

SUMMIT RIDGE MIDDLE SCHOOL POLICIES AND PROCEDURES

WELCOME... Welcome to Summit Ridge Middle School. We hope that you enter this school year with the enthusiasm and commitment to make the 2020-2021 school your best year ever! Summit Ridge Middle School is proud to be a candidate school for the International Baccalaureate (IB) Middle Years Programme. Our Teachers, Staff, and Administrators are dedicated to supporting your efforts. Best wishes for an enjoyable and successful school year! We look forward to working with you and anticipate your positive contributions to the Summit Ridge community.

ATTENDANCE PROCEDURES... School Hours are 7:30 am to 1:43 pm on Monday through Thursday. Class hours on our Remote-Only Fridays will be 7:30am-2:28pm. The Attendance Line phone number for all absences is **303-982-9029**. By law, you must be here and attend classes all day, every day. **Absences must be phoned in by a Parent or Guardian before 9:00 A.M. on the morning of your absence.** When we are unclear as to the reason for an absence, the Attendance Auto Dialer will make a notification call after 5:00 pm. The Principal will determine whether an absence is excused or unexcused based upon District and Summit Ridge Middle School policy and the information received from your Parent or Guardian. Reasons for excused absences include temporary illness or injury, absences approved by an Administrator, absences for an extended period due to physical, mental or emotional disability, and/or being in the custody of Court or Law Enforcement Authorities. **Excessive absences** will be monitored and legal action may be initiated.

PRE-ARRANGED ABSENCE... All absences that are 2 or more days require a Pre-arranged Absence Form to be filled out and returned to the office 3 days prior to the Student's absence. In order for the absence to be excused, the Student must be in good academic standing, have no unexcused absences, and have 4 or fewer excused absences in a trimester or no more than 7 excused absences for the school year. The Pre-arranged Absence Form can be found on the SRMS website summitridgehawks.com on the front page under "Quick Links."

SUPERVISION OF STUDENTS... Staff begin supervising Students at 7:10 am. The School doors open at 7:15 am. Supervision ends at 1:50 P.M. Students will be asked to leave the School campus at 1:45 pm.

SIGNING STUDENTS IN/OUT... Parents/Guardians must call the office and identify themselves in order for their Student to leave school early. When a Student will need to leave the building early, we are asking that the Student resume their class participation remotely, rather than returning to the building. This is in accordance with COVID regulations. Parents/Guardians who pick up their Student from school out must show an ID through the front entrance windows and be identified in Jeffco Connect as having permission to pick up the Student. Students may not leave school grounds without Office permission.

BUS TRANSPORTATION... Riding the bus is a privilege and not a right. All School rules apply at the bus stop and on the bus. The DRIVER is in full charge of the bus and its passengers. Students who create problems at the bus stop or fail to obey instructions of the Bus Driver may be denied the privilege of riding the bus. There will be a contract issued to each of the riders which will need to be signed by both the Student and the Parent/Guardian and returned to the Bus Driver. While there may be hardships imposed by suspending bus privileges, NO Student will be allowed to jeopardize the safety of others. Please call the Transportation Office at 303-982-9057 with any questions or concerns.

CLASS INTERRUPTIONS... Classroom interruptions detract from teaching and learning. Cell phones are not allowed to be used in School, even to contact a Parent. Parents should coordinate important details with their Students before School each morning so that messages are not asked to be delivered to Students. **Parents are asked only to call School (to get a message to their Student) in the case of a highly important matter.**

SRMS BELL SCHEDULE 2020-2021...

- Green Days—Periods 1, 3, 5
- Silver Days—Periods 2,4,6
 - 7:15-7:30 Arrival/Screening/Grab and Go Breakfast
 - 7:30-8:15 Advisement

- 8:19-9:49 Period 1(Green Day) or Period 2 (Silver Day)
 - 9:53-11:28 Period 3 (Green Day) or Period 4 (Silver Day)
 - 11:32-12:07 Recess/Lunch
 - 12:13-1:43 Period 5 (Green Day) or Period 6 (Silver Day)
- **White Days—Periods 1-6—ALL STUDENTS ARE REMOTE LEARNING**
 - 7:30-8:25—Period 1
 - 8:30-9:25—Period 2
 - 9:30-9:40—Break
 - 9:45-10:40—Period 3
 - 10:45-11:40—Period 4
 - 11:45-12:30—Lunch
 - 12:35-1:30—Period 5
 - 1:35-2:28—Period 6

CLOSING OF SCHOOL...News of a severe weather school day cancellation, a late start announcement or cancellation of after-school activities will be sent by the District, through the School Messenger System.

