

BLEVINS MIDDLE SCHOOL

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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BLEVINS MIDDLE SCHOOL DAILY SCHEDULE 2011-2012

Silver Day

Period 1	7:40-9:00
ELO/HM	9:05-9:45
Period 3	9:50-11:10
Period 5 A Lunch	11:10-11:40
Class	11:45-1:05
Class B Lunch	11:15-12:35 12:35-1:05
Period 7	1:10-2:30

Burgundy Day

Period 2	7:40-9:00
ELO/HM	9:05-9:45
Period 4	9:50-11:10
Period 6 A Lunch	11:10-11:40
Class	11:45-1:05
Class B Lunch	11:15-12:35 12:35-1:05
Period 8	1:10-2:30

6th Graders – A lunch; 7th graders – A or B lunch determined by 5/6 teacher;
8th Graders – B lunch

**Blevins Middle School
Student/Parent Handbook
2011-2012
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INFORMATION PAGE

BLEVINS MIDDLE SCHOOL

**2101 S. Taft Hill Rd.
Fort Collins, CO 80526
Main Office – 488-4000
Attendance Line – 488-4088
Fax – 488-4011**

PEOPLE TO KNOW	Name/Email (@psdschools.org)	Phone (prefix 488)
Principal:	David Linehan dlinehan	4000
Assistant Principal:	Bryan Davis bryand	4000
Counselors:	Brad Stone bstone Diane Schultz dschultz	4010 4009
Social Worker:	Deana Loven Dloven	4032
Office Manager:	Michele Trujillo mtrujill	4004
Bookkeeper:	Deb Caskey dcaskey	4003
School Resource Officer:	Dawn Johnsen djohnsen	4036
Attendance Secretary:	Leslee Garcia lesgar	4006
Registrar:	Lynette Koepf lkoepf	4008
Health Tech:	Janet Diack jdiack	4007
Custodian:	Tom Cruz thcruz	4024
Head Cook:	Jane Long janel	4035

AS A PARENT, WHERE DO I GO WITH MY QUESTIONS? At times, parents may wish to bring a concern to the attention of a teacher, counselor or one of the administrators. At Blevins, we want parents to be a part of the learning team for their child. When a concern arises, parents are encouraged to initiate appropriate contact with the source of the concern. Classroom issues and behavior problems should be addressed with the student's teacher first. Academic and academic success, as well as student personal issues, should be brought to the attention of the Student Services Counselors. The administrators are always available to address concerns with a parent or student. We do ask that parents make initial contact with the initial source of the concern before contacting the administrators. Walk-in conferences with administrators may be limited due to classroom observation responsibilities and other duties. To make a conference with an administrator, please call the office manager for an appointment. Teacher planning periods are publicized in the Blevins Newsletter. You can request a teacher contact by calling teachers directly or by calling student services 488-4008. Parents should expect a return call within 24 hours.

STUDENT SERVICES

COUNSELORS: Counselors/social workers are an integral part of the total school program. In addition to working with you individually, counselors meet with groups of students, conduct classroom and small group activities, and work with individual teachers. Services provided include assistance with educational planning, interpretation of test scores, occupational and career information, study skills, help with home, school and or social concerns or any questions you feel you would like to discuss with the counselor. We look forward to getting to know each other. Students wishing to visit a counselor should sign up for an appointment in the Student Services office, rather than expecting immediate action on a drop-in basis. Parents may contact a counselor by phone or schedule an appointment through the Student Services secretary.

CHANGING A CLASS: A schedule change may be requested only when a scheduling error is made, or the student has previously taken the class. Schedule request changes will **not** be made unless school personnel have made a placement error. Staffing assignments and master schedule decisions have been made based on registration information. Students may submit a Schedule Change Petition to the Student Services Office.

WHERE DO I GO WHEN...

I am having trouble with schoolwork?

- See your teacher (before or after school)
- Sign a request form to set up an appointment with a counselor
- Speak with another teacher

Teachers are available for extra help Monday through Friday from 2:35 to 3:05 p.m. Additional time or alternative times may be available at each teacher's discretion. It is **each student's responsibility** to seek such help when needed. Parents are encouraged to schedule conferences with teachers.

I am having trouble with other students?

- Ask a trusted teacher for advice
- See your counselor
- Report to an administrator when things start to turn bad.

Feel life is miserable?

- Go to Student Services, Talk with a Counselor or Teacher.

Need to attend a funeral? It is our belief that a student who leaves during the school day to attend a funeral should remain at home for the remainder of the day. Students at this age will need time to process feelings of grief. Many times returning to school upsets other students. An absence for a

funeral is considered an excused absence. Please follow proper attendance procedures through the attendance office.

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

HEALTH OFFICE

The Health Office is located next to Student Services. If you have any questions or concerns please call the Health Office at 488-4007. Students who become ill or injured during the day may visit the health office. Unless an emergency exists, you will need to have your planner signed by your teacher to go to the health office. If you are unable to return to class within **10 minutes**, your parents will be contacted to go home.

HEALTH CARE ACTION PLAN: Your child is unique. Please give us details about any health concerns that your child may have so we may be of assistance to your child at school. The school nurse will review any information you provide and a Health Care Plan may be developed. Health Care Action Plan forms are available on the PSD Website, Blevins Website and in the Health Office (and must be renewed yearly). A parent/guardian and a physician must sign this form. Parents/guardians may fax Health Care Action Plans to the physician to sign. Return the signed forms to Blevins for the 2011-2012 school year.

Migraines or frequent Headaches - Asthmas, especially Inhaler users - Severe Allergies, especially Epipen users- Diabetes - Seizures - Any other conditions needing special attention and/or care.

