**Moore Middle School Family Handbook: August 2020**

**Welcome! Thank you for choosing Moore!**

*School Mascot*: Mustang

*School Colors*: Black and Red

**GENERAL INFORMATION**

Moore Middle School

8455 W. 88th Avenue, Arvada, CO 80005

Office Telephone: 303-982-0400

Attendance Telephone (day or night): 303-982-0402

Messages (day or night): 303-982-0431

Fax: 303-982-0462

School Web Site: [www.mooremiddle.com](http://www.mooremiddle.com)

Principal: Brenda Fletcher

Principal Intern: Veronica Shea

Assistant Principals: Jason Wisor, Kathryn Eterno

Counselors: Brittany Derhak- 6th grade A-M and 8th grade

 Morgan Nellis- 6th grade N-Z and 7th grade

Office Staff: Ronnette Jamison- Principal’s Secretary

 Sheri Manes- Financial Secretary

 Kim Marcantonio- Attendance

 Denise Gallardo- Health Aide

*Office Hours*: 7:00 – 3:15

[Daily Bell Schedule](https://moore.jeffcopublicschools.org/our_school/calendar)

*School Hours of Note*:

* 7:20 AM - Adult supervision begins on school grounds (please do not drop off students before 7:20 AM, as they will not be supervised prior to this time)
* 7:35 AM - Students are allowed into the building
* **7:40 AM - Classes start; students should be seated in their rooms and ready to learn\***
* **2:30 PM - Classes end; students should make their way to a supervised, after school activity, off campus, or to the center island (if being picked up in a vehicle by a parent or guardian).**
* 2:35 PM - Students should all be out of the building, unless they are with a teacher participating in a supervised, school-sponsored activity
* 2:45 PM - All students must be off campus (unless participating in a supervised, school-sponsored activity). Any students still waiting for a ride from a parent or guardian will be escorted to the cafeteria, where they may wait, seated and quiet, at an assigned table

[\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

*Moore’s Articulation Area*:

* Pomona High School 8101 W Pomona Dr, Arvada, CO 80005 [303-982-0710](https://www.google.com/search?q=pomona+high+school&rlz=1C1GCEB_enUS858US858&oq=pomona+high+school&aqs=chrome..69i57j0l5.3275j0j7&sourceid=chrome&ie=UTF-8)
* Little Elementary 8448 Otis Drive, Arvada 80003 303-982-0310
* Parr Elementary 5800 West 84th Avenue, Arvada 80003 303-982-9890
* Warder Elementary 7840 Carr Drive, Arvada 80005 303-982-0950
* Weber Elementary 8725 West 81st Place, Arvada 80005 303-982-1012

**Table of Contents**

[*INTRODUCTION* 4](#_Toc46915431)

[MIDDLE SCHOOL PHILOSOPHY 4](#_Toc46915432)

[RESPONSIBILITIES OF ADMINISTRATION 4](#_Toc46915433)

[RESPONSIBILITIES OF PARENTS 5](#_Toc46915434)

[RESPONSIBILITIES OF STUDENTS 5](#_Toc46915435)

[RESPONSIBILITIES OF TEACHERS 5](#_Toc46915436)

[SCHOOL CONNECTEDNESS 6](#_Toc46915437)

[OFFICE STAFF 7](#_Toc46915438)

[*ATTENDANCE* 7](#_Toc46915439)

[EXCUSED ABSENCE 7](#_Toc46915440)

[UNEXCUSED ABSENCE 7](#_Toc46915441)

[TARDINESS 8](#_Toc46915442)

[LATE ARRIVAL IN THE MORNING 8](#_Toc46915443)

[EARLY CHECK OUT PROCEDURES 8](#_Toc46915444)

[ABSENT WORK PROCEDURES 8](#_Toc46915445)

[*STUDENT CONDUCT* 8](#_Toc46915446)

[ONLINE STUDENT & FAMILY HANDBOOK 8](#_Toc46915447)

[*GENERAL POLICIES & PROCEDURES* 9](#_Toc46915448)

[ACTIVITIES/CLUBS/SPORTS 9](#_Toc46915449)

[ANIMALS ON CAMPUS 9](#_Toc46915450)

[BACKPACKS & PURSES 9](#_Toc46915451)

[BIKES, SKATEBOARDS, & SCOOTERS 9](#_Toc46915452)

[BUS RULES 9](#_Toc46915453)

[CAFETERIA - COST 10](#_Toc46915454)

[HEALTH ROOM 10](#_Toc46915455)

[ILLNESS/INJURY 10](#_Toc46915456)

[IMMUNIZATIONS 10](#_Toc46915457)

[MEDICATIONS AT SCHOOL 11](#_Toc46915458)

[PRESCRIBED MEDICATIONS AT SCHOOL – SELF CARRY 11](#_Toc46915459)

[CONFLICT PROCEDURES 11](#_Toc46915460)

