



**STUDENT FAMILY HANDBOOK**  
**2024-2025**





*This handbook is meant to be a quick reference guide provided to students and families to outline the policies and operating procedures of Roosevelt Middle School. The information contained in this handbook provides a general overview of the policies and practices for student's behavior and expectations but is not all-inclusive. Students and families are responsible for reviewing and knowing behavior expectations outlined in this handbook but may wish to reference Weld RE-5J District Policy Book on the District website.*

*Being a "Mustang" means that you strive to succeed at the highest academic level and are actively involved in school activities. Mustangs are respectful of everyone and are proud of their school and community. The faculty and staff at RMS promise to work together to ensure all students will be successful.*

## **ENJOY YOUR YEARS AS A MUSTANG!**

### **SCHOOL CONTACT INFORMATION**

Aspen Calvillo.....	Principal.....	(970) 587-6304
Michael Curtis .....	Assistant Principal/Athletic Director.....	(970) 587-6336
Brynn Stevens.....	Assistant Principal.....	(970) 587-6308
Tana Wolfe.....	Counselor .....	(970) 587-6303
Jenna Hall .....	Counselor .....	(970) 587-6349
Melissa Shawver .....	Principal's Secretary .....	(970) 587-6301
Shelly Quintana.....	Office Secretary.....	(970) 587-6302
Ali Tiffany .....	Registered Nurse.....	(970) 744-0455
Weld RE-5J .....	District Office.....	(970) 587-6050

# TABLE OF CONTENTS

School Contact Information .....	2
<b>Mustang Expectations at Roosevelt Middle School</b> .....	<b>4</b>
Bell Schedule and Building Hours.....	5
Student Identification Badge .....	6
Cell Phones .....	6
iPads .....	6
Backpacks and Lockers .....	6
Food and Drink Policy.....	6
Hall Passes .....	6
<b>Student Support Services</b> .....	<b>7</b>
School Counseling Services.....	7
Multi-Tiered Systems of Support.....	7
<b>Academic Requirements and Grading Policies</b> .....	<b>8</b>
Grade Reporting.....	8
Incomplete Grades .....	8
Honor Roll .....	8
Late and Incomplete Work.....	9
Retake/Redo Policy.....	9
Class Fees .....	9
<b>Athletics &amp; Activities</b> .....	<b>10</b>
Eligibility Point System .....	10
Active Status Requirements.....	10
<b>Attendance</b> .....	<b>11</b>
Excused Absences.....	11
Excusing an Absence .....	11
Unexcused Absences .....	11
Chronic Absenteeism.....	12
Tardiness.....	12
<b>Student Conduct and Discipline</b> .....	<b>13</b>
Dress Code .....	13
Academic Dishonesty .....	13
Drug and Alcohol Use by Students.....	14
Gang Activity and Secret Society .....	15
Student Conduct on Buses .....	15
Discipline Matrix.....	16
Suspension and Expulsion of Students .....	19
<b>General Information About RMS</b> .....	<b>20</b>
Registering and Withdrawing Students .....	20
Visitors.....	20
School Closing and Dismissals.....	20
Emergency Drills .....	20
Health Services.....	20
School Resource Officer Program.....	21
Student Library Use.....	22
<b>Notice of Non-Discrimination/Equal Opportunity</b> .....	<b>22</b>



# MUSTANG EXPECTATIONS AT ROOSEVELT MIDDLE SCHOOL

At Roosevelt Middle School,  
we expect our Mustangs to

**“OWN IT, RISE UP,  
AND ROCK ON!”**

In order to do this every day,  
Mustangs follow the

**ROCK ON!5**

**WE ARE:**

- Prepared and on time.
- Active learners.
- Respectful.
- Kind.
- **PROUD MUSTANGS!**

**OWN IT, RISE UP, AND ROCK ON ISN'T JUST  
A MANTRA...IT'S A WAY OF LIFE AT RMS!**



# BELL SCHEDULE AND BUILDING HOURS

Daily building hours are Monday through Friday, 7:15 a.m. to 2:45 p.m. Students are not to be in the building at any other time unless under the direct supervision of a member of the school staff. After arriving at school, students are not permitted to leave school grounds without permission from the office. Students attending athletic events or a scheduled program will be permitted back into the building at 3:45 p.m.

All students will enter the building and go directly to their first/second period classroom once on campus. Eighth graders are to enter the building through the main entrance. Seventh graders enter the building at the north entrance by the parent and bus drop off. Sixth graders enter the building at the southwest entrance. The tardy bell will ring at 7:30 a.m.