MEDICATION AT SCHOOL: ALL medications (doctor prescribed or over-the-counter) given at school must be accompanied by a PSD Medication Release form for the 2011-2012 school year. This form must be signed by a parent/guardian and a physician. The medication must be provided to Blevins in the original prescription bottle accompanied by the completed PSD Medication Release form. Medication must be brought to school by a parent/guardian. Students may carry their inhaler or Epipen/antihistamine for a severe allergic reaction, but a medication permission form must be completed and kept on file in the health office for the current school year. **These rules apply for all medication given at school whether it is a prescription or an over-the-counter drug. These guidelines are in place for your child's protection. – Important!! See PSD Code of Conduct. (Use/possession of any prescription medication or over-the-counter drug at school will result in up to 5 days suspension from school for the 1st offense.**

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

DTab/DTP/DT/Td	5 doses
Tdap booster	1 dose
Polio	4 doses
Hepatitis B	3 doses (a 2 dose series is now available for ages 11-15)
MMRs	2 doses

Varicella 1 dose grades 4-12 (or disease history from health care provider, parent or guardian)

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

ATTENDANCE OFFICE

24-hour attendance line #488-4088

If your child is absent from school, a parent must call the 24-hour attendance line before 8:00 am. The telephone number is 488-4088. The line is open 24 hours every day. The absence will be unexcused until either we receive a phone call or a note from a parent/guardian to excuse the absence. If a call is not received, the attendance secretary will attempt to contact parents to verify the absence.

MAKE-UP WORK: You are provided two days for each school day missed to make up work for an excused absence. **It is the student's responsibility to contact teachers to request homework upon returning. If students are absent 3 days or longer please call 488-4006 before 8am to request homework** When requesting homework, 24 hours advance notice to the office must be given. Make-up work for suspended students will be allowed and will be given credit provided the work is completed satisfactorily within a teacher specified time. Makeup work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

Absences will be identified as **excused** or **unexcused by the administration**. Absences, whether legitimate or unexcused, will most likely negatively impact a student's performance and grades in all classes. Valuable classroom instruction cannot easily be duplicated outside of the classroom. An unexcused absence is considered truancy. Absences will be determined "excused" or "unexcused" based on communication between our attendance office and the parents. **An administrator reserves the right to determine whether an absence is excused or unexcused.** Truancy exists when a student is absent from school without the permission of parents, or guardian, or the school.

EXCUSED ABSENCES: The following shall be considered excused absences:

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

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

PRE-EXCUSED ABSENCES: If your parent knows in advance when you will be absent, written notification should be given to the attendance office before the school day starts. **The student is responsible** for notifying each teacher of the upcoming absence and doing the work ahead of time if requested. There is **NO** designated "ditch day" sanctioned by the school.

UNEXCUSED ABSENCES: An unexcused absence is defined as an absence that is not covered by one of the forgoing exceptions. Each unexcused absence shall be entered on the student's on the record. In conjunction with PSD, Blevins will enforce the following guidelines regarding truancy.

4 Unexcused full day Absences 1st Attendance Letter will sent home

8 Unexcused full day Absences Parent Conference

(If parent/guardian is unable or willing to participate in a conference the school will conduct a home visit)

12 Unexcused full day Absences 2nd Attendance Letter will be sent home

16 Unexcused full day Absences Parent Conference

20 Unexcused full day Absences Attendance Review Board

25 Unexcused full day Absences Referral to Truancy Officer

**If attendance letters are returned as undeliverable the school will initiate a home visit

EARLY CHECKOUT FOR APPOINTMENTS: Your parent can arrange for an early dismissal from school when you need to go to a medical or dental appointment during school hours.

Your parent must write a note, which you must give to the attendance secretary before 1st period. At that time you will be issued a pass for your dismissal time. It is important to "sign-out" at the attendance office before leaving school and "sign-in" when you return.

TARDINESS GUIDELINES (Periods 1-9): A student's educational success is impacted when he/she misses valuable instructional time. Also, when a student is late to class, it is a disruption to the educational process for the students who are in class. Therefore, it is expected that Blevins students will arrive to class in an orderly manner and on time. Tardies are to be handled by the sending and/or receiving teachers. Unexcused and excused tardiness will be determined by communication between our teachers, attendance office and our parents (for 1st/2nd periods only by either written or verbal communication). Final Determination of unexcused or excused tardiness resides with an administrator.

Tardies	Consequences
1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Warning and call by teacher to parent
4 th Tardy	Teacher assigned detention and call by teacher to parent
5 th Tardy	Meet with teacher, student and administrator for tardy contract
6 th Tardy	Minor office referral, office detention and parent call by administration
7 th Tardy	7 or more tardies=major office referral (ISS< OSS, community service, Saturday School, after school detention)

BEHAVIOR ACCOUNTABILITY

To ensure a successful learning environment at Blevins, students are expected to follow Blevins policies and procedures, Poudre School District Code of Conduct, follow the instructions of all school personnel, and abide by local, state, and national laws. Classroom teachers will handle classroom problems and minor infractions of school-wide policies and expectations initially. Major infractions and chronic misbehavior, which could result in suspensions, will be directly referred to the assistant principal or principal. Violations of local, state, or national laws will result in law enforcement agencies being involved.

DISCIPLINARY PROCEDURES: The following steps will be followed whenever a student is suspected of violating a school rule or policy:

STEP 1: Investigate the incident by interviewing involved parties.

STEP 2: Allow students the opportunity to tell his/her version of the incident.

STEP 3: Administrator/staff member makes his/her best professional judgment given the facts and identifies the appropriate consequences.

STEP 4: Notify student of these consequences either in verbal or written form.

STEP 5: In cases where the consequences include In-School Suspension (ISS) or Out-Of-School Suspension (OSS), the school will notify parents and allow an opportunity for a conference. A Remedial Discipline Plan may need to be developed. Continued occurrences may result in review

of an IEP for special needs students. The procedures outlined by the Code of Conduct will be followed and may include possible suspension and/or expulsion proceedings.

DISCIPLINARY ACTIONS: Blevins encourages student behavioral issues to be handled at the lowest level possible. Teachers are expected to work with students and parents in addressing student classroom behavior.

CLASSROOM: Informal classroom re-directs, informal teacher-student talks, teacher detentions, “Time-out” in hallway or pod, detention with community service, parent contact, behavior contract.

