

BLEVINS
MIDDLE SCHOOL

2023-2024 STUDENT/FAMILY HANDBOOK



Bruin Fight Song

**We are the Bruins
Silver and Burgundy
Fly our colors brightly
And fight our way to fame
Rah, Rah, Rah!!!**

**We are from Blevins
Onward to Victory
Spirit and pride
Will be our guide
And all will know our name!!!**

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We strive to develop well-rounded students with character who respond to challenges with optimism and an open-mind, are confident in their own identities, make ethical decisions, join with others in celebration of our common humanity and are prepared to apply what they learn in real-world, complex and unpredictable situations.

Please read this handbook carefully as it contains helpful information to make your year a success. Ask any staff member about questions or concerns that you might have. We want your experience at Blevins to be the best it can be. Make a commitment to become actively involved in your studies and in other activities offered to students.

We hope you have a terrific year at Blevins Middle School.

Principal, Joe Zappa
 Assistant Principal, Dusti Sanger
 Assistant Principal/Athletic Director, Scott Schreiner

BLEVINS MIDDLE SCHOOL VISION AND MISSION STATEMENTS:

Vision: Blevins Middle School exists to welcome and inspire everyone in the learning community in a supportive environment that fosters creative opportunities for middle school students to grow and achieve.

Mission: Inspire Everyone Every Day.

POUDRE SCHOOL DISTRICT VISION AND MISSION STATEMENTS:

Vision: Poudre School District exists to support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.

Mission: Educate...Every Child, Every Day

Main Office – 488-4000 Attendance Line – 488-4044 Fax – 488-4011

People to Know	Name/Email(@psdschools.org)	Phone
Principal:	Joe Zappa (jzappa)	488-4000
Assistant Principal:	Dusti Sanger (dsanger)	488-4000
Assistant Principal/Athletic Director:	Scott Schreiner (scotts)	488-4000
Campus Monitor:	Ben Rees	488-4000
Counselors:	Erin McCain (emccain)	488-4009
	Meg Stump (mstump)	488-4010
	Anna Burris (annab)	488-4091
Registrar:	Hao Liang (hliang)	488-4008
Office Manager:	Michele Trujillo (mtrujill)	488-4004
Attendance:	Amanda Acheson (acheson)	488-4044
Health Tech/Athletic Physicals:	Nicole West (nicolew)	488-4007
Office Assistant:	Amy Overton (?)	488-4003
School Resource Officer:	Jaclyn Shaklee (jshaklee)	488-4046
Custodian:	Tom Cruz (thcruz)	488-4024
Foodfest Manager:	Eva Gallagos (evchavez)	488-4035

Helpful links:

- StudentVUE - where students can access grades, locker information, schedule, etc.
- ParentVUE - where families can access grades, students schedule, teacher contact information, etc.
- How-To Video - step-by-step guide on how to access student grades

Standards-Based Grading:

What does 4, 3, 2, 1, and 0 mean? This system translates easily to traditional grades as follows:

- Numeral “4” = “Advanced” = Exceeds standards/checkpoints for this grading period
- Numeral “3” = “Proficient” = Meets standards/checkpoints for this grading period
- Numeral “2” = “Partially Proficient/Developing” = is progressing toward standards/checkpoints for the grading period.
- Numeral “1” = “In-Progress” or “Emerging” = Does not meet standards/checkpoints for this grading period. Interventions are necessary for standards/checkpoints in this grading period.
- Numeral “0” = IE or “Insufficient Evidence” = Interventions are necessary for standards/checkpoints in this grading period.

Mastery Score Scale Mastery Levels Letter Grade

4 - 3.5-4 Advanced
3 - 2.6-3.55 Proficient
2 - 1.6-2.55 Partially Proficient
1 - .6-1.55 In Progress
0 - 0-.55 Insufficient Evidence IE

When there are questions about your student’s grade(s) while utilizing the on-line system, it is recommended to first speak with your student and have them explain their progress. If you still have questions, contact the teacher by email or phone. And finally, if there still is a discrepancy, please make an appointment with your student’s teacher. Teachers are expected to update grades every two weeks and encouraged to do so every Monday, when possible.

How are Content Grades determined?

Content Grades are based on a student’s demonstration of meeting Colorado State Academic Standards on assessments measuring proficiency on district/state standards. Assessments will be weighted as 90% and practice/homework will be weighted 10% of the final grade. Grades will be determined through the use of multiple assessments over time. Retakes of assessments create opportunities for students to demonstrate their learning and are an integral part of a standards-based grading system.

How are Work Habits grades determined?

Work Habits Grades are based on student demonstration of behaviors related to work completion, preparedness for learning, participation, and following classroom expectations. These behaviors contribute to academic success, as well as the ability to be life-long learners and positive contributors to society. Specifically, work habits grades are based on tasks that are assigned for practice or preparation, including homework completion and homework quality and by other factors such as class participation, work ethic, neatness, effort, attendance, punctuality of assignments, class behavior and attitude, student notebooks and journals.

Assessments: District/State-Wide:

Maps: The Measures of Academic Progress® (MAP®) is a suite of assessments. MAP® Growth™—measures areas that are related to Reading, Math and Science standards.

At Blevins, tests are administered at least three times a year to help capture growth in a student's academic journey. Data is used to help us recognize area of strength and support areas of needs. This is also a good projection on working towards meeting state standards at grades 2nd-12th.

ACCESS- (WIDA): ACCESS for English Language Learners (ACCESS) is the collective name for WIDA's suite of summative English language proficiency assessments.

- ACCESS is taken annually by English language learners in Kindergarten through Grade 12 in WIDA Consortium. Testing is done through the four language domains of Listening, Speaking, Reading and Writing.
- Testing is done once a year and usually second semester.

Colorado Measures of Academic Success (CMAS):

The CMAS assessments were developed by the Colorado Department of Education in a partnership with Colorado educators and Pearson, Inc., ensuring alignment to the CAS and measuring knowledge in the following content areas:

- Mathematics
- English Language Arts/Literacy, including Colorado Spanish Language Arts (CSLA)
- Science
- Social Studies

Colorado's standards-based state summative assessment system is designed to provide a picture of student performance to schools, districts, educators, parents, and the community. The purpose of the assessments is to indicate the degree to which students have mastered the Colorado Academic Standards (CAS) in mathematics, English language arts/literacy, science, and social studies at the end of the tested grade level and content area. CMAS results provide one measure of a student's academic progress relative to the CAS.