[COUNSELING 12](#_Toc46915461)

[DETENTION 12](#_Toc46915462)

[DISCIPLINARY PROGRESSION 12](#_Toc46915463)

[DISCRIMINATION 12](#_Toc46915464)

[DRESS CODE 12](#_Toc46915465)

[ELECTRONIC DEVICES 13](#_Toc46915466)

[ELEVATOR 13](#_Toc46915467)

[EMERGENCY PLANS (DRILLS & REUNIFICATION) 13](#_Toc46915468)

[FIELD TRIPS 14](#_Toc46915469)

[FREEDOM OF EXPRESSION 14](#_Toc46915470)

[GUEST TEACHERS 14](#_Toc46915471)

[GRADING 14](#_Toc46915472)

[HALL PASSES 15](#_Toc46915473)

[LIBRARY / MEDIA CENTER (HUB) 15](#_Toc46915474)

[LOCKERS 15](#_Toc46915475)

[LOST AND FOUND 15](#_Toc46915476)

[LUNCH ROOM & RECESS EXPECTATIONS 15](#_Toc46915477)

 [16](#_Toc46915478)

[PICK UP/DROP OFF 16](#_Toc46915479)

[PLEDGE OF ALLEGIANCE 16](#_Toc46915480)

[PROHIBITED ITEMS 16](#_Toc46915481)

[PUBLIC DISPLAYS OF AFFECTION 17](#_Toc46915482)

[RESTORATIVE PRACTICES 17](#_Toc46915483)

[At Moore Middle School, our philosophy around discipline is grounded in Restorative Practice. 17](#_Toc46915484)

[Defining Restorative Practices: A mindset, not a curriculum or program, that focuses on building positive relationships and providing opportunities for community members to take responsibility for their behavior and their lives. 17](#_Toc46915485)

[Restorative practices create strong relationships between students and school. 17](#_Toc46915486)

[REPORT CARDS 17](#_Toc46915487)

[RESTROOMS 17](#_Toc46915488)

[SCHEDULES 17](#_Toc46915489)

[SURVEILLANCE CAMERAS 17](#_Toc46915490)

[THREATS 18](#_Toc46915491)

[TRANSPORTATION 18](#_Toc46915492)

[VISITORS 18](#_Toc46915493)

[VALUABLE ITEMS AT SCHOOL 18](#_Toc46915494)

[WEATHER 18](#_Toc46915495)

 [Hybrid and Remote Learning Amendments 19](#_Toc46915496)

# *INTRODUCTION*

## MIDDLE SCHOOL PHILOSOPHY

Moore Middle School subscribes to a philosophy that the unique needs of our students can best be met in a school setting that provides a student-centered program and recognizes that the students of this age are undergoing greater physiological, psychological and social re-orientation than at any other period in their lives. The overall purpose of the middle school should be to meet the educational, developmental, and social needs that emerge in this transitional period. The middle school program should provide a supportive and flexible environment so students will have opportunities to develop basic skills and explore a variety of learning experiences while making the transition from elementary to high school.

In keeping with this philosophy, the middle school will establish and provide:

* A core curriculum of language arts, math, science and social studies;
* Exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities;
* An extensive advisory and counseling program;
* A supportive environment for the physical and social development of every student;
* A positive climate that fosters self-esteem, self-discipline, and student responsibility;
* Knowledgeable educators who are committed to the middle school student;
* An ongoing program of training and professional skills that are based on the characteristics and needs of the adolescent;
* Close contact and communication between parents and school.

A student’s greatest achievements will be reached when responsibility is assumed equally by the student, the parent, and the teacher. The student will attend school regularly, maintain a positive attitude, and make every effort to achieve their academic and social goals. Parents will be supportive of the school learning environment, encourage the student in his/her learning, and get involved in the school in whatever way possible. The teacher will strive for an optimum, professional approach to meet the individual needs of each student. When these responsibilities are met, maximum learning will be achieved.

## RESPONSIBILITIES OF ADMINISTRATION

Administrators have the responsibility for the following:

* Assume responsibility for instructional leadership by helping all teachers to continuously improve;
* Serve as appropriate role models for students;
* Provide assistance to students in learning appropriate school behavior;
* Facilitate the school discipline management plan and respond to discipline problems;
* Encourage parent communication with the school (See School Connectedness);
* Respond to family inquiries;
* Supervise all affairs regarding school management, budget, operations, and activities;
* Serve as liaison between students, families, teachers, and the community.

## RESPONSIBILITIES OF PARENTS

* Provide for the physical and emotional needs of the student;
* Maintain the student’s attendance to school every day and communicate immediately if the student is absent or tardy;
* Stay informed of school policies and academic requirements of school programs;
* Ensure that students are dressed appropriately for all school activities;
* Support the student in school-related activities/organizations;
* Discuss grades and school assignments with the student;
* Bring to the attention of school authorities any learning problems or conditions that may relate to the student’s education;
* Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school;
* Promote high expectations for the student’s behavior and school achievement;
* Establish and maintain open lines of communication between home, school, and teachers;
* Participate in school activities including parent-teacher conferences, Family Dinners, socials, and field trips.

