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## **Welcome to Shadow Ridge Middle School**

Welcome to Shadow Ridge Middle School! Your middle school years will be filled with many exciting opportunities. Each year will bring more responsibilities and privileges.

The SRMS Staff is eager to challenge every student in becoming a successful, well-rounded individual. We invite each student to engage in the academic arena while exploring activities, athletics and extracurricular clubs that our school has to offer. There is an activity for everyone!

We welcome parents to Shadow Ridge during the day, as well as the extracurricular events. Parent involvement is important for the success of our students. Parents are always welcome to visit, just stop by the office and get your visitor's pass.

We are looking forward to a positive and productive year!

Respectfully,

Susie Wickham  
Principal

### **IMPORTANT PHONE NUMBERS**

Shadow Ridge Website: [www.shadowridge.adams12.org](http://www.shadowridge.adams12.org)

Shadow Ridge Main Office: 720-972-5040

Shadow Ridge Attendance: 720-972-5048

Shadow Ridge Cafeteria: 720-972-5063

Shadow Ridge Fax: 720-972-5079

District Twelve Administration: 720-972-4000

District Twelve Transportation: 720-972-4299

*SHADOW RIDGE MIDDLE SCHOOL*

*STAFF LIST*

**2019-2020**

**Wickham, Susie, ext. 5043**  
**Steinberger, Michelle, ext. 5047**  
**Cicccone, Kristina, ext. 5046**  
**Donin, Bernie, ext. 5045**

Ager, Adam/ext. 7791  
**Alatorre, Ramon/ext. 7752**  
Beilman, Jessica/ext. 7761  
Brubaker, Jennifer/ext. 5053  
Campbell, Christina/ext. 7822  
Campbell, Mark/ext. 7767  
Centeno, Emilio/ext. 7766  
Cleveland, Maria/ext. 7827  
Cundiff, Tami/ext. 7829  
Da Silva, Richard/ ext.  
David, Suzanne/ext. 7846  
Donahue, Mary Rose  
Doyle, Kerry/ext. 7777  
**Eichel, Samantha/ext. 7773**  
Friar, Karla  
Gardner Shannon, Colleen/ext. 7848  
Gerber, Jon/ext. 7814  
**Gray, Kellee/ext. 7790**  
Greco, Christina/ext. 7823  
**Heck, Laura/ext. 7850**  
**Hulstrom, Jan/ext. 7852**  
Hutton, Kathryn/ext. 7748  
Kahler, Brenda/ext. 7768  
Kellems, Dave/ext. 7825  
Kemble, Carina/ext. 7870  
**King, Jeremy/ext. 7754**  
King, Pam/ext. 7808  
Kohn Bardelman, Samantha/ext. 7826  
**Lorenz, Chris/ext. 7851**  
McKeown, Kristina/ext. 7774  
Martineau, Michelle/ext. 7771  
Melvin, Kurt/ext. 7740  
Millard, Deborah/ext. 5054  
**Miller, Carrie/ext. 7778**  
Mooney, Chris/ext. 7792

**Principal**  
**Assistant Principal**  
**Assistant Principal**  
**TOSA**

PE/Health  
**Math 8<sup>th</sup> Grade**  
Language Arts 8<sup>th</sup> Grade  
Counselor/6<sup>th</sup> Grade  
Language Arts 6<sup>th</sup> Grade  
Social Studies 7<sup>th</sup> Grade  
Math 7<sup>th</sup> Grade  
Science 6<sup>th</sup> & 8<sup>th</sup> Grade  
Math 6<sup>th</sup> & 8<sup>th</sup> Grade/PE/Health  
Math 7<sup>th</sup> Grade  
Student Achievement Coach  
Language Arts 6<sup>th</sup> Grade  
Language Arts 7<sup>th</sup> Grade  
**Science 7<sup>th</sup> Grade**  
ELL  
Math 6<sup>th</sup> Grade  
Science 6<sup>th</sup> Grade  
**PE/Health**  
Language Arts 6<sup>th</sup> Grade  
**ESL/SIT**  
**Tech Ed.**  
Science 8<sup>th</sup> Grade  
Learning Specialist 7<sup>th</sup> Grade  
Social Studies 6<sup>th</sup> Grade  
SSN  
**Math 8<sup>th</sup> Grade**  
Math 6<sup>th</sup> Grade  
Speech Language Therapist  
**Technology Coordinator/MAPS Testing**  
Social Studies 7<sup>th</sup> Grade  
Language Arts 7<sup>th</sup> Grade  
Science 8<sup>th</sup> Grade  
Counselor/7<sup>th</sup> Grade  
**Language Arts 7<sup>th</sup> Grade**  
PE/Health

