

COLUMBIA MIDDLE SCHOOL – STUDENT GUIDELINES SUMMARY

The following is written in accordance with the Aurora Public Schools Safe Schools Policy. Please refer to this policy booklet for specific examples of misconduct and consequences. These rules apply at all times that a student may be in the building or on school property before, during and after school.

STUDENT IDs

Due to specific changes in safety guidelines, busing expectations, lunch rotations and eligibility requirements, students are required to wear their student ID on their lanyard every day at school and to school events and functions (eg. sports, concerts, field trips, etc.) IDs must be on your person at all times. Students who forget their ID at home will serve a mandatory detention. Students who lose their ID will need to pay a \$5.00 replacement fee at the main office.

POSITIVE EDUCATIONAL ENVIRONMENT

At Columbia Middle School:

- Every student has the right to come to school, be in school, and return home from school in safety.
- Every student has the right to maintain his/her personal property.
- Every student has the right to an education and others should not jeopardize that right.
- The school is public property and is to be protected from vandalism and damage.
- Students are to obey the directions of staff, teachers, and administrators.
- Students are expected to be prompt to each class, prepared with proper materials for each class, and polite to all persons in the building.
- Students should change classes in an orderly and quiet manner so that other classes are not disturbed.
- Students may not leave class without permission. A signed and dated hall pass is required for any student who is out of his/her assigned instructional area.
- Tardies disturb class. Students are expected to be in class **on time**. Chronic tardies will result in loss of privileges. Students who skip classes will be assigned consequences for skipping any portion of a day of classes and parents will be contacted. Poor attendance is the number one contributing factor to students dropping out of high school.

OVERALL SAFETY

1. Students are to treat one another and all staff with P.R.I.D.E.
2. Students should follow conflict resolution steps to solve problems. When a problem arises, a student should talk **individually** with the other person, **one on one**. The next step is to bring the problem to the attention of an adult, which could include a teacher, student liaison, paraprofessional, counselor, the Dean of Students or another administrator.
3. Appropriate language must be used at all times by students. Students are not to use profanity or any language that is abusive, sexual or racial in nature to staff members or to other students.
4. Intimidation, threatening, bullying, harassment, or generally making life miserable for another student will not be tolerated. Bullying should be reported immediately to a staff member, or by using Safe to Tell **1-877-542- SAFE** (1-877-542-7233).
5. Cyber bullying is defined as “the use of information and communication technologies such as email, cell phones, text messages, instant messaging and personal websites to support hostile behavior by one individual with the intent to harm others.” This is not tolerated at Columbia and should be reported to a staff member, or by using Safe to Tell **1-877-542- SAFE** (1-877-542-7233).
6. Physical fighting is never acceptable and consequences will result for students who do fight. Usually, a first fight results in a minimum 3-day to 5-day suspension out of school and referral to the police department, who will then make a decision whether or not to ticket the student. If a second fighting offense occurs during the school year, generally a 5-day or longer suspension is recommended along with another possible referral to the police department. If further fighting continues, or results in injury, a student may be recommended for expulsion from school for up to 12 calendar months.
7. Sexual touching or sexual comments toward classmates will result in disciplinary action and possible police involvement.
8. Violence toward a staff member will result in expulsion from school.
9. Refer to the safe school policy (website) for other safety concerns.

COLUMBIA MIDDLE SCHOOL – REVIEW OF IMPORTANT SCHOOL POLICIES

DRESS CODE POLICY: Dress codes are established to provide modest guidelines for student attire in a public school setting with children from diverse backgrounds, religions and cultures.

Remember, as students return during the hot summer months, students **SHOULD NOT** wear sleeveless shirt tops, **EVEN** under hoodies and/or sweaters. This includes boys' muscle shirts and girls' strap tops! **If dress is not appropriate for school, students will be sent to the office by staff and required to change into more appropriate attire provided by the school prior to returning to classes or activities. Students must wear clothing provided temporarily by the school so they can go right back to class and not miss any instruction.**

What is allowed:

1. **Shirts MUST HAVE SLEEVES:** Polo, T-Shirt type shirts or collared shirts, with sleeves, that appropriately cover the entire upper body.
2. Pants, skirts, shorts without tears/rips/holes at or around the hip pocket area. The length **must be longer than a student's fingertips with arms at sides.**
3. Accessories (belts, jewelry, etc.) that are appropriate and not overbearing.
4. Appropriate shoes must be worn at all times. **NO SLIPPERS/HOUSE SHOES!!**
5. PE uniforms must be purchased for and worn in PE classes.

What is NOT allowed:

1. Hats and bandanas. (Exemptions and special circumstances will be handled on a case-by-case basis).
2. Accessories and/or clothing with offensive or vulgar language/graphics/gang symbols/drug or alcohol logos, etc.
3. Dressing alike or altering personal appearance for the purpose of intimidation, gang-claiming, or disruptive behaviors.
4. **Don't sag!** Students will not be allowed to sag their pants. Pants and shorts are expected to be worn at the hips.
5. Pajamas and slippers.
6. **Anything else deemed inappropriate by an administrator.**

Students: if you are NOT sure if the clothing you are choosing meets the school dress code **DO NOT WEAR IT!** Students will be given the opportunity to fix a dress code violation. If the violation cannot be fixed, students will be given school assigned apparel which must be returned by the end of the day. Consequences will follow if students refuse to comply with the dress code policy.

PROTECTION OF PERSONAL AND SCHOOL PROPERTY

- Students whose parents allow them to bring personal cellphones, tablets, etc. to school for **ACADEMIC**, class assignment purposes will be liable for the care, safety and appropriate use of these devices. Columbia **IS NOT RESPONSIBLE** for personal electronic devices that may be lost, broken or stolen. Student use of smart phones for academic purposes can happen in classrooms **with teacher permission** and in the cyber-zone at lunches. Personal electronic devices may not be used during passing periods, in hallways, restrooms or other common areas unless specifically designated. Electronic devices may **NEVER** be used for social media, texting, cyberbullying, etc., while in the building during school hours (8:30-3:57; Wednesday 10:00-3:57).
- Students and parents must remember the school is not responsible for damage or theft of any private property at school. This includes bicycles, electronic devices, backpacks and other school supplies. When in doubt, leave that item at home. **It is not the school's responsibility to investigate or to find personal property if it has been lost or stolen.**
- If an item is confiscated by a staff member, the student will receive a warning the first time and can pick it up after school. **The second time AND any time it's confiscated after that, it will be available for pick up by a parent only.** Excessive violations of this policy will be addressed individually by the administration.
- Students will be assigned a locker in the hallway and must purchase a school lock for this locker. Returning students can use the lock they had the previous year. Student taking physical education classes will also be assigned a locker in the PE locker room. **STUDENTS SHOULD NEVER SHARE THEIR COMBINATION OR LOCKER WITH ANYONE.** It is also the student's responsibility to guard his or her combination so other students cannot gain access to it and to securely close lockers after each use. Items in lockers without locks will be removed and taken to the main office. Non-school locks will be cut off.
- Lockers are the property of the school and are subject to search and seizure in accordance with district policy.
- Students should keep books, backpacks and all personal belongings locked in their locker or **under their control** at all times, and **never** leave items unattended.
- Students riding bicycles to school must bring their own lock and lock up their bikes in the provided bike cage, which will be closed and locked at all times during school hours.

Skateboards and rollerblades are not allowed on school grounds. Lockers are too small.
Scooters and bikes must be locked up in the bike rack.

Students should be OFF SCHOOL grounds every day by 4:07 PM and go directly home unless in a school activity directly supervised by an adult. Students who remain will receive trespass notices.