## RESPONSIBILITIES OF STUDENTS

* Attend all classes, daily, and on time;
* Be prepared for each class with appropriate materials and assignments;
* Show respect to self and others;
* Behave appropriately, following the student code of conduct;
* Obey all school personnel, school rules, and safety rules at school-related activities and on the bus;
* Get involved in activities or clubs to help create a connection to the school;
* Talk with parents and teachers about classwork, homework, grades, and activities.
* Speak up for self and others.

## RESPONSIBILITIES OF TEACHERS

* Plan and deliver high-level instruction to all students;
* Serve as appropriate role models for students;
* Use classroom management techniques and routines developed by the school;
* Promote good student attendance by modeling regular attendance and punctuality;
* Establish a positive climate in the classroom and address bullying or negative interactions immediately;
* Establish and maintain open lines of communication between home, school, and teachers;
* Participate in school activities including parent-teacher conferences, socials, field trips and Family Dinners;
* Encourage students to strive toward self-direction and self-discipline.

## SCHOOL CONNECTEDNESS [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Good communication is the foundation of strong relationships between home and school. We have the following mechanisms in place to support effective parent communication. For communicating directly with any teacher, administrator, counselor, or other staff member, please utilize the staff directory provided throughout the year.

 

* **Website:**  [www.mooremiddle.com](http://www.mooremiddle.com/)
* Facebook: Moore Middle School
* Twitter: MooreMSMustangs
* Instagram: MooreMSMustangs
* **Campus Parent Portal**

This service of the Jeffco School District provides confidential access to your student’s classroom attendance, assignments, grades, and missing work. You can find the Campus Portal link on Moore’s website. If you need assistance, please call us at 303-982-0400.

* **Jeffco Connect**

This is the repository of your demographic information that includes the names of all of the adults who have permission and/or a legal right to communicate with your child. Staff members can provide student information only to adults listed in the system. Updated information allows Moore Middle School to send mail, voice mail message and/or an email message to current addresses, parent phone numbers and email addresses. This system is used regularly to convey information regarding topics such as report cards, school emergencies, and special events.

* **Newsletters and Other Information Sent Home**

At the beginning of each month, a school newsletter is provided electronically. Printed copies of the newsletter are also available. Newsletters include a wide range of information and announcements. Occasionally, other notices and information are sent home with students.

* **Family-Teacher Conferences**

All families are invited to attend the regularly scheduled school-wide family-teacher conferences (see the School Calendar for exact dates and times). This is a good opportunity to speak with teachers, counselors, administrators, and other staff members. Remember that you can request a meeting with any teacher, group of teachers, or other staff members at any time. This year, you will sign up for conference slots online through an online platform called PTCFast. More information is provided closer to the date of the conferences.

* **More Moore Events**

Attending Moore’s evening activities and performances is a great way for parents to connect with the school. These events include monthly Family Dinners, performances by our music department, and other opportunities to experience what is happening at school.

* **Parent Volunteers**

Moore invites all parents to offer their services in whatever capacity parents might enjoy. Parents are often asked to assist with field trips and other events that would benefit from additional adult presence. Parents are also invited to provide instructional expertise. Any parent interested in volunteering should contact one of your child’s teachers, counselor, or PTO representative, Michelle Hill (mooshi1991@gmail.com).

## OFFICE STAFF

Moore’s Office Staff is welcoming and knowledgeable. Here is some information to help you and the office staff to communicate effectively:

* Our main number uses a phone tree to direct calls. **Option 7** connects you directly to an office staff member.
* Update your information on Jeffco Connect. This includes the names of all of the adults who have permission and/or a legal right to communicate with your child. Staff members can provide student information only to adults listed in the system.
* Contact the **Attendance Office** directly **(303-982-0402)** when excusing your child from school.
* When picking up your child to leave during the school day, arrive a few minutes early in order to have your child contacted in class in a way that will not disrupt the learning in that classroom.
* Office staff will only deliver messages from parents at a time that is least disruptive to the learning environment.

# *ATTENDANCE* [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Moore adheres to Jefferson County School District Regulations regarding Student Absences. Students are expected to attend every class, every day. A parent or guardian must notify the **attendance office at 303-982-0402** within one school day of an absence or the absence is considered unexcused. For extended and/or pre-arranged absences, contact the Attendance Office to help collect assignments.

## EXCUSED ABSENCE

A temporary illness or injury, absence approved by a school administrator; absence for an extended period due to physical, mental or emotional disability, or being in the custody of court or law enforcement authorities. Excessive excused absences will result in referral to Jefferson County Truancy Court. The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

## UNEXCUSED ABSENCE

Any absence from school or class without approval of the school, principal or parent/guardian will be considered an unexcused absence. Disciplinary action will follow. A student with 3 or more unexcused absences will be sent a standard District Notification Letter. Students with 5-10 unexcused absences will be placed on a standard District Medical Letter (absences can only be excused by a physician or the school nurse). Excessive unexcused absences (beyond 10) can result in referral to Jefferson County Truancy Court.