Nunemaker, Lisa/ext. 7806  
Olivas, Ramona  
Ostendorf, Jessica/ext. 7803  
Pieken, Julianna/ext. 5061  
Ralston, Steve/ext. 7779  
Romero, Rebeca/ext. 7847  
Rosenblum, Neal/ext. 7815  
**Sanford, Joe/ext. 7796**  
**Seely, Cathy/ext. 7762**  
Shaver, Darlene/ext. 7760  
Shock, Nathan/ext. 7743  
Slade, Crystal/ext. 7871  
(Holly Stogsdill working w/Crystal)  
Smith, Aaron/ext. 7744  
Snyder, Missy/ext. 5071  
Teague, Ashlie/ext. 7758  
**Trujillo, Pam/ext. 5057**  
**Utesch, Tyler/ext. 7853**  
**Wittek, Cassie/ext. 7806**  
**Zahner, Matthew/ext. 7797**

Learning Specialist 6<sup>th</sup> Grade  
ELL  
Science 6<sup>th</sup> Grade  
Social Worker  
Science 7<sup>th</sup> Grade  
Spanish  
Social Studies 6<sup>th</sup> Grade  
**Band/Choir Director**  
**Social Studies 8<sup>th</sup> Grade**  
Language Arts 8<sup>th</sup> Grade  
Social Studies 8<sup>th</sup> Grade  
Psychologist

Learning Specialist 8<sup>th</sup> Grade  
Teacher Librarian  
Language Arts 8<sup>th</sup> Grade  
**Counselor/8<sup>th</sup> Grade**  
**Art**  
**Autism**  
**Drama**

**Bold = Department Chair**

**OFFICE STAFF**

Hall, Dale/ext. 5051 (Bookkeeper)  
Long, Patty/ext. 5042 (Office Mgr.)  
York, Amy/ext.5050 (Registrar)  
Heuton, Tawni/ext. 5041 (Office Clerk)  
Cordle, Lorrie/ext. 5049 (Health Aide)

**RESOURCE OFFICER**

Duskey, Brandon/ext. 7863

**CAMPUS SECURITY OFFICER**

Anthony Baumann/ext. 5058

**CAFETERIA/ext. 5063**

- **Manager**  
Magana, Ruth  
Duran, Alicia  
Croupe, Tammy

**PARAS/CLERKS**

Kehmeier, Kelly/ext. 5072 (Media Technician)  
Downing, Tabatha – Special Needs Para  
Knight, Charlotte – Special Needs Para  
Weigand, Stacy – Special Needs Para  
Curtis, Debbie – Special Needs Para  
Aguilera, Lauren – Special Needs Para  
Cabral, Rachel – Special Needs Para