LATE START...In the event of extreme weather conditions (that do not warrant cancelling school), Jeffco may implement a “2-Hour Delayed Start” schedule. Summit Ridge’s school day will then begin at 9:30 am. Our school day will end at the regular time of 2:28 pm. The Jeffco Schools team will make the call for a late start by 4:45 am and begin immediately notifying Jeffco Families and Staff through School Messenger. The “Late Start” will also be posted on all Jeffco Schools websites and be available through social media. All bus schedules will be delayed by 2 hours in the morning and will run as usual in the afternoon. No breakfast will be served on “Late Start” mornings.

EMERGENCY PROCEDURES...Summit Ridge has an extensive emergency plan that is practiced periodically to ensure the safety of Students and Staff in a real emergency situation. In the event of a fire alarm, Students must walk (not run), single file, to outside locations as posted in classrooms. Students must stay with their Classroom Teacher (away from the building) until the signal is given to return to the classroom. Students who set off false fire alarms will be suspended and issued a summons to appear in court.

HEALTH ROOM...The Health Room is available in the Main Office for Students who become ill during the day. Students **must** have a hall pass from a Teacher to come to the Health Room except in the case of an emergency. Due to limited space, Students not exhibiting visible signs of illness will be sent back to class after 10-15 minutes. **No medication is available in the Health Room unless supplied from home.** Over the Counter (OTC) medication must be sent to the Health Room in the original container. Prescribed medication must be sent to the Health Room in its original container with a pharmacy label that gives the directions for administration and the Student’s name clearly shown. Medicine can only be given to the Student who is named on the label. All medication must be accompanied by a “Medication Agreement Form” which is available at summitridgehawks.com under “For Families/Health Room.” Students are not allowed to carry any cough drops, Tylenol or any medical-type medication on their person or in their backpack, unless special permission has been arranged through the Health Room Aide or District Nurse.

STUDENT and ADULT SCREENING...All Students and Adults entering the building will go through safety screening procedures:

- Students and Adults must wear a mask
- Social Distancing
- Temperature Screening and Questionnaire about cough, sore throat, runny nose
- Designated Entry Points

DRESS CODE....The following clothing items are inappropriate to wear at Summit Ridge Middle School...

- Clothing that is considered disruptive or detrimental to the purpose of the educational program. These include, but are not limited to, bandannas, hats, wallet chains, spiked necklaces, sunglasses, etc. (As determined at the discretion of the Administration).

- Shirts and other clothing items which advertise violence, alcohol, drugs, sex, tobacco or contain questionable language
- Tank tops narrower than three fingers, halter tops, see-through tops, muscle shirts, pajamas or slippers
- Swimwear, short-shorts, ragged cutoffs and short miniskirts. We suggest solid colored leggings be worn under shorts/skirts if length is questionable. Shorts must be a school appropriate length and questionable lengths will be left to the discretion of the Administration.
- Heavy coats during the day unless, for some reason, the temperature in the building is uncomfortable
- Exposed bellies or shirts that exposed the back. Pants/skirts must overlap with the shirt.
- Barefoot or stocking feet
- Clothing that does not adequately cover the body or allows undergarments to show

The Summit Ridge Administration has the final determination as to whether or not a Student's attire is appropriate for school. If a Student is found wearing inappropriate clothing, the Student will first be asked to change into their PE uniform for the rest of the day. If the PE uniform is not available, the Student will be asked to change into alternative clothing provided to them by the Administration. If the Student is unable to make these options work for the dress code standards, then the Student will call home to request appropriate clothing be brought to School and the Student will remain in the Office until proper clothing is brought to them.

DINING ROOM RULES...