## TARDINESS

Students are expected to be on time to all classes. Excessive tardies will lead to an office referral.

* 3+ tardies = warning from teacher and parent contact
* 5+ tardies = lunch intervention with socio-emotional learning specialist
* 10+ tardies = office referral to grade level administrator

## LATE ARRIVAL IN THE MORNING

Students who arrive late to school should go straight to class, unless they have a doctor’s (or dentist’s) note. **Late arrival for reasons other than a verified appointment with a physician will result in an unexcused tardy**.

## EARLY CHECK OUT PROCEDURES

Students who have an appointment and need to be checked-out will remain in class until the parent or guardian arrives in the Attendance Office. The physical presence of a parent or guardian in the office is required for dismissal; please allow a few minutes for a staff member to get students from their classroom.

## ABSENT WORK PROCEDURES

For each day of absence, students will be given two school days to make-up work. Families may request make-up assignments by calling the Attendance Office. It is suggested that students and families contact each teacher and possibly friends in the same class to stay up-to-date on work.

# *STUDENT CONDUCT*

## ONLINE STUDENT & FAMILY HANDBOOK

The Jefferson County Public Schools Student and Family Handbook (formerly called the Code of Conduct) has been prepared to provide you with information relating to your rights and responsibilities. In order for our policies and procedures to have the greatest possible positive effect, we need your cooperation.

It is distributed electronically only and can be accessed at<http://www.jeffcopublicschools.org/schools/code_of_conduct>

It is your, and your student’s, responsibility to become familiar with the contents of the Student and Family Handbook. If you do not have access to the internet at home, you can access it at school by contacting the main office and arranging a time to come into the building

The school will also do instruction and training with your student concerning the Conduct Code to ensure that students are aware of the contents of the Conduct Code and understand their rights and responsibilities. If you have any questions, please contact an administrator at 303-982-0400.

# *GENERAL POLICIES & PROCEDURES*

## ACTIVITIES/CLUBS/SPORTS

Throughout the year, students will have the opportunity to participate in sports, clubs, organizations, and activities. Some of these occur during school hours (i.e. during lunch) while others will occur after school. Late buses will be provided free of charge on days when club meetings and/or tutorials are being held. If your student is interested in starting a new club or activity, they just need to find a faculty member to sponsor.

After School Tutorials are every Tuesday and Thursday (occasionally, we will cancel them) from 2:35 to 3:15. Students must be with a teacher at all times. Late buses are provided at no charge for students.

## ANIMALS ON CAMPUS

Dogs and other pets are not allowed on campus unless the animal is part of a class activity with prior approval by administration. The exception is registered service dogs.

## BACKPACKS & PURSES [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Backpacks and other kinds of large bags carried over the shoulder are not permitted in any classrooms and are to be stored in the lockers before Mustang Minutes and remain there for the remainder of the day. Small purses, drawstring backpacks and zippered binders with straps are permitted.

**** 

## BIKES, SKATEBOARDS, & SCOOTERS [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Students may safely and courteously ride bikes, skateboards, scooters or rollerblades to school. Once at school, they must walk their bike, pick up their skateboard or scooter, or take off their roller blades. Bikes and skateboards must be locked on the racks located at the front of the building; they may not be stored in lockers or classrooms. Rollerblades must be stored in lockers, not in the Main Office. Motorized vehicles are prohibited. Students are responsible for locking/securing their belongings.

## BUS RULES [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

The driver is in charge of the bus and students who ride the bus. Failure to follow the bus rules can result in suspension from the bus and other disciplinary action by Moore Middle School.

* Missing the bus in the morning will result in an unexcused tardy or absence.
* Buses leave after school promptly at 2:40.
* No food or drink is allowed on the bus.
* Keep your arms and head inside the windows and stay seated at all times.
* If you notice any damage or markings on the bus seat, report it immediately to the driver.
* When the bus stops at a railroad crossing, remain quiet.
* Get on or off the bus only at the designated bus stop.
* The emergency door is not to be used unless directed to do so by the driver.
* The Jefferson County Public Schools Transportation Department will notify parents of misbehavior and/or any suspension from the bus. Phone # 303- 982-1998

## CAFETERIA – COST [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Moore Middle School serves breakfast ($2.25) and lunch ($3.50) for students every school day. The school district Food Services department operates on a separate basis than most other district departments, so questions concerning our Food Services program should be directed to Moore’s Cafeteria Manager at 303-982-0456. Money can be placed in students’ lunch accounts in a number of convenient ways:

* Online at <https://www.schoolcafe.com/JEFFCOSD>
* By check payable to Moore Middle School (include the student’s ID# on the check)
* By cash on site.