**CUSTODIANS/ext. 5074**

**Yurack, Colleen – Head Custodian**  
Esparza, Kim – Lead Custodian  
De La Cruz, Maria  
Antola, Stephen

Shadow Ridge Middle School Calendar		
Day	Date	2019-2020
Thu-Fri	August 1st & 2nd	New Student Registration 10:00-1:00 and 3:00-6:00(by appointment only)
Monday	August 5th	6th Gr. WEB Orientation 8:00-12:00
Wednesday	August 7th	Teacher Duty Day (No school for students)
Thursday	August 8th	District in-service Day (no school for students)
Friday	August 9th	Teacher Duty Day- (no school for students)
Monday	August 12th	District in-service Day-No students
Tuesday	August 13th	Teacher Duty Day (No school for students)
Wednesday	August 14th	1st Day of school: 6th grade 8:30-11:15 am; 7th & 8th 11:30-2:15 pm
Thursday	August 15th	All students K-12 report to school; life touch all day
Tuesday	August 20th	Back to school night 5:30-7:00 pm
Monday	September 2nd	Labor Day Holiday (No School)
Tuesday	September 17th	Picture Re-takes*****
Friday	September 20th	Carnival
Tuesday	October 1st	Official Count Day
Wednesday	October 9th	Conferences 2:30-4, 5-8
Thursday	October 10th (Q)	Conferences; 9:00-11:30 am (scheduled); 1:30-3:30 pm (open) 5-8 pm (open)
Friday	October 11th	Teacher Comp Day-all schools (no school for students)
Monday	November 11th	Veteran's Day (Observed)
Tuesday	November 19th	8th grade Career Expo
Mon-Fri	November 25th-29th	Thanksgiving Break
Thursday	December 19th	<b>2nd Quarter ends</b>
Friday	December 20th	Teacher Duty Day (no school for students)
Monday	Dec 23rd-Jan 3rd	Winter Break
Monday	January 6th	<u>In Common Release -No school for K-8 students; Teacher duty day</u>
Tuesday	January 7th	All Students Return to School
Monday	January 20th	Martin Luther King, Jr. Holiday (No School)
Wednesday	February 12th	<u>parent teacher Conferences 2:30-4:00 PM (scheduled); 5:00-8:00</u>
Thursday	February 13th	<u>In Common Release Day; K-8 no students; Parent teacher conference;</u>
Friday	February 14th	<u>District In-Service Day-All Schools; (no school for students)</u>
Monday	February 17th	President's Day Holiday (No School)
Friday	March 13th	<b>3rd Quarter Ends</b>
Mon-Fri	March 23rd-27th	Spring Break
Monday	March 30th	<u>Comp. Day (No School for staff and students)</u>
Tuesday	April 2nd	<u>Picture Re-takes*****</u>
Wednesday	May 20th	Last Day for 8th grade-Full Day/No school for 6th and 7th grade students.
Thursday	May 21st	<b>4th quarter ends</b> /last day for students
Friday	May 22nd	Teacher Duty Day - No School for students/ Last day for teachers
Monday	May 25th	Memorial Day

6<sup>th</sup> Grade Schedule  
2019-2020  
Regular

Period 1	8:30-9:40
Period 2	9:43-10:53
LUNCH A	10:56-11:29
Period 3	11:32-12:42
Period 3A	10:56-11:27
LUNCH B	11:30-12:00
Period 3B	12:03-12:42
Period 4	12:45-1:55
Period 5	1:58-2:50 (Electives)
Period 6	2:53-3:45 (Electives)

Wednesday

Period 1	8:30-9:23
Period 2	9:26-10:19
LUNCH	10:22-10:52
Period 3	10:55-11:48
Period 4	11:51-12:44
Period 5	12:47-1:30 (Electives)
Period 6	1:33-2:15 (Electives)

7<sup>th</sup> Grade Schedule  
2019-2020

Regular	
Period 1	8:30-9:22 (Electives)
Period 2	9:25-10:17 (Electives)
Period 3	10:20-11:30
Period 4A (A Lunch) 11:33-12:03 (Class) 12:06-12:36 (Lunch) 12:39-1:19 (Period 4B)	Period 4A (B Lunch) 11:33-12:20 (Class) 12:23-12:53 (Lunch) 12:56-1:19 (Period 4B)
Period 5	1:22-2:32
Period 6	2:35-3:45

Wednesday	
Period 1	8:30-9:13 (Electives)
Period 2	9:16-9:56 (Electives)
Period 3	10:02-10:55
LUNCH	10:58-11:28
Period 4	11:31-12:24
Period 5	12:27-1:20
Period 6	1:23-2:15

8<sup>th</sup> Grade Schedule  
2019-2020  
Regular

Period 1	8:30-9:40
Period 2	9:43-10:53
Period 3	10:56-11:48 (Electives)
Period 4	11:51-12:43 (Electives)
Period 5A (A Lunch) 12:46-1:19 (Lunch) 1:22-2:32 (Period 5)	Period 5A (B Lunch) 12:46-1:06 (Class) 1:09-1:39 (Lunch) 1:42-2:32 (Period 5B)
Period 5	1:22-2:32
Period 6	2:35-3:45

Wednesday

Period 1	8:30-9:23
Period 2	9:26-10:19
Period 3	10:22-11:05 (Electives)
Period 4	11:08-11:51 (Electives)
LUNCH	11:54-12:24
Period 5	12:27-1:20
Period 6	1:23-2:15



## 720.972.5048-Attendance Line TARDY/ATTENDANCE POLICY

In accordance with our School Improvement Attendance Goals, a responsible student will attend school 95% of the time. The school requires that the parent or guardian notify the school by 11:00 a.m. each day their student is absent. Absences are considered unexcused unless the office is notified on the day of the absence. **It is essential that you keep the school informed of any change in address, telephone numbers or e-mail address.**