OFFICE: conference with counselor or administrator, parent contact, formal school detention, parent conference, behavior contract, community service, in-school suspension with community service, out-of-school suspension, and expulsion.

BLEVINS DISCIPLINE GUIDELINES

Majors vs. Minors

Major: Major referrals are Code of Conduct violations that cause emotional or physical safety concerns for staff or students, or interfere significantly with the opportunity to teach and learn. The chart lists examples of infractions and responses but is not limited to.

Infractions	Teacher Response	Administrative Response
Abusive/vulgar language	<input type="checkbox"/> Notify Student <input type="checkbox"/> Major referral <input type="checkbox"/> Contact the front office	<input type="checkbox"/> After school detentions <input type="checkbox"/> Community Service <input type="checkbox"/> Parent/guardian contacted <input type="checkbox"/> ISS <input type="checkbox"/> OSS <input type="checkbox"/> Referral to law enforcement <input type="checkbox"/> Expulsion
Alcohol/Drug/Tobacco		
Arson/Combustibles		
Continual Disrespect		
Continual		
Defiance/Disobedience		
Continual Dress Code		
Violations		
Continual/Significant		
Disruption		
Fighting/Physical Aggression		
Inappropriate Computer use		
(pornography, gang related		
sites, etc.)		
Lying/Cheating/Forgery		
Theft (School and Private)		
Continual unexcused absences		
7 or more tardies		
Violation of Criminal Law		
Harassment/tease/taunt/threats		
Damage to school/private		
property		
Gang or gang like activity		
Weapons		
Habitually Disruptive		
(Administration Only)		
Any other Code of Conduct		
violation not listed above		

Minor: Lower level student behaviors that a teacher can address using Discovery. If the student does not correct the behaviors it will lead to a minor office referral. Minor referrals are intended to redirect the behavior, examples of infractions and responses but are not limited to:

Infractions	Teacher Response	Administrative Response
Attitude/Tone	<input type="checkbox"/> Class Refocus Sheet <input type="checkbox"/> Three Redirects <input type="checkbox"/> Private Conversation with student <input type="checkbox"/> Minor referral if problem continues <input type="checkbox"/> Contact front office <input type="checkbox"/> Contact Parents	<input type="checkbox"/> Re-entry Conference with student and teacher <input type="checkbox"/> Parent/guardian contacted <input type="checkbox"/> Lunch Detention <input type="checkbox"/> Time out in the office
Blurting Out		
Computer Misuse		
Disrespect		
Difiance		
Dress Code		
Disruption		
Inappropriate Verbal Language		
Preparedness		
Property Misuse/Littering		
Tardy to Class (See Policy)		
Unexcused Absence		
Refusal to work		
Classroom/Building expectations (6 P's, Attending Skills)		

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

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

The Colorado Legislature has taken these steps to ensure a quality learning environment for all Colorado students. If a student is formally removed from class, the teacher will contact parent/guardian. A conference will be held as soon as possible to develop a positive behavior plan so that the student may re-enter class. If a student is removed for a third time, the student will be dropped from that class. This will result in the student either having a shortened schedule or attending ISS during that class time. In addition, other disciplinary action will usually occur in conjunction with the Formal Removal.

STUDENT EXPECTATIONS

BULLYING POLICY: What is Bullying? "Any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more student in the school, on school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events.

- This implementation includes the following
- Actively promote that Blevins has adopted an anti-Bullying Policy.
- In-service faculty and staff about Bullying.
- Define Bullying behavior for everyone.
- In every classroom discuss bullying. Use examples to encourage children to talk about their own experiences with bullies in school or out of school. Other options

might include: relating bullying to already established curriculum when appropriate, discussion, role-playing, etc.....

- Engage students, staff and parents in support of the Bullying Policy.
- Establish a reporting system so that every student knows that every teacher, staff member or adult in the building will listen to any report of bullying.
- Survey students and teachers on their perception of bullying at Blevins (Spring).

School Rules

- All staff members will confront bullying and put-downs as soon as they are identified.
- Students agree to help those being bullies or put-downs by speaking out and/or getting adult help.
- All students agree to include everyone in their activities. Noone is marginalized.

Tips for Students

- If bullied, tell your parents-telling is not tattling. They can help you figure out what to do.
- Tell a trusted teacher, school counselor, or principal, or have your parents talk to the school for you.
- Do not retaliate or get angry.
- Respond evenly and firmly or say nothing and walk away.
- To avoid a bully, develop friendships and stick up for each other.
- Act confident.
- Take a different route to and from school.
- Avoid unsupervised areas of school.
- Do not bring expensive items to school.

Tips for Parents

- Encourage your child to share problems with you and ensure him/her that it is not tattling.
- Praise and encourage your child- a confident child is less likely to be bullied.
- If your child’s behavior is contributing to the problem, try to improve your child’s social skills without suggesting he/she is responsible.
- Help your child develop new friendships-new peers can provide a new chance.
- Maintain contact with your child’s school. Keep a detailed record of bullying episodes and communications with the school.
- Motivate your child to participate in sports or physical activity to improve self esteem.

Reporting: While empathy for others is important, so is taking a stand for what’s right. We hope to empower students to deal with most situations themselves. We expect all members of the Blevins community to “make respect your business”. Sometimes that means reporting. To help students determine when to report, we share the following:

Tattling	Versus	Reporting
Unimportant	vs	Important
Harmless	vs	Harmful or dangerous, physically or psychologically
Can be handled by self	vs	Need help form adult to solve
Purpose: Get someone in trouble	vs	Purpose: Keep people safe
Behavior is accidental	vs	Behavior is purposeful

As a school, we know we can't eliminate all bullying behaviors; however, we know we can:

1. Monitor, consequence, counsel, convert and/or minimize bullies.
2. Acknowledge, support, and empower victims.
3. Empower the majority of students, the bystanders, to take a stand for what is right and play the pivotal role in contributing to a positive school climate at Blevins.