Roosevelt Middle School runs a modified block schedule. On RED days, students will have periods 1-7 and Mustang Time. On WHITE days, students will have odd numbered periods 1, 3, 5, and 7. On BLACK days, students will have even numbered periods 2, 4, 6, and 8/Mustang Time.

6TH GRADE		
Period 1	7:30	8:20
Period 2	8:23	9:09
Period 3	9:12	9:58
Period 4	10:01	10:47
Lunch	10:49	11:19
Period 5	11:22	12:08
Period 6	12:11	12:57
Period 7	1:00	1:46
Mustang Time	1:49	2:35

7TH GRADE		
Period 1	7:30	8:20
Period 2	8:23	9:09
Period 3	9:12	9:58
Period 4	10:01	10:47
Period 5	10:50	11:36
Lunch	11:38	12:08
Period 6	12:11	12:57
Period 7	1:00	1:46
Mustang Time	1:49	2:35

8TH GRADE		
Period 1	7:30	8:20
Period 2	8:23	9:09
Period 3	9:12	9:58
Period 4	10:01	10:47
Period 5	10:50	11:36
Period 6	11:39	12:25
Lunch	12:27	12:57
Period 7	1:00	1:46
Mustang Time	1:49	2:35

6TH GRADE		
Period 1/2	7:30	9:05
Period 3/4	9:10	10:45
Lunch	10:47	11:17
Period 5/6	11:20	12:55
Period 7/ Mustang Time	1:00	2:35

7TH GRADE		
Period 1/2	7:30	9:05
Period 3/4	9:10	10:45
Period 5/6	10:50	12:55
Lunch	11:35	12:05
Period 7/ Mustang Time	1:00	2:35

8TH GRADE		
Period 1/2	7:30	9:05
Period 3/4	9:10	10:45
Period 5/6	10:50	12:55
Lunch	12:25	12:55
Period 7/ Mustang Time	1:00	2:35



## **STUDENT IDENTIFICATION BADGE**

Students will be issued a school identification badge (ID). Students must visibly display their identification badge on their person at all times while on campus. Student ID's will be used for safety precautions, transportation, and school breakfast/lunch programs during the school day. A \$5 charge will be imposed if an ID is lost. Students will be provided one lanyard at the beginning of each semester. If a student needs a replacement, there will be a \$1.00 charge if purchased from the school.

## **CELL PHONES**

Students are encouraged not to bring cell phones or other unauthorized electronic devices to school. If a student brings a device to school, they will be expected to put it away prior to entering the school and keep it "out of sight" until the end of the school day unless it is during lunch. Students using devices without permission will have it confiscated. For the first two offenses of cell phone misuse, students may pick up the device after school in the main office. On the third offense, parents must pick up the device in the main office.

## **IPADS**

Students are issued a school iPad at the beginning of the school year. They are responsible to comply with the technology agreement while using school property. Students are expected to use their iPads for school work and show positive digital citizenship while using.

## **BACKPACKS AND LOCKERS**

Students will not be using lockers this academic school year. Backpacks are allowed in the classroom, but teachers may ask the students to put them in a specific area of the room due to limited space. Student athletes may be assigned a locker for their athletic equipment and will only be accessed after school.

PE and Athletic Lockers are the property of Weld County School District RE-5J. The administration reserves the right to open any locker at any time. Whenever possible, the student using the locker will be asked to be present when a locker is opened by a school official. Lockers will be used only by the student(s) to whom the locker was assigned. Each student is to provide his/her own lock. The school and its personnel are not responsible for any lost or stolen property from school lockers.

## **FOOD AND DRINK POLICY**

Students are allowed to have healthy individual snacks in the classroom with teacher permission. Some classrooms may not allow snacks due to the nature of the course (ex. Band, Robotics, etc.). Snacks are not to be shared with peers or eaten outside of the classroom environment (during passing period). Students may have water in a container with a closable lid in the classroom during the instructional day. Other beverages like energy drinks and coffee should be consumed outside of school hours. As students enter the building in the morning, they will be asked to dispose of beverages beyond water. FACS cooking units are an exception to this policy.

## **HALL PASSES**

Any student who is in the hall during class time must have their school issued ID and scan the classroom QR code. Students leaving the classroom to use the restroom will utilize their designated grade level restroom (unless otherwise directed by teacher or administrator) and will use the most direct route. Abuse of hall pass privileges may result in the elimination of those privileges for individual students. Students found without scanning QR code or their ID will be directed back to their classroom.