### ATTENDANCE

1. Students will be admitted to the building at 8:20 a.m. unless they have a pass from a teacher to enter earlier. In bad weather, the cafeteria will be open as a waiting area.
2. Only students, who attend 50% of their classes on any given day, will be permitted to participate or attend any after school activity.
3. Students arriving at or leaving school at any time other than the regularly scheduled time must always come to the office.
4. Students are not to leave the school grounds at any time during the day without authorization from parents and a school official.
5. A doctor's excuse may be required for absences.
6. When it is anticipated that a student will be absent from school due to illness for consecutive days, a request for homework may be made. This request must be made through the office (720-972-5040) and the school needs to have 24-hour notice. Absences for an extended period of time for other reasons should be handled by obtaining a prearranged absence form from the office in advance. This will allow for adequate time to complete homework request(s). **Homework requests will not be made for any student who only misses one day of school.**

### EMERGENCY SCHOOL CLOSURE

In cases where school must close early due to weather conditions, malfunction of equipment, etc., working parents should make arrangements for their children to have access to their home. The school, in these situations, will send out communication via e-mails and texts to parents/guardians. **It is imperative that the school has accurate contact information for parents/guardians in the case of an emergency. In order to receive text messages opt-in by texting "YES" to 67587.** The media will be notified of these emergency situations. Information regarding school closure due to inclement weather is available by calling 720-972-4000.

### TYPES OF ABSENCES

1. **Excused Absences** are those whereby the parent or guardian has notified the office by 11:00 a.m. and is also recognized by the school as justifiable. Colorado statutes leave the acceptance of excuses for student absence up to the school principals. Work missed during an excused absence may be made up by arrangements between the student and his/her teachers.
2. **Prearranged Absences/Extended absences** are those that are known of in advance and **prearranged with the office**. A prearranged absence form will need to be completed and returned to the attendance office a minimum of two days prior to the extended (more than two days) absence. Parents/Guardians and students should give careful consideration before deciding to participate in any activity which necessitates the student being absent from school. When an absence of three or more days is necessary, the student must:
  1. **Obtain a Prearranged Absence form from the Attendance Office or SRMS Website.**
  2. **Obtain a parent/guardian signature for approval**
  3. **Present the form to the teachers for advanced recommendations and assignments**
  4. **Obtain a counselor's signature for acknowledgement**
  5. **Obtain Administrator's signature for acknowledgement.**
  6. **Submit the signed form to the Attendance Office at least two (2) days prior to the absence.**

Many classroom experiences such as videos, special presentations, lab experiments, etc., cannot be repeated, and the teacher is under no obligation to duplicate those experiences for the student who is absent with a prearranged absence.

3. **Truancy** is a deliberate absence from class(es) without approval of the parent, guardian and school. Truancy is considered an unexcused absence.
4. **Suspension** is an absence due to consequential administrative action. Please refer to Board Policy regarding suspension and student work.

### **CONSEQUENCES**

Consequences for tardies and absences will be strictly and consistently enforced as follows:

1. Teachers will provide consequences for students who are tardy. Detention time is often the most natural and appropriate consequence.
2. A referral to the office will be initiated after a student acquires three (3) unexcused tardies to the same class per quarter.
3. Students who have an unexcused absence are subject to further investigation and possible administrative referral/consequence.
4. Students with excessive absences will be subject to administrative action, which may include a District Attendance Hearing.

### **GENERAL INFORMATION TO PARENTS & STUDENTS**

*SRMS will maintain an atmosphere where the rights of students and staff are guaranteed and respected. It is intended that the policies governing the behavior of our students support this belief.*

### **DUE PROCESS**

If a student and parent wish a review of the charges and/or circumstances leading to a suspension or physical restraint, they may request in writing that the principal review the charges and circumstances with them. In compliance with the provisions of “Colorado Children’s Code”, related to reporting suspected child abuse, the Board of Education has directed employees to report suspected child abuse to the specified social services agency and/or law enforcement agency. The confidentiality of reports of suspected child abuse or neglect should be preserved in accordance with statute.

### **SCHOOL JURISDICTION**

Students should know that schools are responsible for students on their way to and from school. If students violate school rules on their way to or from school, the school may legally discipline students, including suspending them for serious violations, such as fighting.

### **STUDENT CONDUCT**

School is similar to an adult’s work environment, therefore, students are expected to dress in an appropriate manner at all times. What a student wears should be conducive to maintaining a good learning environment and should not create a disruption or distraction of the educational process. Students must wear shoes at all times. Hats, sunglasses, and coats may be worn before and after school, and only outside the building. Clothing that is immodest, unsafe, or with offensive messages is inappropriate.