DRESS CODE: In effort to create an environment that focuses on student achievement, students are expected to dress in a manner that is not disruptive to the education or constitute a health or safety hazard. Rule of Thumb, if you have to ask yourself "Is my clothing school acceptable?" then it probably is not". School is the business and professional work environment for students. Clothing should be appropriate for school and school activities. Clothing and other forms of personal appearance should not distract from the learning environment and should not be intimidating. The following Dress Code guidelines have been developed.

- Short Shorts and Short Skirts are not allowed. At the discretion of Administration.
- Clothing must cover underwear, midriff, chest, back and buttocks.
- Half shirts, see-through shirts, mesh shirts, halter-tops, tube tops, or any tops without a back will not be allowed.
- Tank tops are not permitted—does not matter the width of the strap.
- Caps, hats, bandanas, handkerchiefs, masks, chains, and sunglasses are not permitted to be worn during school hours, unless specific permission has been given by the administration
- Heavy coats/trench coats are not to be worn in school. These items should be stored in a student locker only; it is your responsibility to dress appropriately for the weather. Always have a sweater, sweatshirt or lightweight zip-up in your locker for cooler conditions.
- Clothing or jewelry which promotes alcohol, drugs, tobacco, sexuality, profanity or anything that could be used as a weapon will not be allowed. (All at the discretion of Administration)
- Shoes must be worn at all times.
- Drawings and/or writings on skin or clothing that are inappropriate for school or a distraction to the school environment are not allowed.
- Tattoos must be covered at all times.
- Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, bandanas and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed. (This includes color of clothing & brand names.) (All at the discretion of Administration)
- Torn clothing is not allowed. (Tears above the knee in shorts or pants, is not allowed) (At the discretion of Administration).
- Sleep wear or lounge wear, including pajama pants, thin sweats and slippers are not allowed
- Certain school activities may be exempt from these guidelines with administrative approval.
- Students found in violation of this policy will be subject to disciplinary action.
- Student dress will be subject to the review and discretion of the building administrator (PSD JICA - Dress Code and Dress Code Violations)

LOCKER POLICIES: Student lockers are the property of the school district. The school may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to you free of charge to store books, coats, and school supplies. Students are free to decorate their locker with appropriate pictures, mirrors, shelves, magnets etc. as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. In order to avoid claims of sexual harassment, all pictures and posters hung in the lockers must meet school district standards.

* Students having trouble with their locker should pick-up a locker complaint form in the attendance office. Locker combinations and locker placement will not be considered as legitimate complaints. Otherwise, custodians at their convenience will help with any locker jams.

* It is suggested that you do not keep valuable items in your locker. Your combination should not be shared and should remain private. Moving to another locker without permission of the administration is prohibited and will result in assignment of consequences. Private locks are prohibited.

* Periodically, school scheduled locker clean-outs and locker checks will occur. This will be accomplished from 2:20 pm. – 2:30 pm. on designated clean-out afternoons. In general, keeping a clean and orderly locker makes your environment more effective and manageable.

Locker Agreement

(All students will accept the following when they receive their locker assignment)

1. I agree not to give the combination of my locker to any other student.
2. I agree not to give anyone else permission to use my locker.
3. I will respect others property.
4. I understand that the responsibility for keeping the locker clean is mine.
5. Any student discovered in a locker not assigned to them will be given an administrative consequence.
6. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS FROM THE LOCKER. ALL THEFTS SHOULD BE REPORTED TO THE OFFICE.**
7. By accepting a locker and locker combination, I agree to the above statements as stated.

PROHIBITED ARTICLES AT SCHOOL: A general rule of thumb is: If it doesn't pertain to school business or is of significant value it doesn't belong at school. Items will be confiscated and kept for parent pick-up or returned to the student on the last day of school. Unclaimed articles will be removed permanently. Any item that could be used as a weapon is not permitted on school grounds (including some jewelry). Toys, glass bottles, laser pointers, aerosol cans, chains, “spiked” jewelry, needles or pins, fireworks, lighters, sexually explicit materials of any kind, and shocking devices are not allowed at school. Any food, sports drink or food that is marketed to give you energy, “buzz”, “jumpstart”, etc... is not allowed at school.

ELECTRONICS: Ipods, CD players, MP3 players, handheld gaming devices, personal cameras (unless being used for school related activities), cell phones, or any other electronic device are not permitted during school hours (7:40-2:30). **NO EXCEPTIONS!!** If seen or heard during school hours, staff will confiscate and deliver to an administrator who will determine when and to whom to return the item. If confiscated for a second time, the administrator will only return the item to a parent/guardian and student will no longer be able to bring item to school. Blevins Middle School takes no responsibility for the loss and/or theft of these items. Bring them at your own risk!

Student **BACKPACKS** are allowed to bring necessary school equipment **TO** and **FROM** school **ONLY**. Student **BACKPACKS** are not allowed in our classrooms once the school day has begun, or in the cafeteria during lunch. **LEAVE BACKPACKS IN YOUR LOCKER!**

ITS O.K. TO DISAGREE: If you feel that you haven't been heard or that you have been treated unfairly, or if you disagree with a rule or request made of you, you have the right to present your case in an appropriate manner. This does not guarantee that you will get your way, but it does guarantee that you will be heard. **Follow these steps in this order:**

1. Talk with the teacher or individual involved, before or after class or school.
2. Make an appointment to talk with a counselor.
3. Talk with your parents and make an appointment with the teacher and a counselor.

4. Make an appointment and talk with an administrator.
5. Talk with your parents and make an appointment for a conference with the teacher and an administrator.

In general, when you are willing to take the time to talk through a situation, the problem will be resolved or, at the very least, all parties involved will have a better understanding of each others concern.

DRUG DOG POLICY: There is an ongoing concern in ours schools related to the presence and use of drugs. We work closely with the Fort Collins Police Services to do everything possible to eliminate drugs from Blevins Middle School. We will enlist the use of drug detection dogs on a random basis to go through the hallways, classrooms and locker rooms to uncover any possible drug possession. Students and staff have been informed that this will occur during the school day throughout the year, when deemed necessary, but they will not be told of the specific days of the searches.