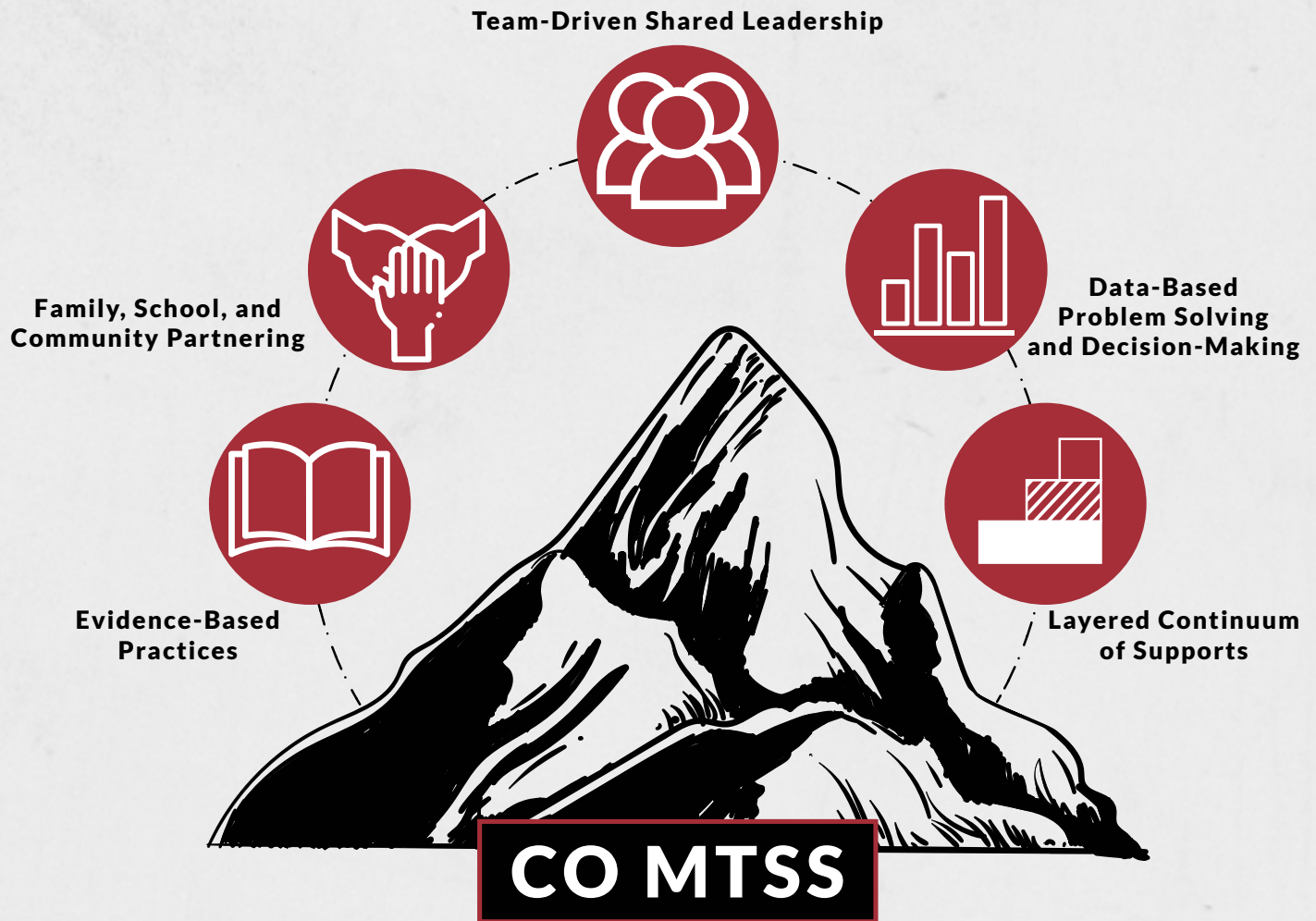
# STUDENT SUPPORT SERVICES

## SCHOOL COUNSELING SERVICES

Guidance counseling services are available to every student. Students receive guidance counseling for individual, career/academic plans at each grade level, interpretation of test scores, occupational information, and social/emotional concerns. Students needing assistance can access a counselor by using the Google Classroom Form or QR Code.

## MULTI TIERED SYSTEMS OF SUPPORT

The Multi-Tiered System of Support is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. The framework of MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to be successful. The MTSS team is dedicated to monitoring student progress, behavior, and social-emotional health needs. It is our goal to provide high-quality instruction and appropriate academic and behavioral interventions to meet the needs of every student.





# ACADEMIC REQUIREMENTS AND GRADING POLICIES

Students are required to take four core classes for each of their three years of attendance at Roosevelt Middle School.