1. No hats will be worn in the building at any time or at any school-sponsored function, including all athletic events and extracurricular activities. This policy is a **School District 12** policy and applies to all district buildings. Hats will be confiscated from students who violate this policy. The student’s parent will be responsible for retrieving the cap from the office.

2. Students are expected to wear a clean school issued gym shirt and shorts or sweat pants (including gym shoes) during P.E. classes. Clean loaner shirts will be provided on a temporary basis when the student doesn't have his or her own gym shirt.
3. Given our current efforts to combat substance abuse, Shadow Ridge Middle School prohibits the wearing of clothing and/or apparel that makes reference to alcohol, tobacco and/or drugs.
4. According to **School District 12** policy, all schools will **enforce** a dress code that prohibits altered/hazardous dangerous clothing or jewelry, graffiti, tattoos, shaved eyebrows representative of gang affiliation, or writing on self, caps and hats. (Refer to School District Dress Code Policy). Students may not bring pacifiers to school.
5. Clothing "packages" which could be interpreted as unsafe/intimidating and/or gang related will be dealt with in accordance with state laws and existing school district policies. (See Safe School Policy)
6. **Personal displays of affection are inappropriate in the school setting.**

### **Academic Dishonesty (Cheating)**

All students are expected to demonstrate academic honesty in all classes at all times. **Academic honesty is performing and producing your own work using your own knowledge**, talents and efforts. Students at Shadow Ridge Middle School can maintain academic honesty by:

- Keeping their eyes on their own test at all times
- Keeping answers hidden during a test
- Putting all notes, texts and extra papers away and beneath the desk before beginning a test
- Never talking to anyone (except the teacher) about anything during a test
- Telling the teacher if you think someone is trying to copy your answers or is asking you to do work for him/her
- Using quotation marks, footnotes or end-notes and a bibliography when using any original work (including work taken from the internet)
- Not using anyone else's homework, notes, tests or assignments that may have been previously assigned and/or graded
- Not sharing assignments, tests, or any other work with other students unless told to do so by a teacher
- Not making any marks or changes on a graded test or assignment if you think it was not graded correctly
- Reporting any violations or suspicions of violations to a teacher or administrator

Academic dishonesty (cheating), in any form, will not be tolerated at Shadow Ridge Middle School. Some examples of academic dishonesty (cheating) are the following:

- Copying any material with or without the knowledge of another student during class or homework assignments
- Taking a test for another student
- Working in pairs or in a group on assignments designated as individual work
- Giving or receiving answers using verbal or non-verbal means during a test
- Plagiarizing any material from any source, including items taken off the internet or computer software programs
- Using notes or other materials (text books, dictionaries, etc.) during an exam unless cleared by the teacher
- Talking to or collaborating with other students on assignments or tests when it is not allowed
- Changing answers on graded work or tests and submitting it for a re-grade unless specified by the teacher
- Stealing class assignments from other students (or out of a no-name box) and turning them in as your own
- Having parents/guardians, friends, siblings, or others complete assignments

Consequences for academic dishonesty (cheating) will include actions based on School District Twelve Board Policy. Discipline for such offenses are discretionary with building administrator based upon circumstances. Academic dishonesty, includes cheating on tests, copying papers, forging the signatures of teachers and/or parents on any document, or illegally changing a grade.

**Students should report suspicions of academic dishonesty (cheating) to a teacher.**

### **Shadow Ridge Homework Policy**

- All 6<sup>th</sup> grade students will usually have 15-60 minutes of meaningful homework each night.
- All 7<sup>th</sup> grade students will usually have 20-70 minutes of meaningful homework each night.
- All 8<sup>th</sup> grade students will usually have 25-80 minutes of meaningful homework each night.

**The purpose of each homework assignment is to:**

- practice/review old and new skills,
- prepare for a new topic, and/or
- elaborate on introduced materials.

Grading and late work policies, etc. will be determined by each individual teacher. This information will be presented at Back to School night and will be shared in handouts and packets of core information.

**SRMS requests that parent assist with students in the following manner:**

- Establish a quiet place to do homework,
- Create a schedule for completing homework,
- Encourage, motivate and prompt your child to work independently on new skills
- Monitor reasonable time expectations for completing homework.
- Check Infinite Campus

### **LOCKER PROCEDURES**

Lockers are to be issued to each student in the fall. They remain the property of the school, and the principal or his designees may inspect the contents of the locker. **Students are not to give the combination of their locker to other students, and no student may use any locker except the one assigned to him/her.** All locker changes must be approved through the office. **The locker is to be kept neat, clean and unmarked (including but not limited to pen, pencil, glue, and other substances) at all times.** Students who repeatedly violate locker policies may lose locker privileges and/or be assessed fines.