School counselors support students' social, emotional, and academic well-being. In addition to working with students individually, counselors meet with groups of students, maintain 504 plans, conduct classroom and small group activities, and work with individual teachers. Please understand that school counselors are not therapists; however, we can provide short-term mental health support and immediate crisis intervention. Above all, we value building relationships with our students. Students wishing to visit their counselor may sign up for an appointment in Student Services or via email. Parents may also set up an appointment via email, phone, or Microsoft Bookings.

- 6th/7th Grade Counselor: Ms. Burris annab@psdschools.org / 970-488-4091
- 6th/8th Grade Counselor: Mrs. Stump mstump@psdschools.org / 970-488-4010
- Academic Dean: Mrs. McCain emccain@psdschools.org / 970-488-4009

For more information about Blevins Student Services and Counseling, please visit our website:

<https://sites.google.com/psdschools.org/ble-counseling/home>

Schedule Changes: A schedule change may be requested during the first week of a new semester. Students should visit Student Services to sign up for these requests. Please note: schedule changes are not guaranteed and will be determined on a case by case basis.

Need to report a change of address? In order to help us respond to emergencies and to ensure that parents receive all mailings, you must notify the Student Services Office of any changes in addresses or phone numbers. If parents/guardians live at separate locations, please include any changes of address and/or telephone for both locations.

No Place for Hate: Blevins proudly joined the Anti-Defamation League in October of 2020. This program is a holistic, school-wide approach to improving school climate.

Incident/Bullying/Bias Reporting:

To report concerns or issues surrounding conflict, bullying, rude or mean behavior (Page 13), students should visit Student Services to fill out an Incident Report. All reports will be reviewed by counselors and/or administration and addressed accordingly. For more information on reporting please visit our website:

<https://sites.google.com/psdschools.org/ble-counseling/student-resources/reporting>

	BULLYING	CONFLICT	RUDE	MEAN
DEFINITION	Bullying is when someone keeps being mean or hurtful to someone else on purpose. The person it is happening to cannot make it stop. It's unfair and one-sided.	Conflict is a disagreement between 2 or more persons that becomes heated and both persons are upset.	Rude behavior is when someone is offensively impolite or ill-mannered.	Mean behavior is when someone is unkind, cruel, spiteful or unfair in actions or words.
FREQUENCY	Repeated behavior over time. Happening over and over again.	Occasional, in the heat of the moment.	Occasional or just once/twice.	Occasional or just once/twice.
PURPOSE	Planned or done on purpose to hurt someone.	An unplanned disagreement.	Unintentional, based on thoughtlessness that was unplanned	Intentional and purposeful. Intended to hurt someone or make them feel bad.
POWER	Imbalance of power between peers; one person feels or acts more powerful	Equal power between peers or even friends.	Equal power between peers or even friends.	Usually one-sided and often there is one person who feels/acts more powerful.
SEVERITY	Severe or serious with threat of physical or emotional harm.	Not dangerous to any person typically.	Not dangerous to any person typically.	Can be deeply hurtful to someone but not physically harmful (usually).
WHAT TO DO	Report to an adult at school or complete a Bully Report Form at Student Services right away. You can also report to Safe2Tell. Stay close to friends and teachers in the meantime.	Try to resolve it respectfully and peacefully on your own. Use strategies from Second Step. Ask for help with a teacher or counselor if you cannot resolve it respectfully.	Name it and Be Assertive: tell them what you want or need respectfully. Ask for help with a teacher or counselor if you need it.	Name it and Be Assertive: tell them what you want or need respectfully. Let a teacher or counselor know so we can address it.

Assemblies and Public Performances: Students are expected to sit in the assigned seating area for their class and maintain good attending skills. Appropriate hand clapping is the acceptable way appreciation is shown for a performance; disapproval is shown by doing nothing. Remember, each student contributes to the impression made by Blevins Middle School.

Athletics and Events:

Whether you are a participant or a spectator, observe these rules of good sportsmanship:

1. Observe all expectations for assemblies and public performances. Positive cheering for our team is acceptable at athletic events; negative cheering or taunting the other team is not. Whistling, stomping bleachers and booing are NOT acceptable.
2. Consider all opponents as guests.
3. Show compassion for an injured opponent.
4. Accept all decisions of the officials without complaint.
5. Be respectful toward players, coaches, officials, and visitors.

BLEVINS 6th GRADE ATHLETICS

Fall	Winter	Spring
Cross Country (No Cut)	Wrestling (No Cut)	Track (No Cut)
Tennis (Cut)		Golf (Cut)
		Unified Basketball

6th GRADE CITY OF FORT COLLINS SPORTS INFORMATION

- All registration is through the City of Fort Collins Online: www.fcgov.com/recreation

BLEVINS ATHLETICS 7th & 8th GRADE SPORTS

Fall	Winter	Spring
Cross Country (No Cut)	Boys Basketball (Select 16)	Softball (No Cut)
Tennis (Cut)	Girls Basketball (Select 16)	Golf (Cut)
Volleyball (Select 16)	Wrestling (No Cut)	Track (No Cut)
Football (No Cut)		Unified Basketball
Boys Soccer Club		Girls Soccer Club

Blevins/PSD Athletic Fees, Eligibility and Physical Information:

All students who plan to participate in any sport must obtain a Silver Card from the Front Office. Coaches will collect the Silver Cards which will allow the students to participate in tryouts. **Students will NOT be allowed to tryout or participate without a Silver Card.** For students to obtain a Silver Card they will need to have the following on file with the Front Office:

- Current Physician Certification of Student Fitness for Athletic Participation Signed by a Physician (Valid for 365 days from exam date unless rescinded)

- It is advisable to arrange physicals well in advance of the sport in which your child is interested.
- Forms can be found on our website at <https://ble.psdschools.org/athletics/athletic-information> or you can pick them up from the Front Office. NOTE: ATHLETIC FORMS ARE NOT AVAILABLE IN THE PHYSICIAN'S OFFICES.
- 2023-24 Middle School Athletic Permission and Release Form.
- 2023-24 Student Athlete Medical Information Form.
- An athletic fee (per sport) must be paid or waived prior to tryout/participation.
- Students must be out for a sport within 5 school days of the beginning practice date.
- A student must be at school more than half the day to participate in an activity unless previous arrangements have been made.