- Two semesters of Language Arts
- Two semesters of Science
- Two semesters of Math
- Two semesters of Social Studies

If a student has not met the requirement of passing eight semesters of academic classes, the student and their families may be required to attend a meeting to discuss and review the student's status and support for the next school year.

## GRADE REPORTING

The focus of grading is measuring student mastery of the Colorado Academic Standards for a specific content area. There are two components of the grade book in each class:

- Assessment: 70% of the overall grade
- Practice: 30% of the overall grade

All students will receive a final report card virtually two times a year at the end of each semester (Fall and Spring). Progress reports will be available twice a year at the end of 1st and 3rd quarter. Parent teacher conferences will be twice a semester, so families can meet with teachers regarding student progress. 6th grade students will receive quarter grades for all Elective classes due to their schedule.

All grades will be calculated using percentages and then converted to letter grades based on the following scale:

### GRADING SCALE (GRADES ROUND UP)

100-90 .....	A
89-80 .....	B
79-70 .....	C
69-60 .....	D
59-0 .....	F

### OTHER SYMBOLS

Turned in/not graded .....	T
Exempt .....	X
Missing .....	M
Absent .....	AB

## INCOMPLETE GRADES

All incomplete grades must be made up within two weeks of the end of the semester. Otherwise, the incomplete grade will become a failing grade. Posted grades are final. Appeals or extenuating circumstances may be taken to the principal for review.

## HONOR ROLL

Students who excel in the classroom have the opportunity to be named to the Roosevelt Middle School Honor Roll.

- Any student who has earned a 4.000 GPA will be placed on the "All A" Honor Roll.
- To be placed on the "A" Honor Roll, a student must have a grade point average (GPA) between 4.000 and 3.500 and not have any D or F grades for the grading period.
- To be placed on the "B" Honor Roll, a student must have a GPA between 3.499 and 3.000 and not have any D or F grades for the grading period.



## LATE AND INCOMPLETE WORK

All work is expected to be turned in by the due date determined by the teacher. Teachers' policies regarding late work will be specified in their syllabus. If a student submits incomplete work, the teacher will return work to the student to complete prior to grading.

## RETAKE REDO POLICY

Students have the option of retaking assessments if they have not demonstrated mastery. However, there are parameters that must be followed in order to retake assessments.

1. Assessments receiving a score of less than 70% may be retaken at the teacher's discretion. The teacher will include this in their course syllabus and remain consistent with their policy.
2. Students have one week to turn in or retake an assessment. The one-week time period begins the day that the score is entered in the grade book for the class.
3. In order to retake an assessment, the student must have all practice relevant to that assessment turned in.
4. A relearning session must be completed with the teacher. The teacher will inform students of the requirements, date, and times for relearning.
5. The retake may not be the same test as the first but will ensure that a student has mastered the material.
6. The retake policy does not apply to the end of the quarter or end of the semester finals.

CLASS FEES				
6th Grade	Intro to Art	\$5	Agriculture	\$5
	FACS 6	\$5	Shop 6	\$10
	Intro to Digital Media	\$5	Choir/Beginning Band/ Beginning Orchestra	\$20
7th/8th Grade	Art 7/8 / Advanced Art	\$10	Robotics I/II	\$10
	Woodworking 7	\$20	Advanced Woodworking	\$20
	Photography	\$10	Principles of Construction	\$20
	Culinary Nutrition	\$20	Plant Science	\$15
	Nutrition and Wellness	\$10	Animal Science	\$15
	Intro to Agriculture	\$20	Sports Medicine and Anatomy	\$10
	Band / Choir / Orchestra	\$20	Design and Digital Communication	\$10

**\*\*In the event of a family hardship, please contact an administrator.\*\***

# ATHLETICS & ACTIVITIES

FALL – Football, Boy’s & Girl’s Cross Country, Volleyball  
WINTER – Boy’s & Girl’s Basketball, Wrestling, Spelling Bee  
SPRING – Boy’s & Girl’s Track and Field, Brain Bowl

## ELIGIBILITY POINT SYSTEM

At Roosevelt Middle School our athletes are students and good citizens first. A student athlete/manager must maintain a respectable GPA and display good behavior in the classroom and on school grounds. Teachers are asked to use their own discretion in regard to student athletes/managers who are working up to their abilities. However, there should be no leeway in regard to student athletes/managers who exhibit poor conduct as outlined in the school’s discipline matrix.

- In order to be eligible for participation, a student athlete/manager must not have more than 4 points assessed against him/her during an eligibility period (1 week: Friday to Friday) This report is updated weekly on Fridays at 7:00AM.

