative lunch detention will eat in the ISD room.

BEFORE-SCHOOL AND AFTER-SCHOOL DETENTION

disciplinary infractions (including repeated level I infractions) may earn a student a BSD or an ASD. Teachers may assign a BSD or ASD to be held in their own classroom. Administrators may assign BSD or ASD to be held in the ISD room. The staff member assigning BSD or ASD will attempt to contact the parent or guardian by phone, giving at least 24-hours notice for the student to arrange for transportation. Failure to show for BSD or ASD will result in additional disciplinary action, including in-school detention (ISD) or out-of-school suspension (OSS). Repeated behavior issues will be viewed as *open, persistent defiance of proper authority* and will be referred to the administration.

IN-SCHOOL DETENTION (ISD) – is a half-day or full-day detention (depending on the circumstances) that can be assigned by an administrator as a consequence for level II disciplinary infractions. It is served in the ISD room. The assistant principal will contact the parent by phone if possible or, otherwise, in writing. Students are expected to show up for ISD prepared with materials and work for the duration. If further discipline infractions occur while the student is in ISD, the student will be suspended out of school.

OUT-OF-SCHOOL SUSPENSION (OSS) AND REMEDIAL DISCIPLINE PLANS (RDPs) –

Students *may* be suspended out of school by the administration for level II infractions and *will* be suspended out of school for level III disciplinary infractions (including repeated level II infractions) for periods from one to five days. Level II fighting typically results in suspension. Suspended students are not permitted on any District property during the period of suspension. Students are allowed to receive credit for work completed during the time of suspension.

A parent conference is required for re-admittance after suspension. A Remedial Discipline Plan will be developed during the readmit conference. After the third level III strike on an RDP, a student may be referred to the Office of Student Support and Engagement as a level IV *Habitually Disruptive Student* for consideration of expulsion.

Parents may request to attend school with students in lieu of a level II suspension. This option must be cleared through the principal's office. This option is not available for level III suspensions.

EXPULSION – Level IV behavioral infractions require a five-day suspension (that may be extended an additional five days by the District) and a referral to the District's *Office of Student Support and Engagemeto* for consideration of expulsion. A third strike on a student's RDP could be considered a level IV infraction as an *habitually disruptive student*. A second fight within a school year also may be grounds for consideration of expulsion. Periods of expulsion can run to the end of the semester, to the end of the academic year, or for 365 days depending on the circumstances. Students may not be on any District Eleven property or attend any District Eleven event during the period of expulsion. If a student is expelled, he/she may not attend any public (including charter) school in the state of Colorado.