If you have any questions, please see Ms. West in the Health Office or call 970-488-4007.

ATHLETIC FEES 2023-2024: Athletic Fees for 6th, 7th, and 8th Grades (per student/per sport/per year) according to board approved amount. Fees will be waived for students qualifying for free or reduced-price school meals under the Federal Free or Reduced-Price Meal Policy **and have indicated they would like fees waived on the FEE WAIVER FORM. Parents obtain a waiver through ParentVUE.** - <https://www.psdathletics.org/middleschools>
ELIGIBILITY – Athletics / Club Sports / Extra Curricular

1. A student shall be declared ineligible if he/she has a 0.49 or below in two or more graded subjects
2. A student cannot be declared ineligible by one teacher, unless the student has the same teacher for two different graded subjects
3. A student who is declared ineligible a first time will miss the first contest of the following week
4. A student who is declared ineligible for a second time will be ineligible for all contests the following week
5. Eligibility is determined weekly and based on cumulative grades
6. Eligibility is reported Thursday and will impact the events of the following week
7. Suspensions
 - a. In-School (ISS) – it will be the Building Administration’s discretion whether the athlete can play or not in the next contest.
 - b. Out of School (OSS) – the athlete cannot play the next contest.

SPORTSMANSHIP: IT’S HOW YOU PLAY THE GAME

The Player	The Coach	The Spectator
Treats opponents with respect	Treats players and opponents with respect	Becomes informed of the playing rules
Plays hard, but with all the rules	Inspires athletes to compete fairly	Appreciates good play from either side
Exercises self control at all times	Works with those who are unsportsmanlike	Applauds positive performance
Respects officials/Accepts their decisions	Respects the judgment of officials	Does not heckle, jeer, or distract players
Never quits	Knows they are a teacher	Respects judgment of coach and officials
Represents school and community with pride		

Attendance:

If your child is absent from school, a parent can call the 24-hour attendance line before 8:15 am, email or request through Parent Vue. The telephone number is 488-4044. The line is open 24 hours every day. The absence will be unexcused until either we receive a phone call or a note from a parent/guardian to excuse the absence. If a call is not received, you will receive an automated call regarding the absence, or the attendance secretary will attempt to contact parents to verify the absence.

Excused Absences: The following shall be considered excused absences:

1. A student, who is ill, injured, or whose absence is pre-approved by the school's administrator. Prearranged absences shall be approved for appointments or circumstances of a SERIOUS NATURE ONLY, which cannot be taken care of outside school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is attending any school-sponsored activity with advance approval by the administration.
4. Funerals

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Pre-excused Absences: If your parent knows in advance when you will be absent, written notification should be given to the attendance office before the school day starts. The student is responsible for notifying each teacher of the upcoming absence and doing the work ahead of time if requested.

Make-up Work: You are provided one day for each school day missed to make up work for an excused absence. It is the student's responsibility to contact teachers to request homework upon returning. If students are absent 3 days or longer, please call 488-4044 before 8:15 am to request homework. When requesting homework, 24 hours advance notice to the office must be given. Make-up work for suspended students will be allowed and will be given credit provided the work is completed satisfactorily. Absences will be identified as excused or unexcused by the administration. Absences, whether legitimate or unexcused, will most likely negatively impact a student's performance and grades in all classes. Valuable classroom instruction cannot easily be duplicated outside of the classroom.

Truancy/Unexcused Absences: An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. In conjunction with PSD, Blevins will enforce the following guidelines regarding truancy. ****If attendance letters are returned as undeliverable the school will initiate a home visit**

4 Unexcused full day Absences	1 st Attendance Letter will be sent home
8 Unexcused full day Absences	2 nd Attendance Letter will be sent home
10 Unexcused full day Absences	Parent Conference with an administrator
15 Unexcused full day Absences	2nd attempt at Parent Conference with an administrator (If parent/guardian is unable or unwilling to participate in conference, the school will conduct a home visit)

Students who opt to not attend class during a given school day will be considered truant and unexcused from class resulting in consequences determined by building administration.

Tardiness Guidelines: Per **PSD Policy JH-JHB**, A student's educational success is impacted when he/she misses valuable instructional time. Also, when a student is late to class, it is a disruption to the educational process for the students who are in class. Therefore, it is expected that Blevins students will arrive to class on time. Unexcused and excused tardiness will be communicated between our teachers, attendance secretary and our families through

ParentVue. A student may be designated in ParentVue as “Extreme Tardy” if they are late 11 minutes or more from the start of class. If a student is absent for more than half of the class, they may be designated as Absent, excused or unexcused, depending on the specific circumstances. When necessary, final determination of unexcused, excused, extreme tardiness, and absence, and the appropriate implementation of consequences for unexcused tardiness, resides with school administration. School administration reserves the right to administer a 30-minute after-school detention to the student, per **PSD Policy JKB**. Families will be given notice before the detention occurs and in the case of transportation challenges, 24 hours notice will be provided.

Students will not be subject to consequences for 1st period tardies unless the student fails to report to class after being dropped off at school or arrived at school late without their parent/guardian’s consent or knowledge. Students tardy to 1st period should report directly to class prior to 8:00. After 8:00, students should report to the front office.

Early Checkout for Appointments: Your parent can arrange for an early dismissal from school when you need to go to a medical or dental appointment during school hours. Your parent must write a note, email or call the attendance line or attendance secretary. At that time, you will be issued a pass for your dismissal time. It is important to "**check out**" in the Front Office before leaving school and "**check in**" when you return. Parents must show a valid ID when picking up early from school. The safety of your kids is most important to us.

Behavior Information:

Behavior Accountability: To ensure a successful learning environment at Blevins, students are expected to follow Blevins policies and procedures, Blevins PAWS Poudre School District Code of Conduct and abide by local, state, and national laws. Classroom teachers address classroom concerns and minor infractions of school-wide policies and expectations initially. Major infractions and chronic misbehavior, which could result in suspensions, Violations of local, state, or national laws could result in law enforcement agencies being involved.

Student Behavior Response Guidelines: Blevins utilizes our PBIS framework, PAWS and Restorative Practices (RP) as necessary components to the school-wide discipline system. RP is a mindset, not just a curriculum or program, rooted in the belief that wrong-doing is best addressed through collectively identifying the harm done by one's actions and taking steps to repair that harm.