### GRADE/CONDUCT POINT SYSTEM

Unexcused Absence..... 3 Points  
F..... 3 points  
D ..... 2 points  
Poor Conduct ..... 2 points

- The student athlete/manager is still expected to attend practices while upgrading their grade and/or conduct to be eligible for the next week.
- Student athletes/managers who are suspended in school may still attend practices.
- Ineligible student athletes/managers will not be allowed to suit up or sit the bench at home or away contests and will not be allowed to travel with the team to away contests.
- When tutoring opportunities are available, it will take precedence over all other after school activities or athletics. Student athletes/managers ineligible due to academics will be expected to attend tutoring sessions instead of practice. This needs to be communicated to the coach.

*\*The Principal has the final authority on eligibility concerns.\**

## ACTIVE STATUS REQUIREMENTS

The following items are required for student athletes to be considered active and therefor may participate in athletics:

- Good behavior as indicated by the student handbook and Weld RE5J school board policy. (No more than 2 behavior points assessed per week).
- Academically eligible (no more than 4 academic points assessed per week).
- Good attendance in school and scheduled practices.
- Five team practices: Five practices are required of each student athlete before they may participate in a competition.
- Completed documentation: (All paperwork is due before students may practice)
  - Physical Examinations - valid for one calendar year
  - Medical History Form
  - Insurance Form
- Current fees: An athlete may not participate in the next sport until all equipment and/or fines are paid. Parents are encouraged to contact administration for special circumstances.
- Any student in the 7th grade who turns fourteen (14) before August 1st of the school year in which he/she wishes to participate will not be eligible to participate at that level. Any student in the 8th grade who turns fifteen (15) BEFORE August 1st of the school year in which he/she wishes to participate will not be eligible to participate.

Click [here](#) for more information on our athletics and eligibility.



# ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

## Student Responsibilities for Attendance:

1. Understand that absences and tardies will interfere with academic success.
2. Contact teachers ahead of time for pre-arranged absences and immediately upon returning to school after an absence to arrange make-up work.
3. If leaving during the school day, check out from the office and back in when returning.
4. If you need to leave school due to illness, you must check out from the office.

## Parent/Guardian Responsibilities for Attendance:

1. Provide documentation for absences due to official appointments (medical or legal). Documentation may be brought to the office in person or sent with your child.
2. If a student needs to leave the school campus, they must check out from the office.
3. Request a pre-arranged absence 3 days in advance of any scheduled event from the office.
4. Check attendance records in the Infinite Campus Parent Portal and maintain regular communications with teachers, administrators, and the office.

## EXCUSED ABSENCES

The following excuses shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. A note from a doctor may be requested.
2. Documentation, such as a note from a doctor, may be requested after a student has accrued ten (10) absences.
3. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
6. A student who is suspended or expelled.

## EXCUSING AN ABSENCE

Please call the school office (970) 587-6302 before 9:00 a.m. on any day your child is going to be absent or late. After ten (10) absences, you may receive a letter from the school regarding attendance, and a plan may be created.

## UNEXCUSED ABSENCES

All reasons not listed in the "Excused absences" section are considered an unexcused absence. The administration may excuse unexcused absences in extenuating circumstances. The number of unexcused absences a student may incur before judicial proceedings is 10 days during any calendar year or school year. A student is counted as habitually truant if the student has four unexcused absences in one month and/or 10 absences in one school year. We would like to avoid having to work through these steps, so please make certain your child has good attendance at school.



## CHRONIC ABSENTEEISM

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 18 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is identified as "chronically absent," the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism.

## TARDINESS

Students who have a note from an administrator, office secretary, counselor, or teacher will not be marked tardy. Individual teachers may enforce appropriate classroom expectations or consequences regarding tardiness. Excessive tardiness may lead to an office referral and disciplinary action. Three tardies over the course of the school year may be considered one absence.





# STUDENT CONDUCT AND DISCIPLINE

## DRESS CODE

Student dress should conform to recognized standards of decency, safety, modesty and cleanliness. Students will not be permitted to dress in a manner that affects the safety of themselves or others, is disruptive to the learning environment (ex. controversial topics or individuals) and/or that which indicates affiliation with negative social influence such as gangs, cults, violence, substance abuse or sexual degradation.

Students may be referred to an administrator for clothing that includes but is not limited to, articles considered "revealing and inappropriate for school." The student will be asked to change clothes. Repeated violations will result in disciplinary action.