Students who find themselves without lunch money will still receive lunch; the cost will be billed to their account.

The information and application for the Free and Reduced program can be found online at <http://www.jeffcoschoolfood.org/free-reduced>

## HEALTH ROOM

Students will need a pass to visit the Health Room. We have a full-time health aide who is available from bell to bell to help students with injuries, illness, medication, and menstrual needs.

##  ILLNESS/INJURY

Students must exhibit one of the 6 B’s in order to remain in the clinic for an extended period of time: Barfing, Bleeding (profusely), Broken bone, Burning up (with fever), Brain (head) injury, Blood sugar (diabetic issues).

When a student has a fever, is vomiting at school, or experiences a head injury, family will be called and arrangements can be made for the student to go home or to the doctor. We will call on most injuries, even if it does not require that the student go home.

## IMMUNIZATIONS

Students are required to meet the immunization standards set forth by the Colorado Departments of Health and Education. You can click [here](https://www.colorado.gov/pacific/sites/default/files/PW_Imm_Minimum-Number-of-Doses-Kindergarten12th-Grade-16-17-English.pdf) to see these requirements to ensure compliance.

If your student requires a medical exemption, we ask that you contact our school nurse. For non-medical exemptions (religious or belief) exemptions, click on this [link](https://www.colorado.gov/pacific/cdphe/vaccine-exemptions) to get to the CDE Vaccine Exemptions page. Scroll to the link for “Online non-medical exemption form,” complete and submit it. This will then let us know that you are choosing to exempt your student. This form must be completed annually.

##  MEDICATIONS AT SCHOOL

**TYLENOL WILL ONLY BE DISPENSED TO STUDENTS WHEN the Health Room has the proper medication forms filled out and a parent/guardian has brought in a bottle containing only the medication labeled on the bottle.**

**STUDENTS ARE NOT TO KEEP ANY TYPE OF PRESCRIPTION OR OVER-THE-COUNTER MEDICATION WITH THEM** **OR IN THE LOCKER.** If taking doctor-prescribed medication, turn it into the Health Room upon arrival to school with the physician’s instructions, and the health aide will dispense it during the day. For “self-carry” students, see the policy below.

**Exchanging or in any way possessing another person’s prescription or over-the-counter medication is a violation of school district policy that can result in suspension or expulsion and possible citation from Westminster Police.**

##  PRESCRIBED MEDICATIONS AT SCHOOL – SELF CARRY

An authorized prescribing healthcare provider may indicate a need for a student to carry his or her own medication due to unique circumstances and after consideration of the student’s age, maturity and independence with medication administration. The parent must submit written permission on the Medication Permission Form for a student to self-carry a one-day dose of medication as authorized by the student’s prescribing healthcare provider. A student with asthma, severe allergies, or a similar life-threatening condition may possess and self-administer medication in accordance with the Colorado School children's Asthma and Anaphylaxis Health Management Act. For more information, consult your area nurse DISTRICT REGISTERED NURSE. For any self-carry prescription medication, the student’s healthcare provider shall complete the Medication Permission Form.

If the student abuses or misuses the privilege to self-carry the medication, the privilege may be withdrawn by the principal and district registered nurse and the student may be subject to discipline as stated in the code of conduct.

OVER-THE-COUNTER MEDICATIONS AT SCHOOL – SELF-CARRY

A student that is considered of a mature age and demonstrates responsibility may carry a **one-day dose** of nonprescription or herbal medication with written authorization by their parent or legal guardian on the Medication Permission Form and when determined necessary by the district registered nurse. The student’s health provider’s authorization will be requested. If the student abuses or misuses the privilege to self-carry the nonprescription medication, the privilege may be withdrawn by the principal and area nurse consultant and the student may be subject to discipline as stated in the code of conduct.

## CONFLICT PROCEDURES

When there are issues between a parent/guardian or student and an employee, every effort should be made to solve the problem at the lowest level. The person affected should bring the matter directly to the teacher for resolution. If the matter is not resolved, a conference with an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the principal intern or building principal may be requested. We all share the same goal of providing the best learning opportunities for our students and we will do what we can to make sure that we resolve any issues in a manner that ensures students get the best education possible.

## COUNSELING [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

The counselors at Moore Middle School offer a variety of programs and resources that encourage student growth and empowerment. Students are able to fill out passes to see their counselor before or after school, during passing periods, or lunch. These requests are located just outside of the Counseling Office on the 2nd floor. Families are also encouraged to contact one of the counselors with questions or concerns about a variety of issues, such as grades, organization, homework, and student-student conflicts.

## DETENTION

Students that violate one or more policies may be required to stay after school with a dean or administrator as part of our disciplinary progression (*see below*). During detention, students may be asked to reflect on their behavior, perform community service and/or restorative activities, participate in socio-emotional learning, and/or work on class or homework. Detentions are held on Tuesdays and Thursdays from 2:35 PM - 3:30 PM. A late bus is available on both days for students who require transportation home.