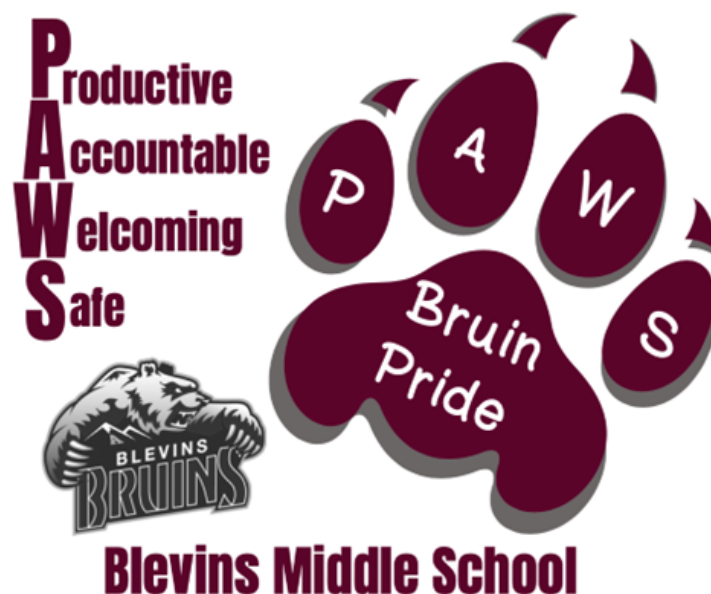
Blevins focuses on the 5 R's of Restorative Practice: Relationship, Respect, Responsibility, Repair, and Reintegration.

Blevins' Staff use the 4 questions of Restorative Practices when supporting student reflection of behavior:

1. What happened that brought us here today?
2. What were you trying to accomplish?
3. What was your part in all of this?
4. Who has been affected by what happened?

Teachers work with students and parents in addressing student classroom behavior. PBIS and Restorative Practices support students in restoring their relationship with teachers, staff, and peers, in order to maintain their ability to academically and socially thrive in the classroom.

As a community, we have worked to build consistency and clarity across our building in student behavior expectations and responses. This becomes the framework for our PBIS processes at Blevins. The flowchart below clarifies the process in which student behaviors are addressed at Blevins



Academic and Social Behavior Expectations:

Formal Removal: Colorado Law and PSD policy authorizes a teacher to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the PSD Code of Conduct
2. Is dangerous, unruly, or habitually disruptive
3. Seriously interferes with the ability of the teacher to teach the class
4. Demonstrates continued, willful disobedience

Students will be escorted from the learning environment by school administration through a call or email to the front office. The Colorado Legislature has taken these steps to ensure a quality learning environment for all Colorado students. If a student is formally removed from class, the teacher will contact the student's parent/guardian. A conference will be held as soon as possible to develop a positive behavior plan so that the student may re-enter class. In addition, other disciplinary action will occur in conjunction with the Formal Removal.

Cell phones, electronics / Earphones, earbuds: In accordance with PSD Board Policy JICJ: Student Possession and Use of Personal Communication Devices, the use of **cell phones/Smart phones, earbuds/AirPods, handheld gaming devices, personal cameras** (unless being directed by a teacher for academic or curricular purposes and/or school related activities) and/or any other electronic devices are not permitted during school hours (7:50 AM - 2:45 PM). This includes the classrooms, lunchroom, outside rec, hallways/passing period, and restrooms. If a student brings a personal device to school, it is expected to remain out of sight. The student also takes responsibility for it being lost, stolen, or damaged.

If a cell phone, or other mentioned personal devices, is seen or heard during school hours without expressed permission, staff can confiscate the device and deliver it to the front office who will return it to the student or their parent/guardian at the end of the school day. If the personal device is confiscated for a second time, the front office will only return the item to a parent/guardian. If the personal device is confiscated for a third time, the student will be required to turn their personal device into the front office for the school day for one week of school, or longer as determined by school administration.

If a parent/guardian needs to communicate with their child, we encourage parent/guardians to call the front office at 488-4000. A note can be brought to the student or the student can be notified and have the opportunity to speak with their parent/guardian on the office phone. Students may also request use of the front office phone when needing to speak with their parent/guardian. In appropriate circumstances, students will not be denied the opportunity to use their personal device to communicate with their parent/guardian if they receive express permission from their teacher or appropriate staff member and communication takes place in the front office.

Prohibited Articles: A general rule of thumb is: If it doesn't pertain to school business or is of significant value it doesn't belong at school. Items will be confiscated and kept for parent pick-up or returned to the student on the last day of school. Unclaimed articles will be removed permanently. Any item that could be used as a weapon is not permitted on school grounds (including some jewelry). Any item that can cause a disruption to the learning environment or potential harm to others can be banned and/or confiscated by building administration, this may include and is not limited to toys, glass bottles, laser pointers, aerosol cans, chains, "spiked" jewelry, needles or pins, fireworks, lighters, sexually explicit materials of any kind, and shocking devices.

PDA (Public Display of Affection): Quick appropriate hugs are acceptable. Kissing, holding hands, inappropriate contact or lengthy embraces, etc... are not appropriate in the school setting.

Keeping a Non-Disruptive Environment: The focus on keeping the classroom environment from distractions and interruptions also includes respecting the total school environment. The diversity of the school's clientele requires us to ensure a fair and just consideration for all students. When student's birthdays or special recognitions occur, parents are asked not to send flowers, balloon bouquets, etc, to the school office. The school office staff cannot handle

storage or oversight of these items due to lack of space and supervision capabilities. In lieu of delivering items, students may decorate a fellow student's locker for these occasions after gaining prior administrative approval and these same student(s) are responsible for cleaning the locker and removing decorations (tape, paper, etc...).

Locker policies: Students in 6th, 7th and 8th grade will have the option of using a locker or carrying a backpack around all day. Student lockers are the property of the school district. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to you free of charge to store books, coats, and school supplies. Students are free to decorate their locker with appropriate pictures, mirrors, shelves, magnets etc. if such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. To avoid claims of sexual harassment, all pictures and posters hung in the lockers must meet school district standards.