Here are some dress code guidelines:

- Tops without straps, backs or sides are not allowed;
- Cropped tops that show the stomach are not allowed (must cover body when arms raised);
- Shorts, skirts or pants that are either too short, too loose, or too many cuts to fully cover students' thighs and rear ends are inappropriate to wear at school;
- Muscle shirts/t-shirts with the sides cut off are not allowed;
- Shoes must be worn at all times.
- Outerwear should cover underwear;
- Any clothing advertising guns, alcohol, drugs, or tobacco will not be allowed;
- Sunglasses, bandanas, hats, hoods, and spikes or chains will not be allowed;
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are obscene, profane, vulgar, lewd, or legally libelous are not allowed;
- If in doubt, do not wear it, we ask that you err on the side of being appropriate for school.

## ACADEMIC DISHONESTY

**Cheating:** Academic cheating can exist in many forms and is considered a serious offense at Roosevelt Middle School. Cheating may include, but is not limited to, the following:

- Assisting other students in an act of academic dishonesty. This may include, but is not limited to, behaviors such as allowing another student to copy or look at someone else's work that is considered an individual assignment or task.
- Turning in an assignment, project, test, or other academic product which is the result of copying someone else's work.
- Handing in another individual's work as the student's own.
- Being observed copying or dividing/copying one another's work on assignments which are intended to be individual in nature.
- Sharing answers, or otherwise seeking answers from another individual or source of information when taking a test or a quiz.

**Plagiarism:** Passing off another's work as one's own or using another's words or answers without crediting the source constitutes plagiarism. Examples of plagiarism are:

- Copying sentences, phrases, paragraphs, or pages from print medium, including internet resources or other sources without providing documentation or credits.
- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing them to the source, or providing documentation or credits.

Consequences for an offense of academic dishonesty/cheating or plagiarism shall be a reduction in grading according to the individual classroom teacher's policy on the academic product in question. Parents or guardians shall be notified by the teacher. The appropriate building administrator and counselor shall also be notified of this action. Disciplinary consequences will also be handled in the office according to the building's office referral level for rule violations (i.e. in-school detention / out of school suspension) included in this handbook. See Discipline Matrix for consequences regarding cheating.

## **DRUG AND ALCOHOL USE BY STUDENTS**

It is a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances.

Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board's policy and regulations on administering medications to students or the Board's policy on administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy's accompanying regulation. *See Discipline Matrix for consequences regarding drugs and alcohol.*

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.



## GANG ACTIVITY AND SECRET SOCIETY

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs that advocate drug use, violence or disruptive behavior. The RMS administrative team shall maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The board prohibits the presence of gang symbols on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessories, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. Students displaying gang symbols may be subject to disciplinary action.

## STUDENT CONDUCT ON BUSES

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on board buses. If any student violates the established rules of bus conduct, the student may lose the privilege of riding the school bus. The student may also be denied admission to school, suspended or expelled, in accordance with established school district policies.



# DISCIPLINE MATRIX

The following consequences apply to behavior on campus, in school vehicles and at school activities and events.

BEHAVIOR	BEHAVIOR CODE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1st, 2nd Degree, or Vehicular Assault*	04	10 day OSS/ recommendation for expulsion		
3rd Degree Assault/Disorderly Conduct (Fighting)*	13	3 day OSS	5 day OSS	10 day OSS/ recommendation for expulsion
Academic Dishonesty	12	Detention	Zero on assignment/ MTSS referral and/ or 1-3 day ISS	1-3 day OSS
Bullying*	11	1-3 day OSS/school counseling	3-5 day OSS/school counseling/ MTSS referral	5-10 day OSS/school counseling/MTSS revision
Destruction of School Property*	10	1-3 day OSS/RJP	3-5 day OSS/RJP	5-10 day OSS/ recommendation for expulsion
Detrimental Behavior	09	1-3 day detention and/or 1-3 day suspension/school counseling/RJP	1-5 day suspension/ MTSS referral	5-10 day OSS/ recommendation for expulsion
Disobedience/ Defiance/ or Repeated Interference	08	1-3 day detention and/or 1-3 day suspension/RJP/ school counseling	1-5 day suspension/ MTSS referral	5-10 day OSS/ recommendation for expulsion
Dress Code	12	Change clothes/ parent contact	Change clothes/ parent contact	Change clothes/ parent contact and/ or suspension
Endangering Health/Safety of Others	09	1-5 day suspension/ MTSS referral/ restitution (if applicable)	3-5 day OSS/ counseling/safety plan	5-10 day/ recommendation for expulsion
Failure to Attend Detention/ISS	12	Additional detention	1-3 day suspension	3-5 day suspension
Gang Activity/ Apparel/ Paraphernalia	12	Removal of gang related paraphernalia/ parent contact	1-3 day suspension/ behavior contract/ parent contact	5-10 day OSS suspension/ review of contract/ recommendation for expulsion