- Walk to the lunch line, stand quietly in line and keep your hands to yourself while waiting to be served.
- Return to your designated lunch location with your lunch. Clean up your area when done eating.
- You may bring your own lunch from home, purchase a full lunch or use the school's "a la carte" line. The price for a full lunch is \$3.50. A La Carte items are priced accordingly.
- Jeffco Public Schools uses Meal Pay as the online system for Student's lunch accounts. Money deposited into the Meal Pay account can take up to 48 hours to be reflected in the account balance. Students are able to bring cash or check to school and have the Cafeteria Manager deposit those funds into the Student's account. Lunch money should never be given to the Main Office.
- Students can pay cash for their lunch or access the funds in their lunch account with the use of their Student ID number.
- **NO STUDENT MAY USE ANOTHER STUDENT'S ID NUMBER TO PURCHASE LUNCH.**
- Forms to apply for Free and Reduced lunches are available online.
- Summit Ridge MS operates a closed campus for lunch.
- **FOOD DELIVERY FROM OUTSIDE RESTAURANTS IS NOT PERMITTED.**
- Breakfast is served from 7:10-7:25 am. Only Students who purchase the School breakfast will be allowed into the cafeteria during the breakfast service.

CELL PHONE/TELEPHONE USE... Cell phones are not allowed to be used by Students during school hours unless specifically directed by a Teacher. School hours include time in classes, passing periods and lunch or recess. Cell phones should be turned off and left in the locker during the day. Any Student who violates the Cell Phone Policy will receive a cell phone/technology violation.

- **First violation** - Student sent to Office with the device and a referral at the time of violation. Student receives a warning, and the device is returned at the end of the day.
- **Second violation** - Student sent to Office with the device and a referral at the time of violation. Parent is called and Student picks up the phone at the end of the day.
- **Third Violation** - Student sent to Office with the device and a referral at the time of violation. Parent is called and must pick up the phone at the end of the day.
- **Fourth and Any Subsequent Violations** - Student sent to Office with the device and a referral at the time of violation. Parents are called and must pick up device. The Student will lose the privilege of having any technology with them at school.

In the case that a Student needs to make a call to their Parent or Guardian, there is a telephone in each classroom that can be used with the Teacher's permission. Phones in the office are only to be used in the case of an emergency.

VISITORS...N/A according the Jeffco Restart Model.

MENTAL HEALTH SUPPORT TEAM...The mission of the Mental Health Team at SRMS is to advocate for all students and families to ensure equitable access to all educational opportunities ensuring life-long learning through academic, career and personal/social competencies.

- SRMS Social Worker.....Kenzie Cunningham...kenzie.cunningham@jeffco.k12.co.us
- Social Emotional Learning (SEL) Specialist—Melissa Romero...melissa.romero@jeffco.k12.co.us

COUNSELING...The Summit Ridge Counseling Department strives to help Students become life-long learners and provide support and resources to enhance Student potential, academic achievement, and career exploration. The SRMS Counseling Department also supports social/emotional learning, executive functioning skills, stress management, social skills, anti-bullying, and the value of self-advocacy. Counseling opportunities are provided for Students in individual, small group, and classroom settings. Any Student wishing to see their School Counselor, can fill out a Counseling Request Form which can be found by stopping by the Counseling Office and completing their Counselors Google sign-in form. Parents can contact their Student's Counselor by email or phone at (303) 982-9013.

- 6th Grade Counselor--Justin Obermeyer...justin.obermeyer@jeffco.k12.co.us
- 7th Grade Counselor--Amy Beth Woodruff...amybeth.woodruff@jeffco.k12.co.us
- 8th Grade Counselor--Chad Molina...chad.molina@jeffco.k12.co.us

SPECIAL EDUCATION...Throughout the school year the Special Education Team meets and evaluates the needs of all incoming and existing Special Education Students to determine what, if any, intensive small group or specialized classes will be needed for Special Education Services. District and State Guidelines must be met to qualify for any of these programs.

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)...The SAC serves in a dual role as the Co-Operative Decision Making Body and as the Summit Ridge Accountability Committee. The meeting dates are determined by the committee. The membership consists of Staff members and Parents/Community members. Meetings will be held remotely during COVID Social Distancing protocols and are open to all.