- Students are not allowed to share lockers or give their combinations to other students.
- Students having trouble with their locker should come to the front office for assistance. Locker combinations and locker placement will not be considered as legitimate complaints. Otherwise, custodians, at their convenience, will help with any locker jams.
- It is suggested that you do not keep valuable items in your locker. Your combination should not be shared and should remain private. Moving to another locker without permission of the administration is prohibited and will result in assignment of consequences. Private locks are prohibited.
- Periodically, school scheduled locker clean-outs and locker checks will occur. This will be accomplished on designated clean-out afternoons. In general, keeping a clean and orderly locker makes your environment more effective and manageable.

Lost and Found Missing Items: Please do not bring valuable items to school.

Lost a coat, book, or other valuable item.

- Investigate the possibility of the item being misplaced before you accuse someone or blame it on theft
- Check with a custodian to look in the lost and found area located in the auditoria
- Report the lost item to the office
- Tell your parents
- Tell your teacher immediately if it is a textbook or school equipment
- If the item is missing from your locker complete a locker complaint form in the office
- Consult with an administrator and if the missing item is exceptionally valuable, notify SRO

School Resource Officers:

A per PSD, School Resource Officers (SROs) are certified police officers based at PSD middle and high schools. The goals of the SRO in PSD schools are to provide a safe learning environment and support our school community, improve school law enforcement collaboration, and improve perceptions and relations between students, staff, and law enforcement officials. The roles of an SRO include counseling and mentoring students in life choices, teaching in classrooms, and law enforcement actions when appropriate.

Video Monitoring/Surveillance Equipment Notification: The Board of Education recognizes the district's continuing responsibility to maintain and improve student discipline and to ensure the welfare and safety of its staff, students, and community members in a district building and on district property. The Board of Education supports the use of video cameras including sound in district buildings and on district property as a means to promote the order, safety, and security of students, staff and community members. Notices of the use of video recording devices are placed around the building site informing students, staff and community members these devices are present on the school site. Blevins Middle School will utilize video monitoring equipment to assist in reviewing incidents that interfere with its effort in promoting a safe and respectful learning environment.

False Fire Alarms: False Fire Alarms or tampering with any fire equipment are considered dangerous behaviors that infringe on the rights of all. False fire alarms are a misdemeanor offense that is treated seriously. Fire marshals will

talk with the offending student, charges will be pressed with the possibility of a fine, community service, and weekend fire safety classes will be required.

Student Dress - Board Policy JICA: The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. All students should be able to dress comfortably and in a manner that expresses their individuality without fear of or actual unnecessary discipline or body shaming. To ensure effective and equitable enforcement of the dress code, school officials shall enforce the dress code consistently and in a manner that does not create disparities, reinforce stereotypes, or increase marginalization or oppression of any group. This dress code will not be more strictly enforced against students because of their race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.

Definitions:

- “Apparel” means clothing; headwear; facial coverings; accessories such as scarves, sunglasses, or jewelry; shoes; and articles worn as clothing.
- “Grooming” means makeup, tattoos, and hair style.
- “Dress code” means the set of parameters established within this Policy that describes the standards for student attire and grooming.

General Principles:

Districtwide standards on student apparel are intended to reduce discipline problems and maintain school order and safety. Students are encouraged to dress appropriately for all school activities and school-sponsored events.

Reasonable cleanliness of apparel is expected as a matter of general health and welfare. Apparel should not interfere with or endanger the student while the student is participating in classroom or other school-sponsored activities. The decision as to the safety or unsuitability of the apparel is a matter for the instructor's or school administrator's judgment.

Apparel must be worn in a way that covers breasts, nipples, genitals, midriff, and buttocks. Apparel covering these areas must be opaque. Items listed in the “Students Must Wear” section must meet this requirement.

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools.

Students Must Wear*:

1. A shirt (with fabric in the front, back, and on the sides underneath the arms); AND
2. Pants or the equivalent (e.g., a skirt, sweatpants, leggings, a dress, or shorts); AND
3. Shoes (e.g., sandals, boots, or athletic shoes).

*Course, athletic, or activity specific apparel or shoe requirements may be permitted as authorized by the principal or designee (e.g., athletic shoes for physical education).

Students Cannot Wear:

1. Apparel that causes or is likely to cause disruption of the educational process, which may include apparel that displays symbols of hate or speech that expresses animus or violence toward a particular group or individual on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.
2. Apparel that depicts, implies, advertises, or advocates:
 - a. Illegal or lewd conduct.
 - b. Pornography, nudity, or sexually suggestive language or messages.
 - c. Vulgar or obscene language or images.
3. Swimsuits (except as required in class or athletics).
4. Apparel that covers a student's face or ears. Hats or hoods that do not obscure a student's face or ears are permitted. Protective facial coverings or apparel/headgear worn for religious or medical purposes are also permitted.
5. Any manner of grooming or apparel, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang. The prohibition on gang-related apparel shall be

applied at the discretion of school principals after consultation with the superintendent or designee as the need arises at individual schools. (See District Policy JICF, Secret Societies/Gang Activity and Dress).

Dress Code Enforcement:

A student who violates this dress code will be notified of the violation. Before re-entering class, the student will be provided with three options: (1) wear their own alternative clothing, if available at school; (2) wear school provided clothing; or (3) call a parent or guardian to bring alternative clothing. A parent conference may be held at the discretion of the building-level administrator. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations. ***Revised by Board: June 8, 2021, effective July 1, 2021***

Hall Passes: Blevins utilizes E-Hallpass, an online digital hall pass program. This program is used as a pass for students to leave the classroom or, when appropriate, to be excused from a tardy or hall visit by a school administrator, counselor, or other staff member. E-Hallpass requires students to use their laptop to request permission to leave the classroom. It is imperative that students have their laptops charged and available in each class, every day.

All students are given three E-Hallpasses per school day to be used for voluntary student-directed exits from the classroom. This includes, but may not be limited to, locker visits, restroom breaks, water breaks, health office visits, and front office visits. Classroom exits that are prompted by Blevins staff, such as from a school administrator, counselor, or front office staff member, are not included as part of a student's daily E-Hallpasses. Exceptions will be made for documented, specific circumstances, such as students with Health Plans, Individualized Education Plans, and 504 Plans, and will be communicated to necessary staff members by the documented case manager. In case of an emergency, such as a sudden and/or severe illness, exceptions will be made based on the supervising staff member's discretion.