**Students will not be allowed to bring carrying cases, i.e., gym bags, backpacks or purses (etc.) to class.** All such carrying cases that are brought to school must be left in their lockers during the entire school day.

**Students will not be allowed to wear or bring coats to class.** Coats are to be left in the lockers, with the exception of their lunchtime.

### **DELIVERIES**

Due to distractions in the classroom, we discourage the bringing or delivery of flowers, balloons, etc. for birthdays. If a delivery is made, it will be kept in the office until the end of the day.

### **FOOD/BEVERAGES/CANDY**

No food/beverages or candy will be allowed in school except as follows:

1. **No GUM ALLOWED at Shadow Ridge**
2. All items that are brought from home for lunch must be consumed in the lunchroom. Food is not to be taken outside during lunch recess or any other time during the instructional day.
3. Teachers can allow food or beverages within their classrooms. Any such items must be consumed in that classroom before the student leaves.
4. The LMC may give reward treats for returning books. These treats must be put in lockers.

## **HEADPHONES/ELECTRONIC LISTENING DEVICES/ROLLER BLADES/SKATE BOARDS/CELL PHONES**

Headphones and cell phones may be used in class for instructional purposes only. If a student uses earphones or any electronic devices of any kind they will be confiscated and parents will be required to pick them up. Skateboards/rollerblades/bikes shall not be ridden on school grounds due to safety concerns.

## **LIBRARY/MEDIA CENTER**

The mission of Shadow Ridge Middle School's Instructional Media Center is to ensure that students and staff members are effective users of information and ideas. The mission is accomplished by providing: access to materials in all formats, instruction in how to use information, and by working with staff members to meet the needs of students.

Students are allowed to have up to three books or magazines checked out at one time. The books can be renewed at any time by simply asking for assistance. There is a fine for overdue books or magazines of 10 cents per day, no more than one dollar. There is also a grace period of 5 school days when no fines will be charged. Students may pay off a fine by working in the library during part of their lunch period. If a book is lost or damaged, it must be paid for. Students must have a pass or their student planner signed by a teacher in order to come to the Media Center for independent work.

## **ACCEPTABLE USE PRACTICES FOR SCHOOL DISTRICT TWELVE USE OF INTERNET**

1. All use of the Internet must be in support of education and research and consistent with the purpose of School District Twelve.
2. Any use of the network for commercial or for profit purposes is prohibited.
3. Extensive use of the network for personal and private business is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the network should be assumed to be private property.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited in the network.
11. The illegal installation of copyrighted software for use on district computers is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files that are dangerous to the integrity of the local area network is prohibited.
13. From time to time School District Twelve will make determinations on whether specific uses of the network are consistent with acceptable use practice.
14. School District Twelve reserves the right to log Internet use and to monitor fileserver space utilization by users.
15. School District Twelve reserves the right to remove a user account on the network to prevent further unauthorized activity.
16. Student and guardian are required to sign a current copy of the District 12 Acceptable Use Policy (AUP). This AUP must be signed in order to use District 12 technology resources.

## **LUNCH PROCEDURES**

Parents/Guardians may apply for Free/Reduced lunch on line. Qualification is based upon family income guidelines established by the federal government.

All students, except those being signed out through the office by a parent, must remain at school during lunch.

1. Students may purchase a lunch or bring their own.
2. Students will be polite and use proper table manners during lunchtime. Students are to remain seated during their time in the lunchroom. All students are expected to raise their hands to be excused from their table. All students are expected to clean their area and to take their trays and trash to the garbage cans as soon as they are finished eating.
3. All students staying at school for lunch are to report to the cafeteria within the allotted passing period. They are not to go outside until directed to do so by a supervisor who will accompany them.
4. Students who go outside must remain outside until the bell rings.
5. With the exception of cold weather days, all students will go outside when they finish eating. Students who choose to go outside on extreme cold weather days (announced by the office) must bring their coats to lunch. Students may not re-enter the building until the bell rings.

## **LUNCH PRICES FOR 2019-2020**

Middle School - \$2.85

All reduced meals are \$.40

## **Nutrition Services**

Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at <https://www.payforit.net>. Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost. In addition, our school has breakfast available free of charge daily to all students, regardless of meal benefits status.

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current [menus](#), [meal prices](#), [free and reduced meal benefits](#), [special dietary needs](#), and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-5063.