Legal issues you need to be aware of include:

If a dog sniff indicates the presence of drugs in a student locker or other confined space on the school premises, reasonable suspicion is established for an immediate further search of the space. When feasible, a videotape record of the search should be made. The student may be present at the option of the principal. The intent of this process is not to embarrass individuals, but to assure parents and the community that their school is free from drugs.

KEEPING A NON-DISRUPTED SCHOOL ENVIRONMENT: The focus on keeping the classroom environment from distractions and interruptions also included respecting the total school environment. The diversity of the school's clientele requires us to ensure a fair and just consideration for all students. **When student's birthdays or special recognitions occur, parents are asked not to send flowers, balloon bouquets, etc, to the school office.** The school office staff cannot handle storage or oversight of these items due to lack of space and supervision capabilities. **In lieu of delivering items, students may decorate a fellow student's locker for these occasions after gaining prior administrative approval and these same student(s) are responsible for cleaning the locker and removing decorations (tape, paper, ect..).**

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

FALSE FIRE ALARMS: False Fire Alarms or tampering with any fire equipments are dangerous behaviors that infringe on the rights of all. False fire alarms are a misdemeanor offense that is treated seriously. Fire marshals will talk with the offending student, charges will be pressed with the possibility of a fine, community service, and weekend fire safety classes will be required.

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

SCHOOL BUS TRANSPORTATION: The bus rules are posted on all buses to help students be responsible for the safety of everyone on the bus. Students are responsible for obeying these policies. Choosing not to follow the bus rules could result in loss of bus privileges. Bus personnel, in cooperation with the administration, will address disciplinary action for inappropriate behavior. For students desiring to ride a bus home with a friend, parents must provide a written statement providing specific information indicating addresses for pickup and drop off. Bus passes are issued

in the Blevins Attendance office for one time only occasions. Bus Pass Requests must be brought to the attendance office by 8am.

DANCES: School Dances and celebrations are a privileges. Students are to follow school expectations at dances. The school dress code will be enforced. No moshing, slam dancing, whips, throwing students in the air, running, sexually explicit dancing, or activity that may interfere with the safety of others will be allowed. Students who leave the building early will not be allowed to return. Students must be at school more than half of the day in order to attend the dance unless prior arrangements have been made. Students in violation of these rules will be asked to call home and immediately asked to leave school. Students not attending the social will be asked to remain off school property. Disciplinary action may make a student ineligible for the next dance. Students who are assigned in-school or out-of-school suspensions during the time between school sponsored dances will not be allowed to attend the next scheduled school dance, or any other PSD school sponsored dance.

ASSEMBLIES AND PUBLIC PERFORMANCES: Students are expected to sit in the assigned seating area for their class and maintain good attending skills. Appropriate hand clapping is the acceptable manner in which you show your appreciation for a performance; disapproval is shown by doing nothing. Remember, each student contributes to the impression made by Blevins Middle School as a whole.

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

SKATEBOARD OR ROLLER BLADE TRANSPORTATION: Skateboards and roller blades are a suitable means of transportation to school. However, due to school district insurance policies, student skateboards and roller blades are **NOT** to be **RIDDEN ON SCHOOL GROUNDS**. Violation of this rule will result in the confiscation of the skateboard or the roller blades. The school takes **NO** responsibility for the storage or security of skateboards or roller blades.

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

WATER BOTTLES: All students share in the responsibility of helping to follow and carry out the intent of the water bottle policy. With responsible action comes the privilege to keep this policy in effect. Students in violation of the water bottle policy will have their bottle confiscated immediately by the observing staff member and referred to a school administrator. Students who abuse this privilege will be denied the privilege to carry a water bottle through the remainder of the year. Students will assume full responsibility for any damage to property. All bottles must be clear, see through - no color

- The student's name must be clearly written on the bottle in permanent ink
- Water is the only liquid to be contained in the bottle - no pop or flavored drinks
- Students accept full responsibility for their water bottle
- Students will not be allowed to leave class to fill bottles
- Bottles are not to be shared due to health issues and concerns

- Teachers may determine whether students may bring water bottles into their classroom
- Water bottles are not allowed in any computer lab or around any computer and/or other school equipment
- No other open containers of liquid substances are allowed at school unless prior approval has been given by Blevins administration.

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

A STUDENTS WORLD

BLEVINS HOMEWORK PHILOSOPHY: At Blevins, parents can expect one (1) to one and one-half (1 ½) hours of homework per school day. Occasionally additional time may be needed to complete special projects for a specific class. Most schoolwork is initiated within the classroom to provide students opportunity to confer with their teacher should they have questions about the class work. Schoolwork that is to be completed at home is designed to provide independent practice of newly learned material and to have students prepare for the next day’s lessons. Completion of homework assists students to learn valuable life skill lessons in time management, organization skills and personal commitment.

The Blevins staff understands and observes the many activities that students engage in out of the school day. The balance of schoolwork and these activities is recognized as an important factor in students exploring successful life skills. However, completion of homework is recognized as a priority over outside of school activities.

Completion of homework on a regular basis is a demonstration of one of the Blevins Successful Student Characteristics.

RETENTION/PROMOTION POLICIES: IT IS OUR DESIRE TO EXPRESS AN EMPHATIC STATEMENT OF ACADEMIC EXPECTATIONS FOR MIDDLE SCHOOL STUDENTS AND ONE WHICH WILL MAKE THEM FEEL RESPONSIBLE FOR SUCCESSFUL ACHIEVEMENT IN ALL OF THEIR COURSEWORK.

Poudre School District Board Policy states: “Current middle school students in the Poudre School District shall be held accountable for completion of the required program of studies and will be considered for retention at each grade level when they do not pass the courses they attempt.

