

CROSSROADS MIDDLE SCHOOL



**2020-2021**

**STUDENT HANDBOOK**

10900 Huron Street  
Northglenn, CO 80234  
Phone: 720-972-5900  
Fax: 720-972-5919

## HANDBOOK EXPECTATIONS

This handbook is designed to familiarize students and families with an overview of Crossroads Middle School and our values, rules, regulations, and policies. Please take the time to read it carefully.

It should be understood that the information in this handbook is the reference guide for the successful completion of our program and that students are directed to comply with the outlined expectations in this manual.

We realize that this handbook is not inclusive of every school situation, but we hope that it clarifies most policies of the school and the school district.

If you do not understand or if you need further information about any of the contents, please contact us at your earliest convenience.

Our goal is to provide a positive and meaningful educational experience for all of the students of Crossroads Middle School. The contract requires parent and student signature.

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## STUDENT / PARENT CONTRACT

I, \_\_\_\_\_, will comply with all rules and regulations, policies and procedures as they pertain to Crossroads Alternative Middle School and in alignment with the Crossroads school of choice contract as well as Adams 12 Five Star Schools superintendent policies.

Furthermore, I understand that failure to comply with said policies may result in losing my student status at Crossroads, at any point during the year and for a length of time to be determined by the Principal.

I have received my Student/Parent Handbook for 2020/2021 containing updated District Policies and information.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Adams 12 Five Star Schools**  
1500 E. 128<sup>th</sup> Avenue  
Thornton, CO 80241  
720-972-4000

**BOARD OF EDUCATION**

Ms. Kathy D. Plomer	President
Ms. Laura P. Mitchell	Vice President
Mr. Norman L. Jennings	Secretary
Mr. Brian M. Batz	Director
Ms. Jamey Lockley	Director
Dr. Christopher E. Gdowski	Superintendent of Schools

**WELCOME**

Welcome to Crossroads Middle School! We are very happy to have you join our community, and we look forward to a very positive year of growth and a commitment to learning.

The Crossroads staff is an experienced and dedicated group of individuals who are willing and prepared to address the needs of all students who attend our school. Our hope is that each student will find a way to “connect” with at least one staff member who will serve as a listener, helper, and positive role model.

Crossroads offers the opportunity for a new start to make positive changes in order to prepare for a successful future. A commitment to take advantage of this opportunity is critical to ongoing enrollment and success.

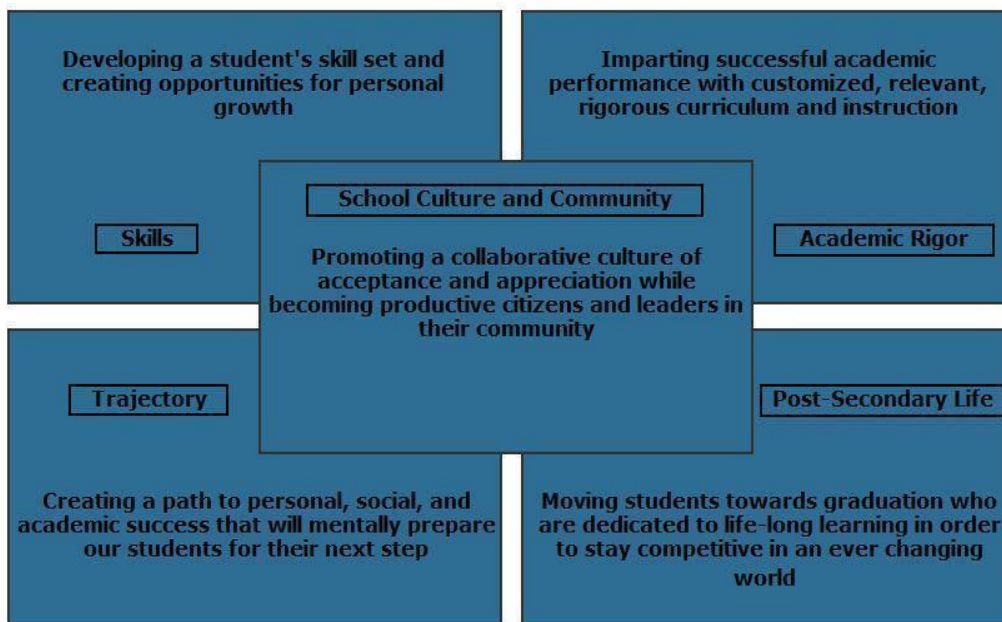
Our staff looks forward to working with you throughout the 2020-2021 school year. Please contact us if we can be of assistance in any way.

Sincerely,

Alan Hollenbeck  
Principal  
720-972-5800  
Crossroads Middle School  
Adams 12 Five Star School District



*We are committed to...*



**Our Values: 6 P's**

- Prompt
- Polite
- Produce
- Participate
- Prepared
- Positive Mental Attitude

# CROSSROADS MIDDLE SCHOOL STAFF

2020-2021

<b>Alan Hollenbeck, Principal</b>	<b>720-972-5801</b>
<b>Robin Skolnick, Assistant Principal</b>	<b>720-972-5903</b>
Alison Smyth, Dean of Students	720-972-5877
Sue Beckerman, Discovery Teacher	720-972-5907
Michael Evans, Counselor	720-972-5906
Cheryl Gallardo, Secretary/Registrar	720-972-5901
Renee Sullice, English Language Learner	720-972-8357
Nita Laramie-Eaton, School Psychologist	720-972-5804
Darrell Marquez- Science Teacher	720-972-5909
Paula Marquez- Math Teacher	720-972-5910
Michael Rodgers, Learning Specialist	720-972-8913
Zachary Schultz- Campus Security Officer/Refocus Room	720-972-5912
Anna Schreckinger- Language Arts Teacher/Social Studies	720-972-5908
Nick Scott, Physical Education	720-972-8341
Kory Skattum, Social Studies	720-972-5908