With E-Hallpass, Blevins:

- Ensures Safety & Security- knowing how many students are in the hall at any time with real-time updates on student arrivals.
- Reduces Classroom Interruptions- with improved efficiency of student-created digital passes that are more sanitary than paper or object passes.
- Increases and Monitors Student Engagement- corresponding data for each student documents how frequently and for long students are out of class.
- Improves Communication- teachers and other staff members can more effectively communicate student patterns of behavior to families.

Expectations at Locations on Campus:

Visitors: Closed campus requires all visitors to check in at the Front Office. Parents are always welcome at Blevins and are encouraged to make an appointment to see a teacher, counselor, an administrator or visit a classroom.

- **School Visitor Check-In System:** Nothing is more important than the safety of students and staff. That is why Poudre School District is using the **nationally-recognized Raptor Technologies visitor and volunteer check-in and management system**, which is used in more than 50,000 K-12 schools worldwide.
 - With Raptor, PSD can:
 - Verify the identity of visitors and volunteers at all schools to ensure that they are there for educational and approved support purposes
 - Know who is in a school in real-time in the event of an emergency.
 - What you can do:
 - Always enter schools through the secure front entrance. Do not attempt to go through side doors or prop doors open for others.
 - If dropping off your child's lunch or homework at the front desk/entrance, do NOT check in using Raptor.
 - If going beyond the school's front entrance, **follow these steps to check in:**
 - First-time visitors:
 - See front desk staff.
 - Provide an ID to be scanned (e.g., driver's licenses, passport ID cards, or other government- and military-issued ID cards with a bar stripe).
 - Don't have one? See the front desk staff, who can manually confirm identification using passports, birth certificates, permanent resident cards, Native American tribal documents, voter registration card, and more.
 - Raptor system runs a real-time check of the national registered sex offender database.
 - PSD has protocols to promote safety and maintain the dignity and confidentiality of individuals, should this search yield any results.
 - If there are no results, the individual will be given a badge and cleared to enter.
 - Return to the front desk to sign out upon leaving.
 - Returning Visitors:
 - Check in at the front desk.
 - Returning visitors with an existing record can be checked in without scanning their identification card/verifying document.
 - If there are no results, the individual will be given a badge and cleared to enter.

Visitation by students from other schools, and/or siblings will not be allowed.

School Bus Transportation: The bus rules are posted on all buses to help students be responsible for the safety of everyone on the bus. Students are responsible for obeying these policies. Choosing not to follow the bus rules could result in loss of bus privileges. Bus personnel, in cooperation with the administration, will address disciplinary action for inappropriate behavior. For students desiring to ride a bus home with a friend, parents must provide a written statement providing specific information indicating addresses for pickup and drop off. Bus passes are issued in the Blevins Attendance office for one-time only occasions. Bus Pass Requests must be brought to the attendance office by 8 AM the day the bus pass is needed.

Crosswalk: The crosswalk is to be used to safely cross Taft Hill Road and Bruin Drive to ensure the orderly movement of vehicles. Students must use the crosswalk within its designated boundaries and cross with the designated light signal. Students will be held accountable for unsafe behavior.

Bike Transportation: Bicycle riders must obey the city bicycle safety laws. Bicycles are not to be ridden across the grass. Get off your bike and walk it in high pedestrian traffic areas. This includes the front and back of Blevins right before and after school. Unsafe use of bicycles will not be tolerated. Bicycles may be locked in the bike rack area west of the building. This area is for student convenience. Bicycles left in the bike rack area are the responsibility of the student. Theft and damage to the bicycles **SHOULD** be reported to the SRO, as well as to the administration.

Skateboards, Scooters, etc.: Skateboards, scooters, wave boards, longboards and roller blades are a suitable means of transportation to school. However, due to school district insurance policies, student skateboards, scooters, wave boards, longboards and roller blades are **NOT** to be **RIDDEN ON SCHOOL GROUNDS**. Violation of this rule could result in the confiscation of the skateboard, scooter, wave board, longboard or the roller blades. The school takes **NO** responsibility for the storage or security of skateboards, scooters, wave boards, longboards or roller blades.

Transfort Bus Transportation: Students that will be using Transfort as transportation to school must use this privilege with appropriate conduct. It is the student's responsibility to leave the bus stop area safely and to use the crosswalk zones to travel Taft Hill Road. **Students walking or running unsafely through traffic will be held accountable for unsafe behavior.** Students will not be allowed to be late for school or leave early from school because of the Transfort Bus Schedule.

Breakfast and Lunch: We are excited to share that all students will receive **one free breakfast and lunch daily** starting in 2023-24 through the Healthy School Meals for All program! This new statewide program, approved by Colorado voters, is helping Colorado children and teens have access to nutritious food at our school. Even though breakfast and lunch will be provided for free, we need families to **continue sharing household income information** through the Free and Reduced Meal Benefits form in order for our district to receive full access to federal funding. These additional funds will go directly back to Poudre School District to help cover the cost of meals and other nutritional programs. Plus, families who qualify may receive discounted school activity fees, community activity fees, utilities support and more! As always, all household income information will be kept confidential, and protected by law. Immigration, migrant, citizenship or refugee status is not required when completing the form.

Be sure to fill out the Free and Reduced Meal Benefits form as part of your back-to-school registration! If you have questions or would like additional support, please reach out to Child Nutrition at 970-490-3557 for more information.

Starting in the 2023-24 school year, students at all schools will check out of the cafeteria line with a quick tap of a finger.

After a biometric scanning system reduced line wait times as part of a spring pilot program, PSD is installing the system in all schools this fall. Families have the option to opt their students out of using this system.

Recreation Time: Students have the option of going outside after eating, except on poor weather days. The south asphalt area and the west grass field are available for outside area use. Playground equipment will be available outside and must be returned at the end of the lunch period. Students need to honor boundaries, be respectful, avoid play that hurts others and return all recreation equipment to the proper supervisor. On inclement weather days, students will spend recreation time in the gymnasium. Students must get coats from lockers before going to lunch. Students are not allowed in locker bays during lunch periods.

Clubs, Groups and After School Activities:

Clubs and After School Groups: Information regarding Student Groups will be communicated through student announcements and weekly parent emails.