Failures may be redeemed by one of the following means:

- Successful achievement in an appropriate summer school course.*
- Repeating (“doubling up”) during the following academic year.*
- Successful completion of an acceptable course in the same area or sequence of study as part of a specific agreement worked out with parents, students, teachers, counselors, and administrators in the individual cases which may arise.”*

At Blevins Middle School, all students have the opportunity of earning up to 40 credit hours in the academic areas of English, Mathematics, Science, and Social Studies. Any 6th, 7th or 8th grader who

does not pass 20 or more credit hours in those academic areas will be considered for retention in the same grade for the next school year. Summer school courses (as described in “A” above) may substitute for failed courses in most cases.

Blevins Mathematics Retention/Repeat Policy (grades 7 & 8): Skills acquisition in the mathematics sequence is necessary for promotion to the next level math course. A grade of “F” in Math 7 or Math 8 requires successful completion of the course in summer school (*) or repeating the course the following school year. (Exception: Students who pass the second half of the course with a “C” or better may be considered for promotion to the next level. Summer school, however, will be strongly recommended for remediation.) Students at Blevins Middle School will be allowed to enroll in only one 10-credit math course per year. ***PSD May or May not offer Summer School Opportunities for 7th and 8th Grades**

Revised 12-10-01

MISCELLANEOUS FEES AND CHARGES:

2011-2012 School Year

1. Class Dues (voluntary-may be charged by class organizations) (Varies)
2. Extracurricular Activities may include fees to cover the cost of specific activities or events (Varies)
3. Fines and damage deposits may be collected to offset repair or replacement costs (Varies)
4. Optional materials selected by the student for class projects, which exceed the basic project required for the class, may be charged to the student. (Varies)
5. Requested services, such as additional copies of transcripts or college searches or SAT tests, may have costs passed on to the requesting students. (Varies)
6. Students class supplies: Students may be required to provide specific, necessary supplies for their own use in the classroom. If such supplies are available for purchase through the school, the costs of the materials, including sales or use tax, may be passed on to the students. (Varies)

These fees and charges must be paid before participation in the voluntary activity or event, or before receiving requested materials or services.

CLOSED CAMPUS: District policy requires that students are restricted to the school campus, including lunchtime. Students are not permitted to leave campus for non-authorized purposes during class time or at lunchtime. Only a parent is able to take their student alone out to lunch during the student’s designated lunch period with prearranged authorization from the administration. Students may not miss class time due to this lunch authorization. Students who miss any part of class time due to leaving at lunch will be designated as tardy with the appropriate disciplinary action being taken.

BREAKFAST AND LUNCH TIME -- PROCEDURES: Cold/Hot Breakfast and Hot lunches are available in the Auditoria and are to be eaten there. No food is to be taken outside. We are on the “Point of Sale” system for school breakfast, lunches and ala carte items. This means that students will be able to pay for as many lunches as you would like ahead of time and then just punch in their ID number for the credit. ALL students need to know their ID numbers to purchase lunch or breakfast items. **Daily breakfast costs \$1.25 and daily lunch costs \$2.30 with milk**, as well as various ala carte items served at various prices. Students qualifying for reduced priced lunch will pay .40 per lunch. Milk (.45) or other beverages may be purchased separately for those bringing sack lunches. The price for parents buying lunch is \$3.00 with milk. **Students are expected to clean their area and place trash in the appropriate containers. Please recycle materials whenever possible.** Students are required to form orderly lines and maintain appropriate behavior when waiting to be served. Students are not to be in the hallway during their lunchtime without a pass signed by the teacher

working with the student. Only immediate family members with prior approval will be allowed to have lunch or visit during lunchtime.

RECREATION TIME: Students will go outside after eating, except on poor weather days. The south asphalt area and the west grass field are available for outside area use. Playground equipment will be available outside and must be returned to the aide at the end of the lunch period. Students need to honor boundaries, respect on another, avoid play that hurts others and return all recreation equipment to the proper supervisor. On poor weather days students will spend recreation time in the gymnasium. Students must get coats from lockers before going to lunch. No students are allowed in the hallways or locker bays during lunch periods.

TELEPHONE USE: There is a telephone located in the Main Office that will be available for students before and after school, and during lunch. Students will be limited to one person at the telephone for a maximum of two minutes. **Telephone calls are not to be received on this phone. Students are not to use the classroom phones or cell phones during class time.** In case of emergency, a teacher will send them to the office to make a call.

TELEPHONE MESSAGES: Telephone messages from parents to students should be kept to a minimum. This issue burdens and disrupts the normal operations of our staff and school learning environment.

POP, CANDY, AND FOOD: Pop, candy and food are not allowed in the classroom unless supervised by the teacher. The Student Store is available from 2:40-3:00 for candy purchase. During the lunch periods, students are not permitted to take food to classrooms or in the hallways. Due to Health Department regulations all lunches must be eaten in the Auditoria.

VISITORS: Closed campus requires all visitors to check in at the Front Office. Parents are always welcome at Blevins, and are encouraged to make an appointment to see a teacher, counselor, an administrator or visit a classroom. **All visitors must sign in at the Front Office and wear an appropriate visitor badge. Only arranged visitation to classes is permitted. Visitation by student from other schools, and/or siblings will not be allowed.**

PERSONAL ITEMS MISSING

Lost a coat, book, or other valuable item? Please do not bring valuable items to school.

- Check with a custodian to look in the lost and found storage area located next to the Student Store
- Report the lost item to the office and determine if a reward for recovering the lost item will be offered
- Tell your parents
- Tell your teacher immediately if it is textbook or school equipment.
- If the item is missing from your locker complete a locker complaint form in the Student Services office.

Missing Items?

- Investigate the possibility of the item being misplaced before you accuse someone or blame it on theft
- If you suspect a theft has occurred, report the incident immediately to the attendance office
- Tell your parents and determine if a reward for recovering the item will be offered
- Consult with an administrator and if the missing item is exceptionally valuable, notify SRO

HALL PASSES: You may be out of a classroom during class time only if you have a hall pass or if a teacher accompanies you. The Student Planner will serve as the hall pass. Teachers will require the Planner to leave the classroom during class time.