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## ALTERNATIVE SCHOOLS CAMPUS SUPPORT

Troy Barker, Building Technology Coordinator	720-972-8348
School Resource Officer (SRO)	720-972-5916
Glenda Grossman, District R.N.	720-972-4346
Christy Monson, Office Manager	720-972-5801
Jenni Rendon, Health Aid	720-972-8361

# 2020-2021 BELL SCHEDULE

\*\*\*Subject to change\*\*\*



Period 1	8:00-9:20
Period 2	9:25-10:35
Period 3	10:40-12:00
LUNCH	12:00-12:40
Period 4	12:40-2:00

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## ADVISORY BELL SCHEDULE EVERY WEDNESDAY

Period 1	8:00-9:05	
Period 2	9:10-10:15	
Period 3	10:20-11:25	
LUNCH1	1:25-12:40	
Period 4	12:05-1:10	
Period 5	ADVISORY	1:15-2:00

# **DELAY START SCHEDULE**

Breakfast 9:40 – 9:55 AM

## **Crossroads Middle School**

**\*\*\*No Advisory Schedule\*\*\***

1 - 10:00 - 10:55

2 - 11:00 - 11:55

Lunch - 11:55 - 12:15

3 - 12:15 - 1:05

4 - 1:10 - 2:00

# Crossroads Middle School

## 2020- 2021 Calendar

August 27, 2020	Quarter 1 First Day of School	Remote Learning Begins
September 7, 2020	Labor Day	NO School for Students
September 10, 2020	Fall Parent/Student Conferences	3:30 p.m. -7:00 p.m.
<b>October 16, 2020</b>	<b>CRMS Teacher Work Day</b>	<b>NO School for Students</b>
October 19, 2020	Quarter 2 First Day of Classes	
November 11, 2020	Veteran's Day	NO School for Students
November 23-27, 2020	Thanksgiving Break	NO School for Students
December 18, 2020	Teacher Work Day	NO School for Students
December 21- January 1, 2021	Winter Break	NO School for Students
January 4, 2021	In-Common Release Day	NO School for Students
January 5, 2021	Quarter 3 First Day of Classes	
January 18, 2021	Martin Luther King Day	NO School for Students
February 11, 2021	Spring Parent/Student Conferences	3:30 p.m. -7:00 p.m.
February 12, 2021	District In-Service Day	NO School for Students
February 15, 2021	Presidents Day	NO School for Students
March 5, 2021	Quarter 4 First Day of Classes	
March 22-26, 2021	Spring Break	NO School for Students
March 29, 2021	In-Common Release Day	NO School for Students
May 26, 2021	Last Day of Classes	
May 27, 2021	VPHS Graduation No Classes	NO School for Students

- **Bold items are special dates/information related to CRMS**
  - **Calendar is subject to change.**



# Crossroads Middle School

## Policies - Expectations

Crossroads is an alternative middle school program serving an important group of students. Our school vision and mission is to serve students in a setting that increases support systems while adhering to strict behavioral expectations. Due to the critical need to be a unified program, the school expectations and climate are believed to establish specific benefits to our overall goal of increased student achievement and success.

Since Crossroads Middle School is an alternative school program, it is understood that multiple agreements/acceptance of policies are recognized at the onset in order to maximize student success. **Your signature confirming receipt of this handbook indicates the knowledge and acceptance of the policies listed. These policies are outlined more specifically in this student handbook and District Policies.**

### CROSSROADS ATTENDANCE

Regular attendance at Crossroads is critical to academic success. The Superintendent Policy 5020 student attendance policy speaks to excessive unexcused and excused absences. We encourage parents to discuss attendance expectations with your child and to use Infinite Campus or call the school to monitor attendance progress. See insert "District Policy" 5020 on page 11-13 to read the attendance policy.

In regards to tardies to class, the teacher and principal may impose consequences for excessive tardies, for example lunch detention.

Crossroads is a closed campus. Students will be required to check in and out of the main office with a parent/guardian during school hours. Any student leaving campus during school hours without permission will be required to return with a parent.

### BEHAVIORAL EXPECTATIONS & REFOCUS POLICY

All Crossroads students are expected to follow the six (6) "P's" while enrolled in Crossroads: *prompt, polite, prepared, participate, PMA (positive mental attitude), and produce*. The 6 "P's" are designed to help students recognize appropriate behavior in all aspects of their lives. Students are also expected to follow the five (5) Attending Skills: being in the moment, appropriate body language, appropriate eye contact, and appropriate feedback, ask questions to clarify or validate. The Attending Skills help students learn what skills are needed to be able to fully pay attention to what is going on and how to focus on the task at hand.

The discipline policy at Crossroads consists of three (3) redirects: **First Redirect** – Student is asked how his/her attending skills are, **Second Redirect** – Teacher makes a direct observation of the students behavior, **Third Redirect** – Hallway conference in which the student is given the opportunity to discuss issues that are causing the negative behaviors. If a student continues displaying negative behaviors after going through the three redirects, he/she will be sent to the main refocus room.

**Refocus** – Student is to go to the main refocus room where he/she will need to complete a Problem Solving Sheet either in the room or at home if the incident requires the student to leave the campus for the day. Students will need to bring the Problem Solving Sheet home to discuss the incident with their parent/guardian. The parent/guardian will need to sign the Problem Solving Sheet and have their student bring the sheet back the next day to process with the teacher about the incident. If the student chooses not to problem solve or return to school the following day without the signed Problem Solving Sheet, they will spend that period in the refocus room. After two days without a signed Problem Solving Sheet, he/she will be suspended and sent home. The student will then need to return to school with a parent/guardian and the Problem Solving Sheet for a re-entry conference with the teacher and an administrator. Students who are sent to the refocus room twice in one day or two days in a row may be sent home by an administrator.