## DISCIPLINARY PROGRESSION

At Moore Middle School, we take a progressive, restorative approach to discipline, where any consequences are assigned with context and the community in mind. Reflective interventions aimed at repairing harm will be prioritized whenever possible. Please know that students’ behavior histories will be considered when staff are determining the best response to behavior, and consequences may increase if a particular behavior is repeated by the same student.

## DISCRIMINATION

Moore Middle School is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect.  It is the school’s and District’s policy that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, intimidation, or harassment under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

## DRESS CODE [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

The appearance of students must be appropriate at all times, and students must remain in compliance with the dress code as they walk, sit down, stand up and otherwise go about their day at school. Appropriate dress includes clothing that continuously **covers the** **chest, back, stomach, and buttocks**.  Shoes must be worn at all times. The student will be sent to the office and asked to change or go home if they wear prohibited attire.

**Prohibited attire includes:**

* Clothing with inappropriate, questionable, suggestive or violent wording, logos or imagery, including clothing with insults or other statements that could be disruptive.  This includes clothing which references gangs, tobacco, alcohol, drugs or sex.
* Hats, other than religious coverings

*School personnel will make the final decision related to student dress issues.*

##

## ELECTRONIC DEVICES [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Cell phones are prohibited in all classes, lunch and recess. Students who bring cell phones (or any other non-instructional electronic devices) to school are to keep the devices turned **off and stored in lockers** during the school day. Students can check their phone before school, before lunch, after lunch, and after school. Any misuse of devices will result in the device being confiscated by a staff member and turned in to the main office.   **Bringing electronic devices to school is done at your own risk. Moore Middle School is not liable for lost or stolen devices.**

The following are consequences for misuse of cell phones/electronic devices:

  1st time – given back to student at end of day

  2nd time – parent phone call

  3rd time – returned only to parents

  4th time – check in/check out 5 days

  5th time – check in/check out 10 days

Chromebooks/ District issued technology- Jeffco Public Schools is committed to helping students learn the skills they need to succeed in a world filled with technology. Our network allows secure access to the Internet for students during the school day for classroom activities. Technology should not be shared or loaned to another student. Devices should be charged at home and ready for use at school when requested. Broken or damaged devices should be taken to the Digital Teacher Librarian. Loaner devices will be issued when available.

##

## ELEVATOR

Students must have an individual, temporary handicap pass from the Attendance Office to ride the elevator. The elevator is for adult, custodial, and handicapped use only.

## EMERGENCY PLANS (DRILLS & REUNIFICATION)

We are required to perform fire drills once per month. These will occur at different times of the day, including lunch/recess and passing periods, in order to simulate the randomness of emergencies. In addition, we will perform two non-fire drills, one of which will be a simulated lockdown. We will communicate to you when this lockdown drill is occurring so that you are aware that it is not a real emergency. In the event of an evacuation, we will go to Pomona High School for reunification. This information will be relayed through Messenger, so it is vital that your contact information is up to date.

## FIELD TRIPS

Teachers at Moore Middle School frequently plan field trips in order to provide our students with opportunities to learn outside of the classroom and experience real world contexts. Please know that deadlines around permission slips are necessary for our staff to effectively plan and organize these trips, and we will therefore not accept permission slips that are turned in after required deadlines. Furthermore, due to issues surrounding safety and security, we are unable to accept verbal permission for field trips.

## FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long as it does not disturb the educational process of the school or slander or threaten the rights of others.

## GUEST TEACHERS

When teachers have to be gone, guest teachers are essential. Because they are guests and they are teachers, all students are expected to treat them with the utmost respect, helpfulness and consideration. Consequences will result when a student’s name is left by the guest teacher for negative behavior.

## GRADING

Moore Middle School uses Infinite Campus for report grades and attendance. Teachers will be updating Campus weekly. You can see the overall grade for each class, click on the class to see the individual assignments, and directly email teachers from this point. Please check this weekly, along with your student, and discuss how things are going.

Our grades are reported as 0, 1, 2, 3, 4 instead of on a 100-point scale. You can think of a 4 being Advanced, a 3 being Proficient, a 2 being Partially Proficient, a 1 being Unsatisfactory/Basic, and a 0 being either that no work was turned in or that the work turned in did not meet any measure of the standard. In order to report grades this way, we have to trick Campus to understand and calculate correctly. We set all of our grades to be 4/100 which is equivalent to 4%. We ask that you ignore the percent symbol and read it as a 4 (A+ or Advanced).

**Grade Scale (AKA How we trick Campus into recording grades)**

**4.0 - 3.3 A**

**3.2 - 2.5 B**

**2.4 - 1.7 C**

**1.6 - 0.9 D**

**0.8 - 0.0 F**

## HALL PASSES

Students needing to leave the classroom during instruction will be required to have a classroom hall pass when they exit.