PARENT TEACHER ORGANIZATION (PTO)...The PTO sponsors events throughout the school year. All Parents are invited to remotely attend the quarterly meetings. Parent participation is voluntary and much appreciated. Activities that are sponsored by the PTO are made more successful with Parent participation. The membership consists of Parents and Staff members. Meeting dates are determined by the Committee.

LOCKERS...N/A during COVID Social Distancing Protocols.

LIBRARY...The Summit Ridge Middle School Library supports literacy, technology, collaboration, and research among the Students and Staff. The Library is a place for Students to be seekers of information and creators of ideas through a variety of print and non-print resources. Due to COVID restrictions, all Students will have access to the online library where they can reserve books to be checked out.

HOMEWORK...Homework will be given at the discretion of the Teacher. Time needed for homework will vary according to the individual subject, the Teacher and the Student's ability.

MAKE-UP WORK...It is essential that Students who are absent from school make up the work missed during their absence. **It is the responsibility of the Student to check Teacher websites for assignments missed during an absence.** District Policy states that for each day of an absence, the Student has two academic days to make up the missed work. Absences due to suspension will be considered unexcused and make-up work may be penalized up to one letter grade from the grade earned.

ADVISEMENT...Advisement is a time when Students can meet with Teachers on as-needed basis. Advisement allows for instructional interventions, provides time for Study Hall, and allows Students to build relationships with Teachers and with each other. Students may be asked to participate in small group activities via Zoom. No video games are allowed during Advisement unless they are instructional in nature and assigned by a classroom Teacher. Music will only be allowed in Advisement according to the PBIS Matrix.

AFTER SCHOOL MONDAY THROUGH THURSDAY HOMEWORK HELP...All Students will exit the building immediately after school at 1:45pm. After School Homework Help will be available remotely Monday, Tuesday, Wednesday and Thursday from 2:30-3:00.

GRADE REPORTING...Summit Ridge Middle School operates on a trimester schedule. There are 3 trimesters, which each last approximately 12 weeks, in the academic year. Ongoing grades and report cards are available on Infinite Campus. Report cards for 2020-2021 will be available November 20, 2020, March 5, 2021 and June 2, 2021.

PARENT/TEACHER/STUDENT CONFERENCES...As part of the International Baccalaureate (IB) framework, academic conferences are now conducted by Students. Student-led conferences are a very real and powerful opportunity for the Student to demonstrate his/her organization, communication, and reflection skills. Unlike traditional Parent/Teacher conferences, Student-led conferences provide an in-depth look at the Student's learning from his/her perspective. Student-led conferences also help to engage Parents as partners, as the conferences are conducted in the family language of choice. For the 2020-2021 school year, conferences will be held remotely and are scheduled for October 13/14 2020 and February 10/11 2021. **Parents are encouraged to regularly check the Parent Portal/Infinite Campus, which is a "live" gradebook, for their Student's current grades.**

NATIONAL JUNIOR HONOR SOCIETY (NJHS)...The purpose of the National Junior Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to develop character, and to encourage citizenship in Middle School Students. Seventh Grade Students with a minimum of 3.6 or higher GPA for the first two trimesters of their 7th Grade school year are candidates for membership in the National Junior Honor Society. Students participate in the NJHS during their Eighth Grade year. Meetings will take place remotely during COVID restrictions.

TEXTBOOKS AND MATERIALS...Students at Summit Ridge may receive textbooks. These textbooks are the property of Summit Ridge and must be returned when the class ends. Fines will be collected for lost and/or damaged books. Some textbooks will only be available on-line with a password given by the Teacher. It is the responsibility of the Student to provide their own school supplies such as paper, pencils, colored pencils and pens. The proper school supplies must be brought to each class. **No large purses, backpacks, or book bags** are allowed in the classrooms.

SCHOOL PROPERTY...Summit Ridge Middle School belongs to everyone. Students need to keep the school clean and throw trash into trash cans and recycling items into the recycling bins. Do not damage, deface or destroy the building or its contents. Food and drink must be consumed in the Dining Room unless a Teacher otherwise gives permission.

CLUBS AND ACTIVITIES...N/A during COVID Social Distancing Protocols.

SPORTS...While Summit Ridge does not sponsor any sports teams, a wide variety of sports are offered through Foothills Parks and Recreation.