### PARENT RE-ENTRIES

Students that are suspended will be required to re-enter school with a parent/guardian meeting. Those meetings are typically held before school starts for the day. Parents that do not attend required meetings may delay the entrance back into school for their child.

## **DISCOVERY PROGRAM: FOR NEW STUDENTS TO CROSSROADS**

The *Discovery Program* is a concrete, skills-based curriculum that has the power to create positive change in students. Through *Discovery*, students learn and master the positive social skills necessary to be successful in school and in life. *Eric Larsen, an alternative high school teacher in Poudre School District in Fort Collins, Colorado, designed The Discovery Program in 1990.* The program teaches positive social skills to students struggling with academic, attendance, and attitude problems. The curriculum includes social skills, communication, anger management strategies, problem solving, conflict resolution skills, and team building. All students who are accepted to Crossroads Alternative Middle School are required to participate in the *Discovery Program* as part of their entry into the Crossroads Middle School culture. The objectives of the program are as follows:

- To develop a strong sense of community and a support system for all students.
- To teach, practice, and give feedback on specific positive social skills.
- To reinforce the culture of the classroom/school and ensure that all students realize what is expected of them and what they can expect from the staff.
- To self-explore, self-evaluate and gain insight into one's choices and outcomes.

### **STUDENT SUCCESS**

It is highly encouraged for students to pass all course components of the Crossroads Alternative Middle School *Discovery Program*. When a student completes the *Discovery Program*, he/she will move from *Discovery* and be placed into the Crossroads Middle School classes. Failure to pass any component of *Discovery* may require the student to retake *Discovery* the following quarter. It will be teacher and administrator discretion with parent input. Students have two opportunities to pass *Discovery*. (See Program Flow Chart on following page). Expectations of *Discovery* are laid out in the *Discovery Course Syllabus*. New Students who are not successful in the *Discovery* program may not qualify for special privileges (i.e. reward field trip, school store etc.) If a student does not pass *Discovery* after the two attempts, they will have to find another educational option or return to home school as determined by home address.

### **PARENT COMPONENT**

Parent(s)/guardian(s) may elect to participate in the parent component of the *Discovery Program*. The parent training is an opportunity for parents/guardians to gain an understanding of the concepts being taught in *Discovery* and to infuse them into your home to help build a bridge between home and school for your student.

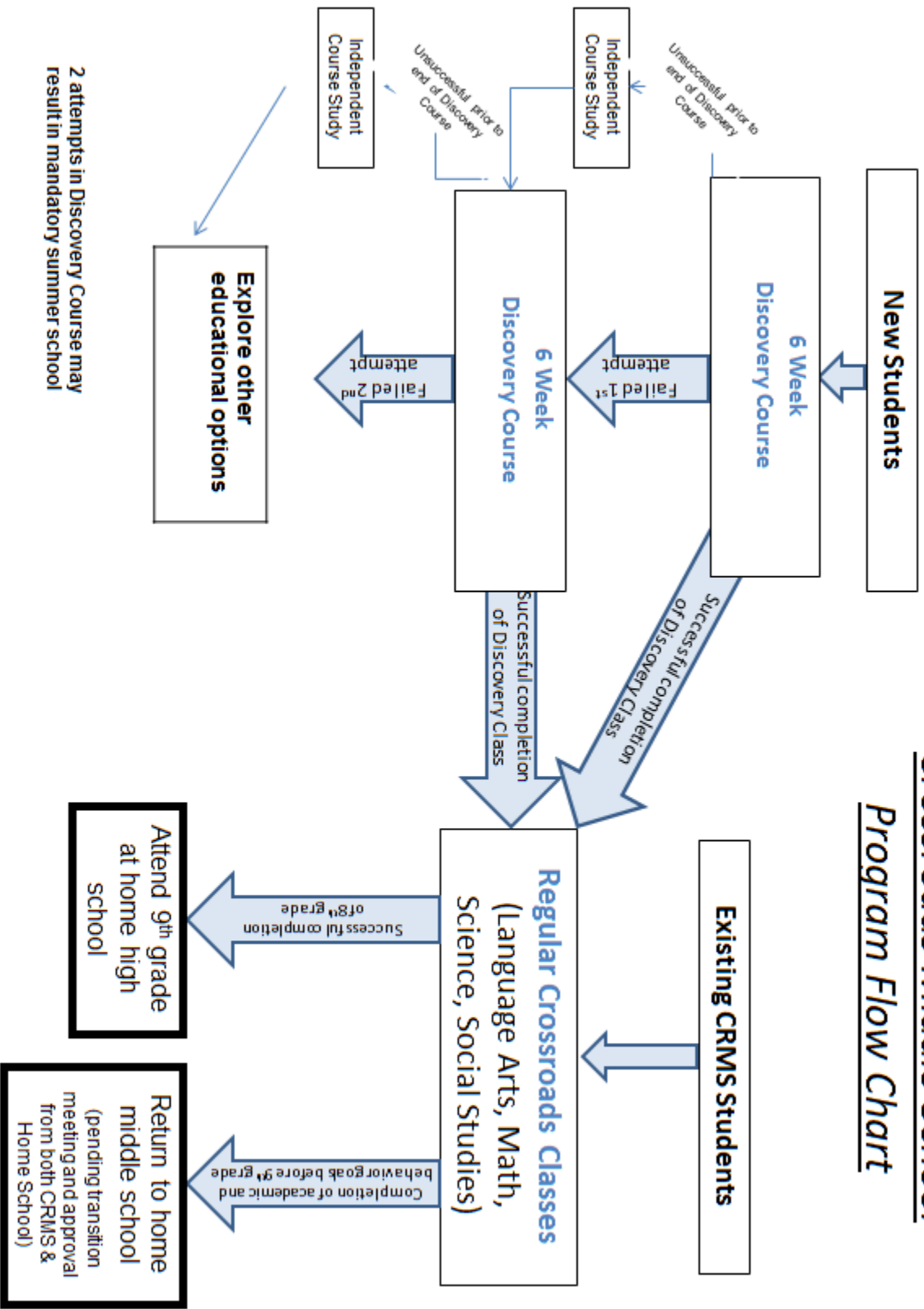
### **RETURN TO TRADITIONAL MIDDLE SCHOOL**