##

## LIBRARY / MEDIA CENTER (HUB)

Phone number: 303-982-0445

Books are checked out for two weeks at a time.

Library Access & Passes:

* + Students must have a pass to use the library during school hours, including during lunch
	+ Students must sign in and out when coming to the library.

Computer Access:

* + School assignments take precedent when using computers.
	+ Students are allowed to email classroom projects to themselves and/or to their teachers. We recommend students use a Google Drive and/or their Google email (e.g. student id@jeffcoschools.us).
	+ Inappropriate use of school technology will result in suspension of technology privileges and possible suspension from school

## LOCKERS [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Students are assigned lockers for the storage of books, supplies and coats and **may not be shared**. Lockers are to be accessed only before school, before lunch/recess, after lunch/recess, and after school. It is the student's responsibility to see that his/her locker is locked and in order, and students are to report any damage to the locker to a teacher or other staff immediately. School lockers are the property of the school **and students may not write on them**. Additionally, if it is suspected that contraband of any type is being stored in a locker, the locker can and will be searched.

## LOST AND FOUND

Lost items should be turned in immediately to the lost and found bin by the Main Office unless it is something of value (cell phone, device, jewelry, money) which would then be turned into one of the secretaries in the Main Office. Remember that it is illegal to be in possession of stolen property. Unclaimed items will be given to charity.

## LUNCH ROOM & RECESS EXPECTATIONS [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Moore has a closed campus and students may not leave during the school day for lunch or recess. Parents or guardians can check students out of school for lunch, but must return them in time for class.

**Lunch Room:** Every student at Moore is expected to comply with the following lunch expectations:

* Students can access lockers before lunch starts.
* Stay at one table.
* Stand in line for food with only 3 people in the kitchen per line.

In order to be excused for recess, students must

1. Throw away all trash
2. Wipe down their seat and table space
3. **Be dismissed by a staff member**

**Recess:**

Recess will be outside almost every day, unless it is raining or the outside temperature with wind chill is below 20 degrees.

* Once students leave the cafeteria, they will remain outside until they hear the signal to return to the building. Bathroom needs should be taken care of *before* going outside for recess.
* Sports balls can be checked out through the lunch supervisor. All games must take place in designated areas and we follow a strict, no-touch game policy (i.e. no tackle football)
* Spectators are to stay safely out of the way of those playing various ball games.

##

## PICK UP/DROP OFF

Complying with the following expectations will create a safe and orderly drop off / pick up for all.

* Slow down and be attentive in the parking lot. Be courteous to others in the parking lot.
* Please **pull as far forward as possible** in the appropriate student drop off area in the parking lot.
* Students crossing 88th Avenue on their way to or from campus are to do so at the **88th Avenue Crosswalk** only.

## PLEDGE OF ALLEGIANCE

Each morning, during morning announcements, the Pledge of Allegiance is recited. Students are not required to stand or say the pledge. Those choosing not to participate, are asked to remain quiet for those who choose to participate.

## PROHIBITED ITEMS

Prohibited items include matches, lighters, laser pointers/pens, fireworks, any kind of weapon or an item that could be mistaken for a weapon, and any item that could inflict harm, discomfort or embarrassment to students or staff.

Bringing such items can result in disciplinary measures. School personnel will make the final decision related to items determined to be prohibited.

## PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are limited to holding hands and brief, appropriate hugs. Kissing is prohibited.

## RESTORATIVE PRACTICES

# At Moore Middle School, our philosophy around discipline is grounded in Restorative Practice.

# Defining Restorative Practices: A mindset, not a curriculum or program, that focuses on building positive relationships and providing opportunities for community members to take responsibility for their behavior and their lives.

At the heart of restorative practices is the belief that we are all in this together, that we are all connected.

## Restorative practices create strong relationships between students and school.

Strong relationships help students engage in their learning. Restorative practices help us build strong relationships from the beginning. They also help us address challenging behavior in a way that strengthens relationships rather than breaks them.

## REPORT CARDS

Moore Middle School does not send report cards home with students or mail home paper report cards.

Final grades for report cards at the end of the semester may be viewed in Infinite Campus and/or through Jeffco Connect on December 22, 2020 and May 27, 2021.

## RESTROOMS [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Students are expected to use restrooms during the passing periods and during lunch. Passes out of class to the restroom will be provided only occasionally. Students must have a pass with them to be out of class.

## SCHEDULES [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Students select classes for the up-coming school year during spring pre-registration. It is important that students and families select classes carefully during this time. Schedule changes will only occur if a student is scheduled into a wrong class, has already taken the class, or by teacher recommendation. After the first week of each semester, any schedule change must be approved by the principal after the completion of a Schedule Change Form.

## SURVEILLANCE CAMERAS

Please be advised that surveillance cameras are in operation inside and outside of the school facility, as well as on district school buses. Surveillance video is the sole property of the district.