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## **OFFICE PROCEDURES**

### **General**

Students sent to the office must have a pass from their teacher.

### **Health Aide**

If students become ill at school, parents will be called to pick up their student. Board of Education Policy states: **“Adams Twelve School district employees shall not dispense prescription medicine or over the counter drugs without written consent from the parent and a medication permit form signed by the physician.”**

### **VALUABLES**

The school assumes no liability for the loss of items brought to school. Students are not to bring unnecessary items, valuable items, or large amounts of money to school.

### **VISITORS**

**Parents are always welcome at school. CHILDREN AND STUDENTS WHO DO NOT ATTEND SHADOW RIDGE MIDDLE SCHOOL WILL NOT BE PERMITTED TO GO TO CLASSES WITH OUR STUDENTS. All doors are locked. To enter the building persons visiting will need to press the button located near the ADA button. As is our policy all visitors must check in at the office.** Normally, students will not be allowed out of class to meet or talk with anyone other than the parents or guardians. The police will be called if non-students persist in loitering in the vicinity of the school after having been asked to leave.

### **LEAVING SCHOOL**

SRMS is a closed campus.

Students may leave school only when:

1. Parent/Guardian comes to the school and signs them out. If a parent/guardian cannot come to the school themselves they may designate another person to pick up/sign out their student, but parent must notify the office prior. A Student Pick-Up Authorization form is may be obtained at school.
2. Students become ill or an individual emergency arises and parent or other responsible adult can be contacted. Students in this case should report to the office.

### **GRADING AND CONTINUATION**

Reports are issued four times a year. Progress is recorded in each student's Infinite Campus throughout the school year and he/she will have a final grade at years end. SRMS grades on a semester system. SRMS will be doing standards based grading in accordance with Adams 12 School District. The four-point scale will be “4” Exceeds Standard; “3” Proficient – Meets; “2” Approaching; “1” Limited Progress; “M” Missing Work; “INS” Insufficient Evidence.

Students enroll in six classes each semester. Students shall be proficient in a minimum of 3 core content classes per academic year.

Students who are not proficient and do not meet district criteria shall have their body of evidence reviewed by the principal, or his designee(s), to determine the best educational procedure to be followed for each individual student. The student and his/her parents shall be invited to attend this review.

For a student to be eligible for the Principal's Honor Roll, he/she must have earned all “4s” or 3 “4s” and 1 “3”. For a student to be eligible for the Honor Roll, he/she must have earned 2 “3s” and 2 “4s” or 3 “3s” and 1 “4”. Honor Rolls will be published in the newsletter located on our school website.

Administrative Procedure Code: 5124

### **REPORTING STUDENT PROGRESS**

Schools shall report to parents/guardians in such manner and with such frequency as will provide a basis of understanding among teachers, parents and students concerning student progress. Each school shall develop and implement reporting methods in accordance with the parameters listed below. Such methods shall be employed consistently within that school and/or program:

1.0 Each school's progress reporting procedures shall be made available to parents/guardians and students at the beginning of each student's school year. Each teacher shall provide access to information regarding the type of assessment tools/scales that may be used.

2.0 Accurate records of pupil achievement shall be maintained and reported by all teachers.

3.0 The grading scale to be used in grades 6 through 8 in all middle and high schools shall be grades which reflect the following numerical scales:

**"4" – Advanced**

**"3" – Proficient**

**"2" – Partially Proficient**

**"1" - Unsatisfactory**

### **ACADEMIC & SPECIAL PROGRAMS**

All students at Shadow Ridge receive instruction in the content classes of Math, English, Science and Social Studies. All classes follow state standards and District guidelines.

Students are offered the best possible chance of success and challenge in their academic studies. We offer a comprehensive Special Education Program for those who have been identified through an Individualized Education Plan as needing extra support. Most Special Education students are serviced through the regular classroom with support from a Special Education teacher or paraprofessional. Some students are serviced through co-taught classes for English or Math.

Honors classes are offered for those students who want to be challenged, and who want to be better prepared for advanced classes in high school. Our Gifted and Talented students are identified through District testing and serviced in the regular classroom. They also have an opportunity to participate in the GT Club. In addition to the Honors classes we offer Robotics and Math Counts as co-curricular clubs.

Shadow Ridge has instituted a Pyramid of Interventions for those students who are struggling. Teachers are available on a regular basis for academic assistance.

SRMS offers an extensive Arts Program. We are very proud of our elective classes. These classes include: Applied Technology, Art, Band, Choir, Drama, Health, Media Concepts, PE, and Spanish.