Students who enroll at Crossroads should pass *Discovery* and have a successful quarter if they wish to return to a traditional middle school in Adams 12 with good standing. Typically and most recommended is that when a student enrolls at Crossroads at any quarter, students stay for the remainder of the school year. It is not best practice academically to move schools continually throughout the year and we have found better success with students who finish out the school year at Crossroads versus returning mid-year. Any return to a traditional middle school in Adams 12 will require a transition meeting with both schools. In most cases, students who have gone through the Crossroads program and return to a traditional school do not return to Crossroads.

### **TRESPASSING**

When a student enters Crossroads Middle School, this school becomes his/her home school. Once students enroll at Crossroads, they are not to be on or near the grounds of any other school without direct permission from the principal or admin designee. If on other school grounds without permission, individuals may receive disciplinary consequences and may be cited for trespassing from local law enforcement.

## Crossroads Middle School Program Flow Chart



Blue Processing Sheet

Student Name \_\_\_\_\_ Date / Time \_\_\_\_\_

Referring Teacher \_\_\_\_\_ Refereeing Behavior \_\_\_\_\_

Sign and return by \_\_\_\_\_

Circle the P you were NOT following:		Circle the Attending Skill you were NOT following:	
Prompt	Prepared	Body Language	Eye Contact
Polite	Participate	Feedback	Ask
Produce	PMA	Questions Moment	Be in the

**Use full sentences to answer the following:**

What choice did you make that caused you to go to Refocus?
How did your choice affect you negatively?
How did your choice affect others (peers, adults) negatively?
What negative consequences occurred because of your choice?
What positive changes will you make if faced with this choice in the future?
How will this positive choice affect you?
What are the positive consequences if you make this positive choice?

Student \_\_\_\_\_ Parent \_\_\_\_\_ Teacher \_\_\_\_\_



**Our HOPE is that you will begin to OWN your behavior. Learn how to problem solve as an adult in a mutually respectful and dignified manner EVEN if there are conflicts and consequences involved due to your own choices.**

Through Discovery at Crossroads, the 6 P's and Attending Skills can provide the foundation for skills to help everyone be successful in life...

**6 P's:**

**Prompt**— Early is on time!

**Prepare**— Mentally, emotionally, and physically—to learn and participate.

**Polite**—Treat everyone with dignity and respect.

**Positive Mental Attitude (PMA)** Use your words. Manage your anger. Problem solve.

**Participate**— Your education is YOUR responsibility. There is NO back row.

**Produce**— Just do your work!

**Attending Skills:**

- **Be in the Moment**— Engage in Learning
- **Appropriate Body Language**— Be attentive. No heads on the desk.
- **Appropriate Eye Contact**— Eye-to-eye contact, shake hands, look others in the eye as sign of respect.
- **Appropriate Feedback**— Smile, nod. Show you understand something. No blank stares.
- **Ask Questions to Clarify or Validate**— Ask questions. Put your hand in the air and be RECOGNIZED! It is your responsibility.





# Crossroads Level System

The purpose of the level system in Crossroads is to create a school environment that promotes positive interactions and a sense of ownership for our students. The 4 levels are designed to decrease restrictions and increase privileges as students move up from level 1 to level 4.

Level 1 has no privileges, only restrictions. This level is meant as an entry level causing students to work on Discovery skills and positive behaviors in order to move to level 2, which starts to incorporate the beginnings of privileges. Students can also drop back down to level 1 if their behaviors are such that they are suspended or fail to receive the point values required to stay on a higher level. Because level 1 is the most restrictive students will be required to wear a “uniform” while on this level. This will consist of a Crossroads T-shirt that must be worn everyday a student is on this level. Discovery students will wear a special T-Shirt to signify they are still in Disco for the entire six weeks.

Students will be eligible to move levels on a weekly basis and the levels will be determined by the total number of points received for the previous week. Tallying of points sheets and level moves will occur on Friday afternoons by staff. Students weekly grades are incorporated into the level advancement.

All students will begin on Level 1 at the beginning of each school year. Students will be eligible to move levels of the 2 weeks of implementation.

As students move up to level 2, 3, and 4 the privileges increase within the classroom setting and the school. Students on higher levels will be eligible for special rewards and field trips.

Because students on the higher levels will have some special privileges, students on all levels will be given a special ID with a colored number indicating the level they are on so as not to confuse or manipulate.

- Level 1 - Red Badge
- Level 2 - Yellow Badge
- Level 3 - Green Badge
- Level 4 - White Badge

Posters of the level privileges will be hung up in the Commons as well as in the hallway to remind students what they are working toward each day.