BEHAVIOR	BEHAVIOR CODE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Harassment/ Bullying*	18-22 or 31-41	3 day OSS/school counseling/MTSS referral	3-5 day OSS/school counseling/ MTSS revision	5-10 day OSS/ school counseling/ recommendation for expulsion
Inappropriate use of Technology	12	Restricted use/ removal of technology/ suspension	Restricted use/ removal of technology/ suspension	Removal of technology/ suspension
Intimidation or Threatening Staff/ Physical Abuse Toward Staff*	09 or 17	5 day suspension/ safety plan/MTSS referral/RJP	10 day OSS/ recommendation for expulsion	
Major Disruption/ Disruption of Edu Process*	08 or 09	3 day suspension/ safety plan/MTSS referral/RJP	5-7 day OSS/ counseling/behavior contract	10 day OSS/ recommendation for expulsion
Profanity	12	1-3 day detention and/or 1-3 day suspension	1-3 day suspension/ MTSS referral	3-5 day OSS
Rape or Attempted Rape*	16	10 day OSS/ recommendation for expulsion		
Robbery*	06	10 day OSS/ recommendation for expulsion		
Sexual Violence/ Battery*	15	10 day OSS/ recommendation for expulsion		
Theft*	12	1-3 day OSS/RJP	3-5 day OSS/RJP	5-10 day OSS/ recommendation for expulsion
Threat of Physical Attack*	17	10 day OSS/ recommendation for expulsion		
Threat of School Safety	17	Threat assessment/ alternative placement/safety plan/suspension	Threat assessment/ recommendation for expulsion	
Truancy*	001, 08 or 12	Counseling/ detention/and/or attendance contract	Counseling/ISS/ potential truancy ticket	Counseling/truancy court
Unauthorized presence on or in the vicinity of a Weld RE- 5J property*	12	1-3 day OSS	3-5 day OSS	5-10 day OSS/ recommendation for expulsion

BEHAVIOR	BEHAVIOR CODE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol Violation (Use/Possession)*	02	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/ recommendation for expulsion
Sale of Alcohol*	02	10 day OSS/ recommendation for expulsion		
Drug Violation (Use/Possession)*	01	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/ recommendation for expulsion
Sale of Drugs*	01	10 day OSS/ recommendation for expulsion		
Marijuana Violation (Use/Possession)*	14	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/ recommendation for expulsion
Sale of Marijuana*	14	10 day OSS/ recommendation for expulsion		
Tobacco Violation (Use/Possession)*	03	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/ recommendation for expulsion
Sale of Tobacco*	03	10 day OSS/ recommendation for expulsion		
Dangerous Weapon*	05 or 17	10 day OSS/ recommendation for expulsion		

*Behaviors that may require law enforcement involvement are indicated with an asterisk (\*)*

**Key:**

**In School Suspension: ISS**

**Out of School Suspension: OSS**

**Multi-Tiered Systems of Support: MTSS**

**Restorative Justice Practices: RJP**

***This list of infractions is not all inclusive, and students will still be held accountable for any other infraction not listed in the Discipline Matrix.***

**Click [here](#) for the Colorado Department of Education 2023-24 School Behavior Codes with Definitions.**

**For more information regarding discipline please see BOE Policies regarding Code of Conduct, Disciplinary Removal from Classroom, Suspension, and Expulsion.**



## SUSPENSION AND EXPULSION OF STUDENTS

The Board of Education shall provide due process of law to students, families, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

- **Out of School Suspension (OSS):** Students are excluded from all Weld RE-5J School District property and district sponsored activities, whether home or away, for the designated period of time.
- **In School Suspension (ISS):** Students are monitored during the school day by school personnel. After school hours, students are excluded from all Weld RE-5J School District property and district sponsored activities, whether home or away for the designated period of time.
- **Activity Suspension:** Students are excluded from all activities sponsored by Weld RE-5J schools, whether home or away, for the designated period of time.

**OWN IT.  
RISE UP.  
ROCK ON!**



# GENERAL INFORMATION ABOUT RMS

## REGISTERING AND WITHDRAWING STUDENTS

New students enrolling at RMS must complete registration online. All registration materials can be found on the district's website.

Any families wishing to withdraw their child from the middle school must pick up a checkout form from an office secretary. At the time of withdrawal, the student/parent will turn in all school property, such as school issued iPad, textbooks, library books, and athletic equipment. Following this procedure, the school secretaries will facilitate the transfer of your records when requested. All fees/fines must be cleared up through the school secretaries before records will be forwarded to the new school.