### **INTRAMURALS**

Intramurals will be offered. All sports are co-ed. Volleyball and soccer will be offered in the fall. Basketball will be offered in the winter and flag football will be offered in the spring.

### **SHADOW RIDGE MIDDLE SCHOOL STUDENT FEE SCHEDULE 2019-2020**

<b><u>COURSE</u></b>	<b><u>EXPLANATION</u></b>	<b><u>COST</u></b>
P.E.	Shirts only	\$ 5.00
Music	Insurance on school owned instruments	
	Rental fee varies	\$10.00-\$50.00
Core/Electives	Field trips	charges vary
Student Planners		\$ 5.00

**\*\*\* Students are responsible for all lost or damaged books or equipment.**



**Shadow Ridge Clubs and Extra-Curricular Activities:  
Club Sponsors  
2019-2020**

<b>Intramural Sport</b>	<b>Coach</b>
Soccer (September & October)	Mr. Mooney (M-T-Th. @4:00-5:30)
Volleyball (October & November)	Mr. Mooney (M-T-Th. @4:00-5:30)
Basketball (January)	Mr. Utesch
Softball (April & May)	Mr. Ager
<b>Clubs</b>	
Advanced Choir	Mr. Sanford/Monday @4:00-4:45
Art Club	Mr. Utesch/ Tuesday @4:00-5:45
Battle of the Books	Mrs. Snyder
BIONIC Club (Believe it or not I care)	Mrs. Millard/ Thursday @3:45-4:30/Room C205
Drama Club/Spring Play/Talent Show	Mr. Zahner/Thursday @3:45-5:00
GSA Club (Gay Straight Alliance)	Mrs. Shaver/Mrs. Beilman/Ms. Trujillo/ Tuesday @4:00-4:30
G.T. Club	Mrs. Shaver/Mrs. Greco/Thursday @3:45-5:00
Intramural Hockey	Mr. Ager/Monday & Friday @3:50-5:15 (3/25/19-5/6/19)
Math Counts	Mrs. Wofford/Mr. Alatorre/Tuesday @3:45-4:45 (Sept. or Oct.)
National Jr. Honor Society	Mrs. Greco/Mr. Shock/2nd & 4th Thursday @7:30
RAM Time	Mr. Mooney/M,T,Th,F @7:30-8:15 & 3:45-4:45
Spelling Bee	Ms. David/Mrs. Greco/begins November
Student Council	Mrs. Kahler/Ms. McKeown/1st & 3rd Tuesday @7:30
Technology Student Association (TSA)	Mrs. Hulstrom/Mr. Lorenz/Monday @3:45-5:00 (Sept. 10)
WEB	Mrs. Cundiff/Mrs. Gray/1st & 3rd Thursday @7:15
Yearbook Club	Mr. Beilman/Mrs. Shaver/ Monday @3:45-5:00

CLUB INFORMATION IS SUBJECT TO CHANGE



## ATTENTION PARENTS

### *New Check Writing Policy Effective Immediately*

Adams 12 Five Star Schools now utilizes **ePayments – Educational Financial Services** to assist in the recovery of all returned checks. Please include the following information on every check presented to your school:

**FULL NAME**  
**CURRENT STREET ADDRESS**  
**HOME PHONE NUMBER**

Should your bank return your check unpaid, the school's bank will automatically forward the returned item to **ePayments** for electronic re-presentation. Please note, these checks are not returned to the school. Once these checks are debited from our account as an unpaid item we cannot accept payment for them. **ePayments** will be responsible for recovering the face value of the check plus a Colorado state authorized collection fee of \$20.00 and twenty percent of the face amount of the check or twenty dollars, whichever is greater, *pursuant to article 14 of title 12, C.,R.S.* The face value of the check will be debited from your account electronically. A separate transaction for the fee will be sent electronically once the face value has cleared. If your check was unpaid by your bank due to a bank error, please provide documentation of that error, from your bank, within 30 days of the receipt of notification. At that time any due credit will be issued promptly.

Should your unpaid check not clear electronically, alternate methods of payment will be accepted by **ePayments**. You can mail a cashier's check or money order, pay online with a major credit card or, pay by MoneyGram at any Wal-Mart customer service desk. School officials can provide this information at your request. In addition, a toll free number will be available for you to call should you have any questions or need assistance.

Should your unpaid check be turned over to collections, the check writer is also responsible for all other collection costs including attorney's fee, court costs and taxes, as well as any other amounts allowed by law.