# Crossroads Level System

**Examples of restrictions and rewards on Levels 1-4 below. \*This list is not comprehensive and Crossroads reserves the right to adjust, modify or delineate from this as the need arises throughout the year.\***

## **DISCOVERY LEVEL:**

- Students complete six-week Discovery Program requirements

## **LEVEL 1: Probationary Phase [262 pts & below]**

- On level 1 for a minimum of 2 weeks
- Enter Crossroads at this level with final Discovery grade of **79% or lower**
- PBIS Store Section 1
- Assigned seats in class
- Assigned seats at lunch
- Limited to one minute breaks
- **Uniform requirement (CRM shirt) <sup>SEP</sup>(\$5 to buy any additional shirts)**
- ATE/RDP: **Level Lock** - Drop to level 1 and remain a minimum of 2 weeks before eligible to move to level 2
- If on level 1 and go to refocus within the week, remain on level 1 for an additional week
- **Must turn phone in at start of each day (refusal = refocus)**

## **LEVEL 2: [263 - 274 pts]**

- Enter Crossroads at this level with final Discovery grade of **80% or greater**
- No longer required to wear a uniform
- PBIS Store Sections 1 & 2

## **LEVEL 3: [275 - 287 pts]**

- All other level privileges below
- PBIS Store Sections 1, 2, & 3
- Choose seats at lunch (assigned seat in class)
- Choose seat in class at teachers discretion
- Able to join clubs or work on computers at lunch
- Able to utilize “wobble chairs” in class
- May use Wolf Wages to “buy up” for reward trip and have no disciplinary issues the week of the trip

## **LEVEL 4: [300 - 288 pts]**

- All other level privileges below
- ALL PBIS Store Sections
- Special prize drawings on Friday
- Work pass for one assignment
- Able to utilize “wobble chairs” in class
- **Reward Field Trip:**
  - Must be on level 4 on day of trip
  - Must be on level 4 a minimum of 2 non-consecutive weeks
  - May not have dropped to level 1 due to disciplinary reason

## **GENERAL INFORMATION 2019-2020**

### **Absence Make-up Work and Tests – See Superintendent policy 6281**

It is the student's responsibility to contact the teacher to receive missed work.

### **Books, materials and equipment**

All textbooks are provided by the school. The student must pay for lost or damaged books before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund if he/she can produce a receipt or a cancelled check. The student will pay for school equipment damaged by the student because of carelessness at the time it occurs.

### **Co-Curricular Student Organizations**

Adams 12 Five Star Schools supports a diverse co-curricular program that addresses the needs and interests of all students and members of the learning community and recognizes that co-curricular activities are an integral part of a comprehensive school. Your student's home schools may allow organizations, clubs or activities based on the needs and interests of the particular school community (Please see District Policy 5620).

### **Community Use of District-Owned Facilities**

The Community Use Program is an integral link between schools, citizens of the District, and the communities served by Adams 12 Five Star Schools. The Community Use Program will encourage the accessibility of District facilities by students, their families, and the community, and thereby increase opportunities for these individuals and groups to be involved in the school environment. District facilities are only subject to such accessibility and increased opportunities, however, when they are not being used for District programs as set forth in District Policy 1300.

### **Continuation/Retention Requirements-See Superintendent policy 6320**

Please talk with the counselor at any time regarding questions about retention or promotion.

### **Counseling and Guidance**

Your counselor is interested in helping you in any way he/she can. They will listen to your concerns and guide you in making decisions regarding school, classes, home, or relationships involving other students. If you are having a problem with another student, your counselor encourages you to come to his/her office to discuss and seek resolution to the problem. Students must have written permission, signed in advance by the counselor, to be out of class or students need to have a pass specifically to the counselor's office.

### **Emergency Information**

Crossroads Middle School has a security and camera system throughout the building. We comply and exceed the district's mandates for security and emergency drills. If you have any questions, please contact an administrator. If you have information that is important to the safety of our students or school, please contact the school administrator. In rare instances, the Superintendent and/or Principal will need to close Crossroads Middle School on an emergency basis for a variety of reasons, such as inclement weather and power failure. If an emergency occurs while school is in session, students are to remain with the teacher in the classroom until one of the school administrators has given official dismissal. No student will be allowed to go home without permission of both the parent/guardian and school administration. Emergency school closure information will be sent to the following media outlets:

Radio: KOA/KOAQ KHOW KBPI/KNUS KOSI KOOL KYGO

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

T.V.: KMGH—7 KUSA—9 KCNC—4

### **Grade Notification Policy/Reporting Student Progress, District Policy 6310**

1. Responses to parent phone calls/emails within 24-48 hours.
2. Update student progress in Infinite Campus every Thursday by 5:00pm.



3. Teachers notify parents and student if a student is not working up to potential with sufficient time to correct.
4. Teachers will notify parents when a child's academic progress declines.

**Report Cards / Mid-term / Progress Reports:** Students and parents are given notification of academic progress four (4) times per year. Report cards are mailed home approximately one week after the completion of each quarter. Progress Reports are updated every Thursday by 5:00 pm in Infinite Campus. It is the student's responsibility to be aware of academic progress, attendance and missing assignments on a regular basis. Parents are welcome to access Infinite Campus at any time to view their student's progress.

In addition, it has been demonstrated that successful students have regular interaction and dialogue with their parents about school progress. We encourage parents and students to work together to include this important component for success.

### **Internet User Agreement**

The Internet User Agreement is signed jointly with a student's parent/guardian. Parents should discuss with their students the responsibilities, obligations, accountability, and commitment involved in signing the conditions of the Internet User Agreement signed at check-in and school's responsibility to enforce the agreement. Students will need their I.D. card to verify internet permission before working on the Web.

**Students who have failed to use the Internet appropriately by following the Internet User Agreement can forfeit the usage of the Internet for up to the end of the school year.**

### **Substitutes/Student Teachers**

Substitute Teachers and/or Student Teachers are guests in the building and are to be given the same respect as regular teachers. Substitute reports are turned-in at the end of the school day. The behavior/cooperation and class work performed by each class period and/or specific names of students are provided in these reports. The teacher and/or administration will applaud/reward or administer consequences accordingly. Students need to make sure they continue to follow classroom rules. Students who mistreat or have inappropriate behaviors may be suspended out of school depending on the severity of the behaviors.

### **Teacher Support**

Students needing extra help and support to make arrangements to meet with your teacher(s). Teachers are available before and after school. Teachers are eager to give extra assistance to students who want to succeed.