FUND-RAISING/SALES: Individual student fund-raising or selling of any items is not allowed at Blevins.

BLEVINS ACTIVITIES: Math Counts, Spelling Bee, Student Leadership Team (***), Science Olympiad, Golf Club, Tennis Club, Student Store Manager (***), Geography Bee. (***) indicates a selection process).

ACTIVITIES AND ATHLETIC EVENTS: Whether you are a participant or a spectator, observe these rules of good sportsmanship at all times:

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

BLEVINS ATHLETICS

Each athletic participant MUST have a physical examination by a physician at family expense, and have a completed physical examination card (available in the main office or on the PSD website) signed by a physician. The physical card must be ON FILE in the office before he/she is eligible to compete. A student may not engage in any practice session until this procedure is completed. The physical cards are valid for a 12-month period. It is advisable to arrange physicals well in advance of the sport in which your child is interested. Students must be out for a sport within 5 school days of the beginning practice date

PLEASE NOTE: PHYSICAL CARDS ARE ONLY AVAILABLE IN OUR HEALTH OFFICE. They will not be available in the physician's offices. In order to play, students must have on file a current physical card, proof of insurance and a signed "Informed Consent" form, and must meet district and Blevins eligibility requirements. A student who has more than one F, who has been suspended out of school (OSS) for disciplinary reasons, has repeated in-school suspensions (ISS), or truancy will be declared ineligible for the next game/contest. A student must be at school more than half the day in order to participate in an activity unless previous arrangements have been made.

ELIGIBILITY - EXTRA-CURRICULAR/ATHLETIC

1. A student shall be declared ineligible if he/she is failing more than one subject.
2. A student shall be declared ineligible if he/she receives more than one failure in citizenship.
3. A student shall be declared ineligible if he/she receives a combination of a failure in citizenship and/or one subject.
4. A student cannot be declared ineligible by one teacher, unless he/she has the same teacher for two different classes.
5. A 7th/8th grade student who is declared ineligible will miss the 1st contest of the following week. A 7th/8th grade student who is declared ineligible for a 2nd time will be ineligible for all contests the following week.
6. Eligibility is to be determined weekly and based on cumulative grades. Eligibility is reported on Thursday and will impact the events of the following week
7. Suspensions - In-School: It will be the building administration's discretion whether the athlete is to play or not to play in the next contest. Out-of-School: The athlete will miss the next contest.

ATHLETIC FEES 2011-2012: Athletic Fees for 7th and 8th Grades (per student per sport per year) \$75.00**

Fees will be waived for students qualifying for free or reduced price school meals under the Federal Free or Reduced Price Meal Policy **and have indicated they would like fees waived on the FEE WAIVER FORM.**

** There is a \$300.00 family maximum for athletic fees. All athletic fee refunds for cut/drop sports must be approved by the athletic director according to conditions specified by the school district. Contact Mr. Davis for details.

BLEVINS ATHLETICS:

7th and 8th Grade

Boys Football (No Cut)	Girls Softball (No Cut)
Wrestling (No Cut)	Girls Basketball (Select 16)
Boys Basketball (Select 16)	Girls Volleyball (Select 16)
Boys and Girls Track (No Cut)	

7th & 8th GRADE SPORTS SCHEDULE 2011-2012

Middle School Athletic Physical Forms are available in our front office and should be current for the school year.

FALL SPORTS

Football: August 10 – October 19

Softball: August 22 – October 14

Club Tennis: August - October

WINTER SPORTS

Wrestling: October 24 – December 17

Girls Basketball: October 17 – December 16

Boys Basketball: December 19 – February 24

SPRING SPORTS

Volleyball: February 27– April 14

Track: April 9 - May 23

Golf: TBA

6th GRADE SPORTS INFORMATION 2011-2012

- All registration is through the City of Fort Collins and can be completed three ways: Walk-in: EPIC (1801 E. Riverside), North side Aztlan Center (112 E. Willow), Mulberry Pool (424 W. Mulberry) or Senior Center (1200 Raintree Drive); Phone-in: 970.221.6655; Online: www.fcgov.com/recreation
- Financial assistance is available for those who qualify. For more information, visit us online at fcgov.com/recreation or visit any recreation facility.
- All teams (except football) will receive a T-shirt with their school color. For the football program, random colors will be given to teams.
- If participation exceeds one team. The teams will be named with a number. (Example Blevins I, Blevins II etc.)
- All coaches must have a background check and attend a coaches meeting/training prior to the start of the season.
- The City of Fort Collins Code of Conduct will be enforced. Acts of poor sportsmanship from coaches, participants or parents will not be tolerated.

- The City of Fort Collins suggests but does not require physicals prior to participating in athletic events.

If you have questions or concerns, please contact Marc Rademacher, Recreation Supervisor, at 970.221.6309 or mrademacher@fcgov.com.

SPORTSMANSHIP: IT'S HOW YOU PLAY THE GAME

The Player	The Coach	The Spectator
Treats Opponents With Respect	Treats Players And Opponents With Respect	Becomes Informed Of The Playing Rules
Plays Hard, But With The Rules	Inspires Athletes To Love the Game And Compete Fairly	Appreciates Good Play Form Either Side
Exercises Self Control At All Times	Sets The Example For Players	Applauds Positive Performance
Respects Officials And Accepts Their Decisions	Disciplines Those Who Are Unsportsmanlike	Does Not Heckle, Jeer Or Distract Players
Never Quits	Respects The Judgment Of Officials	Respects Judgment Of Coach And Officials
Represents School And Community With Pride	Knows He/She Is A Teacher	

AWARDS/RECOGNITIONS

Honor Student Award: All qualified students will receive this award. The selected student/s must meet the following criteria:

- A. Must be an eighth grade student.
- B. Must have earned a 4.0 GPA the first three quarters of 8th grade.
- C. Must have maintained at least a 3.6 GPA during middle school.
- D. Must be an outstanding citizen representing our school.
- E. Participation in a minimum of three of the following: 1. Music (Choir, Band, Orchestra) 2. Science Olympiad, 3. Athletics, 4. Student Store Manager, 5. Student Leadership Team, 6. Peer Mediators, 7. Other school related activities
- F. Recipients are not eligible for the Bruin/Bruinette Award.