When a student withdraws from school, he/she is classified as a non-student and will not be permitted on school property without prior approval of the principal.

## VISITORS

Parent visits to classrooms must be scheduled in advance. Parents should request a visit prior to the desired date. The request should be submitted to the principal's office, specifying the reason for the visit and the proposed date and time. Visitors must be accompanied by an administrator or a designated staff member during the visit.

**Confidentiality and Privacy:** Parents must respect the confidentiality and privacy of all students and staff. Any information observed or overheard during a visit should not be shared outside of the classroom setting. Visitors may not record in the classroom.

## SCHOOL CLOSURES AND DISMISSALS

1. Administrative decisions will be made regarding closings and/or delays by 6:00 a.m.
2. The media will be contacted and an announcement will be made to the public as soon as possible.
3. The following media will carry announcements of school closings or dismissals: Denver Channel 9, Denver Channel 4, and radio stations K 99/TRI 102.5, KFKA 1310 and KOA 850.

## EMERGENCY DRILLS

Fire evacuation and tornado safety plans are posted in each classroom. Students will be trained in emergency drill procedures and should become familiar with these plans. Fire, tornado, lockout, and lockdown drills will be held periodically to assure that students and staff are prepared in the event of an actual emergency. When a drill begins, students directed by the teacher will immediately move to the designated area in an orderly, quiet fashion. Students should remain quiet for further instruction from their teacher. The principal will give a signal when it is time to return to the classroom.

## HEALTH SERVICES

If a student becomes ill, he/she will be sent to the nurse's office. A decision will be made as to whether the student can go back to class or should be sent home. Students will go home only after parental contact is made.



School officials may administer medications to students only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student's parent/guardian to administer the medication to the student and either: a. written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The parent/guardian shall be responsible for providing all medication to be administered to the student, unless it is an over-the-counter medication such as Advil or Tylenol.

## SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer Program (SRO) is a nationally accepted program that involves the placement of a Roosevelt police officer within the school environment. The SRO is responsible for:

- A visible presence that deals with law-related issues.
- A resource for students, teachers, administrators and parents on law-related issues or individual problems or questions concerning police actions.
- An in-class resource to help instruct students in law-related education and prevention programs.
- Bridging the communication gap between police officers and our student population.
- Building trust between police officers and our student population.
- Assisting students and their families by referring them to appropriate agencies to assist when the need is determined.
- Assisting building administration with truancy issues.

The SRO is always available for your questions or concerns. He/she can be reached during regular school hours through the office or by calling (970)587-6300. Outside of school hours he/she can be reached at the Roosevelt Police Department at (970)587-2772 or if an Emergency situation exists call 911.



## **STUDENT LIBRARY USE**

Students are encouraged to use the library. The library is open from 7:15 a.m. to 2:35 p.m., Monday – Friday.

Students are asked to follow these guidelines:

- Students may check out only three (3) books at a time.
- Books are checked out for a three (3) week period.
- Books are expected to be returned on time.
- Students are required to pay for any book(s) they have checked out and lost.
- Students with overdue books will not be allowed to check out materials from the library until the books are returned or paid for.

## **NOTICE OF NON DISCRIMINATION/ EQUAL OPPORTUNITY**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District RE-5J, does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Harassment, if it rises to the level described in state law, is a prohibited form of discrimination.

Complaint procedures have been established for students, parents, employees, and members of the public as follows:

- Policy AC-R-1: Students
- Policy AC-R-2: Employees, Applicants for Employment and Members of the Public
- Policy AC-R-3: Sex-based Harassment (Title IX)

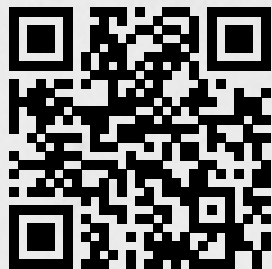
The following person(s) have been identified as the Compliance Officer and Title IX Coordinator for the district:

**Brandi Treviño - Title IX Coordinator/Compliance Officer**  
Weld County School District RE-5J  
110 S. Centennial Dr., Ste. A Roosevelt, CO 80543  
btrevino@weldre5j.org  
(970)617-4025

### **Outside agencies**

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th St., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 825, Denver, CO 80202.





**FIND OUT MORE:**

**[WWW.RMS.WELDRE5J.ORG](http://WWW.RMS.WELDRE5J.ORG)**

**Roosevelt Middle School  
616 N 2nd St, Johnstown, CO 80534  
(970) 587-6304**