## **BEHAVIOR EXPECTATIONS**

### **More information can be found under Code of Conduct, Student Conduct, Discipline and Due Process – Code 5000**

In order to insure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, Crossroads Middle School will enforce District policies and procedures and school rules related to expected student behavior. Consequences will be administered by staff and administration in those circumstances where a student exhibits behavior contrary to these policies/rules.

### **Bullying and Harassment Superintendent Policy 5110**

Bullying or any type of harassment will not be tolerated at Crossroads Middle School! Students are encouraged to report any type of bullying to their teachers, office personnel, counselor, administrator, School Resource Officer. We also have a "Safe To Tell" on our school website. Students will receive consequences for any hazing or bullying done at Crossroads Middle School or any related activity that is in violation of Crossroads' Bullying or Harassment policy.

### **Examples of Bullying or Harassment:**

- Name calling, taunting, demeaning comments
- Any sexual comments

- Pushing/shoving, kicking, book checking/ hitting, pinching, tripping.
- Holding someone against their will
- Spitting
- Written notes or graffiti in the building

Students who continue to bully or perform any type of harassing will receive Crossroads and/or District consequences and the issue will be turned over to the Northglenn Police Department.

**What is cyber bullying?** (District Policy Codes 5030/8200) Cyber bullying is when someone uses a computer, the internet, a cell phone or other electronic media to tease, torment, harass, intimidate, humiliate, frighten, bully, threaten, or otherwise target another person or group of people. This includes, but is not limited to, sending texts, pictures, writing on blogs, posting on social networks (Facebook, Myspace), creating websites, chatting in chat rooms, and sending instant messages.

**What is sexting?** Sexting is the act of sending sexually explicit messages or photographs electronically, primarily through cell phones.

Cyberbullying and sexting will not be tolerated at Crossroads Middle School, and appropriate consequences will be administered. If appropriate, the school's resource officer may be involved as well.

### **Harassment Superintendent Policy 8400**

All reports of discrimination or harassment will be investigated. Consequences here warranted may include but are not limited to a range of disciplinary action, which may include expulsion from school if warranted. Depending on age and circumstances, educational interventions, rather than, or in addition to, discipline shall be appropriate. Support resources will also be provided to victims of school-related discrimination or harassment as appropriate.

Anyone who retaliates against a person who reports harassment, regardless of the outcome of the harassment investigation, will be subject to disciplinary action. Any person who knowingly makes a false report of harassment shall be subject to disciplinary action as well.

### **Cellular Phones/Electronic Devices District Policy 5030**

Students are not permitted to possess cellular phones in school. Crossroads is not responsible for any lost, stolen or destroyed cell phones on District property and/or the investigation to locate these items. Cell phones will be confiscated by staff if seen or heard and will be given back to student at end of the day. If continued violation of this policy, parents will be required to pick up students' phones. If a student refuses to turn in a phone to staff or becomes argumentative, further consequences may be applied. If students need to contact parents they may ask the teacher for a pass and use the phone in the Main Office. Parents may always call the Main Office to get a message to their student.

Electronic Devices are not permitted to be used at school. Crossroads Middle School will not be responsible for any damaged, lost or stolen electronic devices that end up at school. We ask if students are going to use the electronic device in route to and from school that they put it away and do not have it visible when they reach school property. Electronic communication devices are permissible at the middle school and high school levels to be used prior to entering school, after school, or for emergencies only with permission in the office. Cell phones may be confiscated at any time.

### **Computer Violations**

Misuse of equipment or inappropriate/unauthorized access of computer websites or programs will result in loss of privileges and necessary disciplinary actions (District Policy Code 5035 / see district internet contract).

### **Crossroads Is A Closed Campus.**

Parents/guardians will be required to check out their student in the main office if the student is leaving during school hours. Any student leaving campus during school hours without permission will receive an unexcused absence and be required to return with a parent at a scheduled reentry conference.

### **Dress Code and Personal Appearance**

Generally, it has been observed that there is a positive relationship between the performance/behavior of a student and the type of her/his dress. Students are expected to use good taste and judgment in their dress. In order to promote a safe environment that focuses on education and minimizes distractions, Superintendent is Policy 5060, establishes student dress expectations. Students who violate or are suspected to be in violation of this policy shall be referred to school administration for investigation. Depending on the nature of the violation and level of safety, concern caused by the violation as determined by school officials, sanctions up to and including a maximum of a 10-day suspension may be imposed for any single violation of this policy.

### **Drug/Alcohol Policy**

Crossroads Middle School follows the Adams 12 Five Star Schools District Policy Code 5040.

### **Food and drink**

With the exception of water, food and drink is not permitted in the classroom unless otherwise specified. Energy drinks of any kind are prohibited at Crossroads Middle School. Under Colorado, state law food and drink are not allowed in Science classrooms.

### **Gang and other Intimidating Behavior**

Crossroads Middle School operates upon a philosophy of mutual respect and acceptance of opinions and differences. We do, however, support and comply with the District Policy Code 5080 on Gangs, Secret Societies and Disruptive Groups, which prohibit behavior, apparel, accessories, and symbols that are likely to interfere with the safety and security of staff and students who attend Crossroads. A condition of enrollment is to comply with district policy and understand that failure to do so will result in loss of enrollment privileges at this school and could result in expulsion proceedings.

### **ID Badges**

As a part of Superintendent Policy 5060.5.0 and in an effort to promote a safe school, students are required to wear their unaltered I.D. and school appropriate lanyard around their necks when entering school and throughout the day while in school. Parents may purchase an extra ID for \$5.00, to be kept in the Refocus Room in the event a student forgets their ID at home. It is the student's responsibility to return the ID to the Refocus Room at the end of the day. First time with no ID- student will receive a temporary ID for the day (once per month), 2<sup>nd</sup> time- the Student will be charged \$5 to their Infinite Campus fee account, 3<sup>rd</sup> time - full day of ISS 4<sup>th</sup> time- Student will be sent home suspended for day and will need to have a re-entry meeting the next day.