Dungeons & Dragons	Our purpose is to create a group for students who love the game of Dungeons & Dragons to get together and share their similar joy of gaming, and create a fun after school community of like-minded students.
Fellowship of Christian Students	Our purpose is to create an affinity group for students who are looking for a place to belong, support one another, and to create a community at Blevins Middle School.
GSA	GSA (Gay-Straight Alliance) is a club open to all students regardless of their gender or sexual orientation. The purpose of the club is to create a safe space for LGBTQ+ students and those who support them, as well as for education and activism related to the LGBTQ+ community.
Lego Robotics Club	<p>The Lego Robotics Club competes in First Lego League each season. We begin practices at the beginning of the school year and they continue until our competition in November. Each year has a different challenge that requires each team to cooperatively compete in three areas:</p> <ul style="list-style-type: none"> ● Come up with an innovative solution to an open-ended, scientific question. ● Demonstrate good teamwork skills towards a problem that is given to you on the day of the tournament. ● Design and program an autonomous Lego robot that can complete numerous challenges on the Lego Challenge Board. ● Students interested in Lego Robotics Club need to see Mr. Hartley (Room 206) ● Other Important Information: A Fee Will be Charged to Participate.
Math Coding Club:	Students interested in Math Coding Club need to see Mr. Schulz (Room 240)
Math Counts:	<p>Math Counts is a math club that runs after school in preparation for a regional math competition to be held in February at a local University. Anyone interested in sharpening their math skills in a fun and engaging after school club atmosphere is welcome to attend. All grades and abilities are welcome.</p> <ul style="list-style-type: none"> ● Students interested in Math Counts need to see Mr. Holder (Room 305)
No Place for Hate:	Engaging students and staff in dialogue and active learning on the topics of bias, bullying, inclusion and allyship that matter most to our community.

Dances: School Dances and celebrations are a privilege. Students are to follow school expectations at dances. The school dress code will be enforced. No moshing, slam dancing, whips, throwing students in the air, running, sexually explicit dancing, or activity that may interfere with the safety of others will be allowed. Students who leave the building early will not be allowed to return. Students must be at school more than half of the day to attend the dance unless

prior arrangements have been made. Students in violation of these rules will be asked to call home and immediately asked to leave school. Students not attending the dance will be asked to remain off school property. Disciplinary action may make a student ineligible to attend a dance at the discretion of building administration.

Closed Campus: District policy requires that students are restricted to the school campus, including lunchtime. Students are not permitted to leave campus for non-authorized purposes during class time or at lunchtime. Only a parent can take their student out to lunch during the student's designated lunch period.

Fee Information:

FEES AND CHARGES (MISCELLANEOUS): 2023-2024 School Year

1. Refer to the PSD website <https://www.psdschools.org/schoolpay> regarding School Pay for all Board of Education Approved fees for all schools.
2. Extracurricular Activities may include fees to cover the cost of specific activities or events (Varies)
3. Fines and damage deposits may be collected to offset repair or replacement costs (Varies)

Health Forms and Information Requirements:

Health Office: If you have any questions or concerns, please call the Health Office at 488-4007. The Health Office is available to students who become ill or injured during the day. The classroom teacher must send the student on an eHallpass. We request students do not *text or call parents from the classroom or their cell phones if they are ill.*

Health Care Action Plan: Your child is unique. Please give us details about any health concerns that your child may have so we may be of assistance to your child at school. The school nurse will review any information you provide, and a Health Care Plan may be developed. Health Care Action Plan forms are available on the PSD Website, Blevins Website and in the Health Office (and must be renewed yearly). A parent/guardian and a physician must sign this form. Parents/guardians may fax Health Care Action Plans to the physician to sign. Return the signed forms to Blevins for the 2022-2023 school year. **Migraines or frequent Headaches - Asthma, especially Inhaler users - Severe Allergies, especially Epipen users- Diabetes - Seizures - Any other conditions needing special attention and/or care.**

Medication at School: ALL medications (doctor prescribed or over the counter) given at school must be accompanied by a PSD Medication Release form for the 2022-2023 school year. This form must be signed by a parent/guardian and a physician. The medication must be provided to Blevins in the original prescription bottle or manufactures bottle accompanied by the completed PSD Medication Release form. Medication must be brought to school by a parent/guardian. Medications will be kept in the Health Office. Students may carry their inhaler or Epipen/antihistamine for a severe allergic reaction, but a Carry and Self Administration medication permission form must be completed and kept on file in the health office for the current school year. **These rules apply for all medication given at school whether it is a prescription or an over-the-counter drug. These guidelines are in place for your child's protection. – Important!! See PSD Code of Conduct. (Use/possession of any prescription medication or over-the-counter drug at school will result in up to 5 days suspension from school for the 1st offense.) Over-the-counter drugs include but not limited to: Aspirin, Ibuprofen, cough drops, Tylenol, allergy medications, cold medicines, etc.**

Immunizations: AS PER STATE LAW: STUDENTS MUST BE COMPLIANT TO BE IN SCHOOL. YOUR CHILD REQUIRES THESE IMMUNIZATIONS PRIOR TO ATTENDING BLEVINS:

DTab/DTP/DT/Td	5 doses
Tdap booster	1 dose (6th-12th grade)
Polio	4 doses
Hepatitis B	3 doses (a 2 dose series is now available for ages 11-15)
MMR	2 doses
Varicella 2 dose grades K-12 (or disease history form health care provider, parent or guardian)	

Please submit proof of these immunizations as soon as possible to your current school. If this is not done, your child will be excluded from school and their schedule will be withheld. You may fax immunizations or request your doctor's office to fax immunization records to Blevins at 970-488-4011, attention Health Tech.

Starting July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Resources for Technology/Library:

Laptops and Technology: As part of the district's efforts to equip students with 21st century skills, the 1 to 1 laptop initiative, funded by Mill and Bond dollars, was approved by voters in the fall of 2010. As part of this initiative, laptops are checked out to Blevins' students at the beginning of each school year. This project enables all Blevins' students access to technology by having a computer in every classroom and the ability to use it at home for school work, while also teaching computing skills including care and maintenance. **See the Blevins Website for links to resources.**

In order to be issued a laptop, you must complete the following:

- View the laptop training video
- Read the PSD Computer Handbook on PSD Website.