## THREATS

Moore Middle School and JeffCo School District take all threats against the safety of our students seriously. Students/families who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to any administrator, teacher, or counselor, or through Safe2Tell.org. The Safe2Tell system immediately notifies all administrators, counselors, District Safety and Security, and local law enforcement. Students who create or communicate in any manner unconfirmed, rumored, or false information concerning a threat being made against either an individual or the school population may receive appropriate discipline up to and including a recommendation for expulsion. If after school hours or on a weekend, please contact Safe2Tell.

## TRANSPORTATION

School District Policy determines who is eligible for bus transportation and the cost of that service. Late buses are provided free of charge on Tuesdays and Thursdays for students who stay for afterschool tutorials and/or activities. Families with questions about bus transportation should contact the North Area Transportation Terminal at 303-982-1998.

## VISITORS [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Families are always welcome at Moore Middle School. All parents and other visitors must check in at the Main Office before going to a classroom or elsewhere on campus. Students from other schools are not allowed to visit our campus during the school day.

## VALUABLE ITEMS AT SCHOOL [\*Remote/Hybrid Addendum](#_Hybrid_and_Remote)

Bring valuable items at your own risk. Moore Middle School encourages you to leave valuables at home. The school and district are not responsible for the loss of personal property brought to school. Furthermore, Moore Middle School does not initially investigate the theft of personal items.

Stolen items can be reported to our School Resource Officer or the Westminster Police Department.

## WEATHER

During inclement weather (active rain or temperature with wind chill below 20°F) students will be permitted to enter the building immediately upon arrival to school and will stay inside during recess. Please ensure that your student has dressed appropriately as conditions often change throughout the day. Should inclement weather cause a school closure, you will be notified by Messenger and you can watch any local news station for closure announcements.

Hybrid and Remote Learning Amendments

School Hours

While on Remote and/or Hybrid learning times will shift.

 7:40AM- Students online should enter their Mustang Minutes

 Students attending school during the Hybrid model will start being screened and let into the building to go to Mustang Minutes.

School Connectedness

During Remote and Hybrid Learning students will be using the Google Classroom platform to access their coursework.

How to navigate the various Google tools can be found here: [Student and Parent Tutorials](https://docs.google.com/spreadsheets/d/1_S9A45vTRArvGC7OUwfCzEwRgNRUypjLNlX9vO8_MOs/edit#gid=0)

Attendance

Attendance will be taken on a Google Form inside of each Google Classroom for students working online and at school (hybrid model). Students can access their Google Classroom and do attendance until 8pm each night.

Late Arrival

Students arriving after 8:15AM will need to go to the front door and be screened before attending classes. The front office will then adjust attendance documentation.

Early Checkout Procedures

Parent/Guardian needing to check out their student(s) before the end of the day will need to go to the front door, push the buzzer and will have to present their ID in order to get their student sent out of class for dismissal.

To ensure student safety, the person picking up the student must be on the contact list and must have identification.

Backpacks and Purses

During Hybrid Learning there will be no lockers for students to access, this includes P.E. lockers. Students will keep their materials with them and can carry a backpack.

Students will carry their backpacks to each classroom and store them under their chairs. Valuables need to be placed in bags and it is recommended that they are out of sight and off if it is electronic.

Bikes, Skateboards, Scooters

Students arriving via bike, skateboard, or scooter will need to lock them up in the bike rack area. Locks are not provided.

Students will need to self-monitor and apply social distancing rules.

Bus Rules

Students taking district transportation will need to follow the guidelines established by Jeffco Transportation.

Cafeteria

The cafeteria staff will have grab and go meals for breakfast and lunch. A lunch count will be taken during the school day in order to accurately have the appropriate number of meals available for students who would like school lunch.

Counseling

During both Remote and Hybrid Learning, students will have access to the counseling department. The counseling department will have a Google Classroom with a form that can be filled out to speak with their counselor.

Dress Code

Students are expected to follow the Jeffco dress code policies during both Remote and Hybrid learning. Students are required to wear a mask while in the school and the mask must meet dress code and health standards.

While working remote and attending class meetings, students are also expected to be in compliance with dress code.

Electronic Devices

See backpacks

Lockers

See backpacks

Lunch Room and Recess

Students will have the opportunity to eat in the cafeteria on a rotational basis during Hybrid learning. Recess will include appropriate social distancing measures.

Restrooms

Students will have access to the bathroom while attending school in person during class time. The restrooms will not be available during passing period in order to ensure that students are not socially distanced. When using the restroom during class time students should limit the number of people in the bathroom at two. Hand washing after using the bathroom is also expected.

Schedules

To start the school year, students will access all their classes in order, remotely (online) each day. Schedules will be viewable prior to the first day of remote learning in order to setup Google Classrooms.

Visitors

During Hybrid Learning visitors are not allowed to enter the building.

Valuable items

See backpacks