### **Fidget Spinner Policy**

Unless your student has documented special circumstances through a Special Education or 504 plan that allows for fidget items, please do not send them to school with your student. If any item causes disruption in the classroom, the teacher will confiscate it and students can pick up at the end of the day. If it continues, a parent/guardian will have to pick up.

### **Tobacco Use**

Use of any tobacco product is prohibited within school zone or at any school-sponsored activity. The Crossroads Middle School discipline policy will be enforced, as well as a referral to law enforcement.

### **Trespassing**

When a student enters Crossroads Middle School, this school becomes his/her home school. Once students enroll at Crossroads, they are not to be on or near the grounds of any other school without direct permission from the administrators of both schools. If on other school grounds without permission, police will be called and individuals may be cited for trespassing. Students found on other school grounds without permission will be suspended for a minimum of 2 days.

## **DISCIPLINE PROTOCOLS**

### **Minor Infractions: Disciplinary Referrals**

Disciplinary Referrals do not replace Classroom Management or Redirects by teacher. Referrals are designed to assist in reinforcing and supporting each Teacher in maintaining their own classroom management as well as enforce Building/District Policies while providing structure and safety conducive to an effective educational environment.

### **Major Infractions: District Policy 5000**

Specifically, the Board of Education has determined that certain acts of conduct are disruptive. They are being clearly dangerous to the welfare, safety, or morals of other students or being contrary to the authority of school personnel or both. These may constitute grounds for suspension or expulsion. These acts include, but are not limited to the following:

- Continued willful disobedience or disruption of school
- Persistent defiance of proper authority
- Theft or willful damage or destruction of school property
- Theft or willful damage or destruction of private property on school grounds or at a school activity or event
- Assault on a school employee while on school grounds or at a school event
- Physical abuse of a student or of persons not employed by the school when on the school grounds or at a school activity or event
- Repeated unexcused tardiness or absences for truancy
- Obscene language or actions and possessing or distributing slanderous or libelous material on school property
- Possession of weapons or dangerous instrument or other dangerous objects of no reasonable use to the student at school
- Possession, transfer or use of narcotics, alcoholic beverages or stimulant drugs, except medication prescribed by a physician and checked in/administered by a school nurse.
- Smoking on school premises is prohibited. It is also illegal for students under the age of 18 to buy or possess cigarettes. Such items shall be taken away from students and consequences will be enforced.
- Fighting, rioting, or illegal or disruptive demonstrations on school grounds or at a school event will result in a suspension and referral to local police

The effect of a suspension is that the student will be denied admission to school for a specified number of days. During that time, the student should not be on school grounds, or Adams 12 property. Students will not be allowed to participate in any co-curricular clubs, athletic games, or music concerts or performances.

### **Appeals or Grievances**

Students or parents who wish to appeal a decision or discuss a grievance are asked to respectfully address the matter directly to the staff member who made the decision prior to seeking assistance from the staff member's supervisor, the principal or from District staff. Questions regarding grades, credits, attendance records or student discipline are best addressed at the building level.

Board policy 2.1 provides students, families or community members the right to be heard by the Board when internal hearing procedures have been exhausted and the person alleges that Board policy has been violated to his or her detriment. The policy forbids retaliation against anyone who appeals a decision or files a grievance in a non-disruptive manner.

### **School Resource Officer/Law Enforcement**

Adams 12 Five Star Schools works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. All district secondary schools with the exception of charter or alternative schools have a law enforcement officer known as "School Resource Officer" (SRO) stationed on campus. These officers are also available to assist at elementary schools when the need arises. School administrators are directed to notify proper law enforcement representatives in all school related situations where criminal violations are suspected or when school safety concerns arise.

Crossroads Middle school has a Northglenn Police Officer on Staff. This officer is here to help students with various needs and concerns. The police officer will also assist students with family, community and peer conflicts problems. Northglenn Police Department works in support of the Superintendents Discipline and Behavior policies and provides additional supervision when students are not in the classroom.

If you have any concerns, please call or stop by to chat with our School Resource Officer.

### **Students who need Help!**

Students can seek out help from counselors, teachers, administration, and any staff member for help if they are having issues of any kind. For example: being abused in any way, academic problems, bullying or harassment issues, or conflicts. The Staff will keep your issues confidential and will work with other appropriate staff members to provide the student with any additional support and help that the school environment cannot provide. When students report an incident, their names will be kept confidential and are protected by the Superintendents' Retaliation Policy.

## **HEALTH & NUTRITION SERVICES**

The school district provides registered nurses to train, delegate, and monitor various school staff (health aides, special needs paras, office staff, teachers and other designated staff) on health procedures needed for students during the school day. The registered nurses also provide consultation to school staff/parents on medical concerns, and act as medical liaisons between schools and outside agencies. Each registered nurse provides health services to both regular education and special education students in numerous buildings throughout the district.

### **Health Office**

A health aide staffs the School Health Office and is responsible for providing minor first aid to those students who become sick or injured while at school, administering prescribed medications, and maintaining health records. Other designated staff provide coverage in the health office when the health aide is not on duty.

### **If You Become Ill or Injured at School**

You will be seen in the health office if ill or injured at school. The health aide, or office staff, will determine if you need to go home for illness or injury. If you need to go home, the parent/guardian will be contacted as soon as possible. The school has no facility to keep ill children for long periods. Therefore, **it is essential that you and your parent's keep the school informed of any change in address and/or telephone numbers.**

### **ADMINISTRATION OF MEDICATIONS AT SCHOOL, Please see District Policy 5420 on page 38**

### **Nutrition Services Operations**

The nutrition services program shall follow federal, state and county rules for operation of food services to students, including regulations of the United States Department of Agriculture, the Colorado State Board of Education, the Colorado State Board of Health, and the local health departments. (Superintendent Policy 3700)

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

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

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current [menus](#), [meal prices](#), benefits, special, and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-5914.