Laptop Reminders:

- Restart once a day.
- Keep your charger at home and charge your laptop every night.
- You may or may not be able to print at home, depending on the age of your printer. Students will be able to print at school.
- Always have a backup of your work! Use your Google Drive or your student folder to store your work. If your computer has issues and needs to be re-imaged, you may lose everything stored on your computer.
- Remember you cannot access your student folder from home, so if you need to work on files outside of school, save them to a USB flash drive, email yourself a copy, store them on your Google Drive, or save a copy to your laptop (but remember to save to your student file when you get to school).
- Remember **you cannot access any personal email accounts from school computers**. Make sure to use your PSD email account for sending essential documents to yourself and other students. And remember that your student email account is emptied out each summer, so do not use it to store any important messages or documents that you do not have access to elsewhere.
- Remember you cannot install or download software to your laptop. Installing games, programs, or downloading inappropriate related documents, videos, photos and files to your laptop may result in disciplinary action.
- Remember that your laptop must be checked in at the end of each school year. If you are leaving Blevins or transferring to another school inside or outside of Poudre School District, you must check in your laptop and charger in the Media Center before leaving.

Frequently Asked Questions

My student email account has reached capacity. What do I do?

- Make sure your Sent, Deleted Items, and Drafts folders are empty. If you continue to experience issues, please visit the Library for support.

Troubleshooting technique

- Try restarting your laptop before bringing it to the Library to see if it fixes the issue. (Do a control/alt/delete, click on the power icon in the bottom right-hand corner and choose "restart".)

I've never logged in before. What is my password?

- Your default password will be:
 - The 1st four numbers of your PIN #
 - Capital 1st letter of your first name
 - Lowercase 1st letter of your last name
 - ++ (plus, plus) For example: John Doe, PIN #1234567 = 1234Jd++

My password needs to be reset. What are the requirements for a new password?

- At least 8 characters long, with at least 3 of the following 4 things:
 - Upper case, Lower case, Symbol, Number
- Cannot contain any part of your name or the word "student".

Laptop and Charger Checkout:

Can I use my personal device instead of checking out a PSD provided device?

- No. No personal devices can connect to the PSD network, including staff and students. The PSD provided devices are also equipped with filters for school appropriate usage.

How do I check out a loaner laptop?

- A limited number of emergency laptops are available for checkout on an as-needed basis for students whose computers are being repaired. Check it out in the library. Loaner laptops must be returned at the end of each school day and may not be taken home.

If I forget my computer, can I check out a loaner laptop?

- Loaner laptops are ONLY for students whose computers are in repair.

Families are encouraged to communicate with students to establish shared responsibility:

1. Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, family's work address/telephone number, or the name and location of my school without my family's permission.
- I will tell my family right away if I come across any information that makes me feel uncomfortable.
- I will agree to never get together with someone I "meet" online without first checking with my family. If my family agrees to the meeting, I will be sure that it is in a public place and bring a trusted adult along.
- I will never send a person my picture or anything else without first checking with my family.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my family right away so that they can contact the online service.
- I will talk with my family so that we can set up agreements for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these agreements without their permission. I understand there will be consequences to my actions.

2. Limit the hours during the day that your child is on the computer.

3. Physically monitor student activity on the computer. We encourage families to have their student's login and password to monitor their child's computer profile, as well as their assignments. If students refuse to share, their password can be reset at a family's request. The PSD 1:1 computer program is a very important part of our Blevins' students becoming 21st century learners.

Damage to Laptops:

1. Students whose laptops are damaged due to negligence will be assessed a fine of \$20 for repairs, or \$50 for entire laptop replacement.
2. Charging cords can be replaced at a cost of \$20.
3. Students who damage laptops and/or cords with malicious intent will be charged \$20 or \$50 (depending on severity) and will be expected to complete community service with the school.
4. If the repair and/or replacement costs is not an option for families, the student may serve community service hours with the school as an alternative.

Library:

- We welcome students to the Blevins Library. As in all libraries, students are expected to have quiet activity and respect school property and other persons. The Library opens at 7:35 each morning. Students wishing to use the Library in the morning must get a pass from the supervisors in the Auditoria. Use of the Library during rec time is available to students who get a pass before lunch begins. The pass must be presented to an Auditoria supervisor before going to the Library.
- If a parent wishes to designate that their child should NOT be in photos/video or articles published by PSD and/or Blevins, they must fill out a Media Opt-Out Form and turn it in **each school year**. Those forms are available on the Blevins and PSD websites.
- Students are charged for **lost** Library materials, the cost of the item plus processing. Students are charged for **damages** incurred while the student has material checked out.

STUDENT AWARDS:

Student of the Month –The Student of the month recognition is determined by the faculty selection process to recognize three students from each grade every month. The recognition criteria focus on student progress, attitude, performance, and involvement in the school. Selected students are pictured in the Honor Hallway and are honored at a lunch with the Principal.

BLEVINS 8th GRADE AWARDS/RECOGNITIONS:

Honor Athlete Awards – Criteria: Students must have maintained a cumulative GPA of 3.0 or higher as an 8th grader and must have also participated in at least 2 sports as an 8th grader and 1 sport as a 6th or 7th grader. Must be an outstanding citizen representing our school.

Bruin Award – Criteria: Students must have maintained a cumulative GPA of 3.5 or better during 8th grade and must have also participated in at least 2 sports as an 8th grader and at least 2 sports as a 7th grader. Must be an outstanding citizen representing our school.

Honor Student Award – Criteria: Students must have earned a 4.0 as an 8th grader and must have maintained at least a 3.5 GPA during Middle School. Must have also participated in a minimum of 2 school activities (such as Athletics, WEB, Chess Club, Talent Show, etc). Recipients are not eligible for the Bruin Award.

One Eighty Award – Criteria: Significant positive personal or academic change demonstrated while at Blevins. Significant commitment to improvement and learning.

Andy Wiebelhaus Award – Andy was a Blevins student who was killed in a skiing accident in 1978. His parents established this award that honors students with the following characteristics: Congenial, curiosity, aims for the future, positive thinking, considerate, sincere concern for others, and participation in sports.

Piper Northen Award – Piper was a Blevins student with a serious medical condition. She underwent 2 liver transplants but was unable to overcome her health issues and passed away. Blevins administrators established this award in 1997 to honor Piper's strong characteristics. Criteria: Demonstrates courage, positive attitude as well as stamina, will, resolution, friendships, determination, hero, resolve, flexibility, self-expression, adaptability, expressive love, humor, persistence, caring, never gives up, above and beyond, potential, perseverance, and stands up against all odds.