Bruin Award: All qualified students will receive this award. The selected student/s must meet the following criteria:

- A. Must be an eighth grade student.
- B. Must be recommended by a coach or an administrator.
- C. Must have a cumulative GPA of 3.6 or better during 8th grade.
- D. Must participate in at least 2 inter-scholastic sports as an 8th grade student.
- E. Must participate in at least 2 sports in 7th grade.
- F. Citizenship.

180 Award: Significant positive personal or academic change demonstrated while at Blevins from grades 6 to 8. Significant commitment to improvement and learning. Given to an 8th grader.

Andy Wiebelhaus Award: Awarded to one male 8th grade student and one female 8th grade student. Criteria: Congenial, curiosity, aims for the future, positive thinking, considerate, sincere concern for others, participation in sports.

Piper Northern Award: Criteria: Demonstrate courage, Positive Attitude as well as Stamina, Will, Resolution, Friendships, Determination, Hero, Resolve, Flexibility, Self expression, Adaptability, Expressive love, Humor, Persistence, Caring, Never gives up, Above and beyond, Potential, Perseverance, and Stands up against all odds

Honor Athlete Award: Must participate in at least 2 sports as an 8th grader, and 2 or more sports during 7th grade. Must have a cumulative GPA of 3.0 or higher as an 8th grader. Citizenship.

Masonic Lodge Outstanding Student: Scholastic achievement, citizenship, character, personality, and leadership in the class, school, and community.

Other Awards - Outstanding Performance in:

Math Counts	Academics
Science Olympiad	Drama
Spanish	Student Leadership
Art	Student Store Manager
Vocal Music	Orchestra
Instructional Music	Peer Mediation

Student of the Month: The Student of the month recognition is determined by faculty selection process to recognize one student from each grade every month. The recognition criteria focus on student progress, attitude, performance, and involvement in the school. Selected students are pictured in the Honor Hallway and taken to lunch by one of the administrators.

LIBRARY

We welcome students to the Library. Normally, the hours are 7:30 a.m. to 3:10 p.m., Monday through Friday, except on Faculty meeting dates. As in all libraries, students are expected to have quiet activity and respect school properties and other persons. Students wishing to use the IMC in the morning must get a Pass from the Library Staff the day before. The Library may be used after school. Use of the Library during lunch period is available to students who get a pass. The pass must be presented to an Auditoria supervisor before going to the Library. Students are allowed use of computers. Students must follow the district policies for computer use and access to online services. Any non-compliant student or one who violates school or district policies/rules will receive disciplinary action that may include denial of any computer use for up to one year. Any vandalism of computer equipment will result in suspension from school and restitution charges. If a parent wishes their student to not use online services, they must fill out a non-permission form for the school. Alpha Smart Computers are available for overnight checkout for homework assignments. Checkout of the Alpha Smarts must be done after school. Alpha Smarts must be returned to the Library the following morning.

Students are charged fines for overdue materials. Fines are 10 cents/day with a maximum of \$2.50. If students have fines or overdue materials, they may not check out other Library materials. Students are charged for lost Library materials, the cost of the item plus processing.

BRUIN EXPECTATIONS

The Six P's:

Prompt

- On time to class
- Work completed on time
- Reasonable and timely response to a reasonable request

Prepared

- Notebooks, textbooks, assignments
- Tools of the trade
- Physically and emotionally ready to learn

Polite

- Pleasant, fun to be around
- No put-downs
- Raise your hand
- Respect self and others

P.M.A. (Positive Mental Attitude)

- Moves you forward
- Make the effort
- Get involved
- Focus on goals

Participate

- Invest in yourself and others
- Be actively involved in class and activities

Produce

- Do your work
- Take care of business

BLEVINS STUDENT PLANNER EXPECTATIONS~

- All Blevins students are expected to use and carry the Student Planner to all classes.
- The Student Planner will be used as a pass for students to leave their classroom (i.e. bathroom, IMC, clinic etc.)
- If a student loses his/her Planner, he/she is responsible to replace it immediately. Planners are available at the Cashiers window.
- The purpose of the Student Planner is to guide students in managing their time, studies, class requirements and progress.
- Staff members will guide students in the use of the Planner in their classes.

PARENT RESPONSIBILITIES~

- Parents/Guardians should expect their student to use the Student Planner on a daily basis.
- Parents/Guardians should review the Planner periodically with their student to chart progress.
- Parents/Guardians should encourage and assist their student in developing time management strategies as they use the Planner.
- Parents/Guardians can use the Planner to monitor class progress (Progress Report column on the right side) on a weekly basis.
- Parents/Guardians may work with individual teachers to sign off on completed work at home, work turned in, and/or communications between parents/teachers.

STUDENT RESPONSIBILITIES~

- Each student has the responsibility to develop good work and study habits.
- The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- The student should take home any materials and information needed to complete the assignment.
- The student should learn to budget his/her time.
- The student should take advantage of study time provided during the day.
- It is the student's responsibility to return all work completed to the teacher by the date requested.
- The student should make up work issued during absence.

TIPS FOR USING STUDENT PLANNER~

- Bring the Student Planner with you to every class so you can write down the assignments as soon as your teacher gives them to you.
- Write each assignment exactly as your teacher gives it to you including materials you will need for the assignment.
- Use the monthly calendar pages to keep track of things like tests, projects, extracurricular activities and special events.

HOMEWORK TIPS~

- Set aside a specific time in which to do assignments.
- Choose a quiet, private place free from excessive noise, interruptions and other distractions.
- The study area should be well lit and well equipped with pens, paper, ruler, dictionary, atlas, etc.
- ORGANIZE! Successful study depends on an efficient use of time, which requires organization. Use this Student Planner to help you organize your work.