SKATEBOARDS, BIKES & SCOOTERS...Bikes must be parked in the locked bicycle enclosure to the East of the building. Bikes **MUST** be locked and chained. The School will take precautions to secure the bicycles by locking the bicycle enclosure during school hours but cannot assume responsibility for any damage or loss which may occur. Skateboards and scooters must be kept in lockers or chained in the bike rack. **ON SCHOOL GROUNDS, THERE IS NO RIDING OF BIKES, SKATEBOARDS, HOVER BOARDS OR SCOOTERS.**

SOCIALS...N/A during COVID Social Distancing Protocols.

END OF YEAR ACTIVITIES...Traditionally Summit Ridge has offered an "End of Year" activity. Any Student who receives an out of school suspension in the 3rd trimester, or who creates an ongoing discipline problem, will be ineligible to attend the End of The Year activity.

LOST AND FOUND...Please periodically check the Lost and Found in both the team hallways and outside of the Cafeteria. Items are donated at the end of the trimester.

STUDENT RESPONSIBILITIES...To insure maximum educational benefits for all, Students have the responsibility to know and abide by the regulations of Summit Ridge Middle School and the Jefferson County Schools Conduct Code.

• **IN PERSON LEARNING RESPONSIBILITIES:**

- Chromebook 100% charged
- Labeled charging cord—Chromebooks can only be charged during Advisement
- Headphones—plug in style is preferred
- Mask and one extra mask
- Water Bottle—filled with water at home
- School supplies
- Backpack

• **ONLINE/REMOTE LEARNING RESPONSIBILITIES:**

- Log in and attend class at the designated time.
- Access your Teacher's website and Google Classroom.
- Follow the Daily Agenda.
- Be "Remote Ready" which includes having the following items ready to go....
 - Chromebook
 - Charging cord
 - Headphones
 - School supplies
 - Wi-Fi/Internet access
 - A designated learning space is encouraged

- Follow directions of the Staff.
- Treat Adults and fellow Students with respect. Recognize and appreciate the uniqueness and worth of each individual regardless of color, gender, sexual preference or cultural background.
- Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, jokes or slurs, physical conduct of a sexual nature. It simply has no place in a positive learning environment.
- Behave in a manner that allows all Students to learn.
- Show respect for the property of your fellow Students and the School.
- Avoid situations that endanger yourself or others. Use of balls, hacky sacks or other recreational items in the building can be unsafe.
- Using appropriate language is an expectation at Summit Ridge. Harassing language, violent remarks, obscenities and vulgarities are detrimental to the rights, health, safety and welfare of others.
- Displaying physical signs of affection at school, school functions, or activities must be avoided.
- Walk through the halls. Do not run. Running, pushing, or shoving may result in injury to yourself or others.
- Have a signed hall pass when you leave a class during the class period.
- A signed red hall pass is required to leave Advisement class. The pass must be signed by the classroom Teacher where the student will be going.
- Only water, in a personal water bottle, is allowed in the classrooms and hallways of Summit Ridge. No coffee, tea or sports drinks are allowed.
- Leave snow/rocks on the ground so that no one gets hurt.
- Bringing dangerous objects and non-educational items to school interferes with learning and teaching.
- **TOYS, LASER POINTERS, MATCHES, CHAINS, GAMES, SQUIRT GUNS, LIGHTERS, PERMANENT MARKERS, SUNFLOWER SEEDS, and CANDY are to be left at home.**
- Cell phones, I-pods, MP3 players, Ear-pods, including any portable listening devices and cameras, may be **with a Student but must be turned off during the school day.**

JEFFCO CONNECT...Any changes to phone numbers (cell, home, and work), address, emergency contacts or people authorized to pick up the Student should be changed immediately in the Student's Jeffco Connect account.

MOVING TO ANOTHER SCHOOL...Please follow these directions...

- The Parent or Guardian must sign the Withdrawal Form which can be obtained from the Enrollment Secretary.
- All Teachers must sign the Withdrawal Form.
- When completed, the Withdrawal Form must be returned to the Main Office.
- All books, including Library books, must be returned.
- All fines must be paid.
- All final cumulative grades will be mailed/faxed to the new school.