## **SCHOOL SAFETY**

The District is committed to providing a safe and secure environment in school, on school transportation and at all school activities. Safe schools are a priority of the District and contribute to improved attendance, increased student achievement and community support. (Superintendent Policy 3500)

### **Canine searches**

Detection contraband canines for prohibited items routinely inspect Crossroads Middle School in order to provide a safe learning environment for students and staff. If substances are found, appropriate disciplinary actions will be taken and student may be referred to law enforcement per the superintendent policy.

### **Electronic Media**

- Do not share your passwords with anyone else (except your parents/guardians).
- Never give out any personal information about yourself (including, but not limited to, your name, address, phone number, age, and name of your school, names of family members, and any other information, which could be used to identify you).
- Do not send or post pictures that have anything to do with your name, the name of your school, a sports team you might play on, or the city where you live.
- Adjust your privacy settings (such as on Facebook), so that only your “friends” see your information.
- Do not exchange texts, emails, instant messages, or become “friends” with anyone you do not know.
- Do not share or post times when you are home alone or on vacation.
- Do not allow anyone else to text or call from your phone or to use your computer without you supervising everything they are doing.
- If your phone is lost/stolen, notify your parents/guardians and disconnect the service.
- Remember that once something goes to cyberspace, it cannot be erased or permanently deleted. Someone can always find it and recover it. Texts, pictures, emails, chats, blogs, and instant messages can all be forwarded and printed out. Be very careful what you type or send to someone else. Be kind, and do not use language that you would not use aloud and in front of your parents/guardians and teachers.
- Tell a trusted adult if you are being cyber bullied.

### **Fire, Lockdown and Tornado Drills**

Each room is equipped with instructions for evacuation during a fire drill. The students should acquaint themselves with these directions as soon as possible. The teacher is responsible for giving complete directions to be followed during the drill. Tornado drills will be held in the fall and spring of each year. These drills must be taken seriously and all instruction carefully followed. If dangerous weather ever causes us to have to take cover, we would request the cooperation of the parent/guardian in such a situation. Any parent/guardian stopping at the school during that time must come to the Main Office, and we will make every effort to locate her/his student.

Lockdown drills will be held at least once each semester. These drills must be taken seriously and all instruction of their teachers followed carefully. The safety of students and staff is foremost and can only be accomplished with everyone’s full cooperation. Please, No talking during drills, students must maintain zero (0) voice level and walk safely and quickly. Should students not maintain protocol during a drill, a suspension may be warranted.

### **Transportation Superintendent Policy 3600**

#### **Riding on the Bus**

- Obey the directions of the driver
- Did you know it is a state regulation, when crossing railroad tracks, and upon signal from the driver, all passengers are to be quiet and remain quiet until all railroad tracks have been crossed? Students need to remember not to damage district vehicles. Students and their parents are financially

responsible for the damages they cause on the district vehicles, so writing on, damaging seats or walls of the bus is unacceptable, and it could be expensive!

- No exiting through windows, emergency hatches or emergency door without permission
- Flame or spark-producing devices are not allowed on the school bus
- Due to limited bus capacity, a student may not ride another bus to and/or from school without prior permission. A written notice from a parent/guardian of both parties is required 24 hours prior to the change and approved by an Administrator

The following items may NOT be transported on the bus:

- Animal/pets, living or otherwise.
- LARGE ITEMS (i.e., band instruments, science projects. “Rule of Thumb”—items that protrude into aisle, extend above the seat back, or occupy the space of another student cannot be transported.
- NO SKATEBOARDS, SCOOTERS, OR ROLLER BLADES may be transported at any time.

It is a Matter of Safety: It is important to know and understand all the rules of the bus, and the consequences of not following those rules. Please speak with your children about what these rules mean.  
Office Hours 4:45am-6:00pm, 720-972-4299

### Student Transportation

Bicycles ridden to school must be locked to the racks and no other bicycles. The bicycles should be registered with your local Police Department, but this is a decision of the student and her/his family. The school does not assume liability for bicycles. Bicycles are to be **walked** on school grounds, this includes the track. Students may ride skateboards/scooters to and from school for transportation only. Rollerblades, Skateboards and Scooters must not be ridden on school grounds, including the black top and track at any time.

Adams 12 Five Star Schools

## **Media Waiver/Internet Publishing**

There may be times during the school year when different media groups (newspapers, television, university, school production class, district public relations, etc.) will cover activities at the various Adams 12 Five Star Schools with articles, video or still photography that may be published. In addition, schools or the district may want to include school-oriented articles, video or photography on their own Web sites. If parents **DO NOT** want their child (ren) to be photographed or videotaped for news media or school publicity purposes, please request an “opt-out media form” from your child’s school. Simply complete that form and return it to your school’s front office so the school has a record of your request that your child (ren) is not to be photographed or videotaped by the news media or for school district publicity. District photographers will make every reasonable effort to identify the primary subjects in photographs and to not publish photos containing students on the opt-out list. This form will be good for the current school year. This policy relates to classroom activities or school events that are not already open to the public. Public events such as sporting events, theatre productions, etc. are considered open to the public and photographers and videographers are not included in this policy.

Crossroads Middle School follows Adams 12 Superintendent policies and Code of Conduct. Please make yourself familiar with these policies. All policies are available online at [www.adams12.org](http://www.adams12.org) and referred to in the student handbook.

**WELCOME TO THE  
ADAMS 12 FIVE STAR  
SCHOOLS  
INFINITE CAMPUS  
PARENT PORTAL  
LIVE ONLINE ACCESS**



Here you will find instant access to accurate, current and confidential information about your child (ren)'s attendance, grades, class assignment and more.



Please visit our website at [www.crossroads.adams12.org](http://www.crossroads.adams12.org) and click on the Parent Portal link for procedures, obtain access or to login.



