

BOLTZ MIDDLE SCHOOL

Where Everyone Belongs!



Brett Larsen, Principal

Josh Richey, Assistant Principal/Athletic Director

Gabriel Vigil, Dean of Students

Christy Chappell, Counselor, student last names A-L

Deb Morrison, Counselor, student last names M-Z

Kirstan Morris, Academic Dean

Jeff Holpuch, School Resource Officer, FCPD

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This 2018-19 Student Handbook belongs to:

Name: _____ Locker #: _____ Combination: _____

WELCOME

To the 2018-19 school year
and to Boltz Middle School!

Welcome Back, Phoenix! We hope you've had a great summer and are coming back to school ready to learn and grow. Our theme for this year is MAKE A DIFFERENCE, and we hope this resonates through all that you do this year. Every day you're at Boltz should serve as a foundation for your future successes – so get everything you can out of your learning. We know this will be a great year and hope you are able to have new experiences that expand your idea of who you can become. In all that you do try to MAKE A DIFFERENCE!

**Have a great year, Phoenix!
Mr. Brett Larsen, Principal**

**The Boltz community is a place where respect, rigor, relevance,
responsibility and relationships drive our learning!**

We believe that all students have the right and responsibility to learn. We believe that all teachers have the responsibility to educate and form strong, supportive relationships with students. We have high academic and behavioral expectations for all students and staff.

PHOENIX PRIDE MATRIX

The P.R.I.D.E. matrix was developed to clearly communicate behavioral expectations in all areas of our school for students to follow and staff to reinforce. Phoenix Pride is not only a catch phrase, it is the way we treat each other at Boltz. A copy of the matrix can be found on the following page. It is not anything that should seem new or out of the ordinary; it is simply a reminder of how we all should act and treat others. (next page)



PHOENIX PRIDE

Boltz Middle School

	Classrooms	Hallways	Commons	Grounds	Bath/Locker Rm	Bus
P urpose	<ul style="list-style-type: none"> Give 100% effort Focus on learning Become career/college ready Participate 	<ul style="list-style-type: none"> Go directly to your destination Brief social time with peers Use your locker 	<ul style="list-style-type: none"> Eat healthy 	<ul style="list-style-type: none"> Be active Socialize 	<ul style="list-style-type: none"> Take care of business...specify 	<ul style="list-style-type: none"> Be safe during transportation to/from school
R espect	<ul style="list-style-type: none"> Hands & feet to yourself Use appropriate language & tone Follow directions 	<ul style="list-style-type: none"> Use appropriate language & tone Walk on right side Show consideration to classes in session Be on time 	<ul style="list-style-type: none"> Follow directions Wait your turn Say, "Please and thank you" Raise your hand to be excused 	<ul style="list-style-type: none"> Put litter in garbage cans Use appropriate language & tone Be safe 	<ul style="list-style-type: none"> Honor privacy Clean up after yourself Respect school property 	<ul style="list-style-type: none"> Honor boundaries Use appropriate language & tone Follow directions
I ndividual Responsibility	<ul style="list-style-type: none"> Do your best Demonstrate SLANT Own YOUR behavior Appropriate cell phone & computer use Monitor your time 	<ul style="list-style-type: none"> Model good behavior Be positive Be prompt Clean up after yourself 	<ul style="list-style-type: none"> Clean up after yourself Use manners Walk 	<ul style="list-style-type: none"> Be polite Be safe Set a good example Report serious problems to an adult 	<ul style="list-style-type: none"> Use at appropriate times Report problems to an adult Use as intended 	<ul style="list-style-type: none"> Keep it clean Stay seated
D etermination	<ul style="list-style-type: none"> Be positive (PMA) Use I-Messages Give 100% effort Complete assignments on time Be prepared to learn Ask for help 	<ul style="list-style-type: none"> Use your time effectively Set a good example Use self-control 	<ul style="list-style-type: none"> Manage time wisely Follow directions Be nice 	<ul style="list-style-type: none"> Be active Demonstrate integrity Leave it better than you found it 	<ul style="list-style-type: none"> Change promptly Respect others & their property Create solutions to problems 	<ul style="list-style-type: none"> Set a good example Promote safety
E mpathy	<ul style="list-style-type: none"> Respect and celebrate differences Share ideas See the best in others Seek to understand others 	<ul style="list-style-type: none"> Be patient and friendly Be positive (PMA) Be an ally See the best in others 	<ul style="list-style-type: none"> Invite others to sit with you Appreciate differences See the best in others 	<ul style="list-style-type: none"> Encourage & invite others to participate in activities See the best in others Be an ally 	<ul style="list-style-type: none"> Respect privacy Honor differences 	<ul style="list-style-type: none"> Use positive tone of voice Invite others to sit with you See the best in others

DAILY BELL SCHEDULES

6 th GRADE			7 th GRADE			8 th GRADE		
Period	Class	Time	Period	Class	Time	Period	Class	Time
0	Optional	6:50-7:30	0	Optional	6:50-7:30	0	Optional	6:50-7:30
1	Core 1	7:40-9:02	1	Core 1	7:40-9:02	1	Core 1	7:40-9:02
2	Elective	9:07-10:25	2	Core 2	9:07-10:25	2	Core 2	9:07-10:25
3	Core 2	10:30-11:48	3	Lunch then Elective	10:25-11:04 10:30-11:48	Lunch	Lunch	10:25-11:04
Lunch	Lunch	11:48-12:27	3	Elective then Lunch	10:30-11:48 11:48-12:27	3	Core 3	11:04-12:22
4	Core 3	12:27-1:45	4	Core 3	12:27-1:45	4	Elective	12:27-1:45
5	Advisory	1:50-2:30	5	ELO	1:50-2:30	5	ELO	1:50-2:30

Seventh (7th) graders who have Claeys, Harrison, Nguyen or Siripachana for period 3 will attend 2nd lunch. All other 7th graders will attend 1st lunch. This schedule may mean that 7th graders may have a different lunch period on Red and Gold days.

ATHLETICS

2018-2019 MIDDLE SCHOOL SPORTS TIMELINES					
SEASON	SPORT	BOYS	GIRLS	DATES	GRADES
FALL	CROSS COUNTRY	X	X	8/22/18 - 10/6/18	6 th -8 th
	FOOTBALL	X		8/22/18 - 10/20/18	7 TH & 8 TH
	TENNIS	X	X	8/22/18 - 10/4/18	7 TH & 8 TH
	VOLLEYBALL		X	8/22/18 - 10/13/18	7 TH & 8 TH
WINTER	BOYS BASKETBALL	X		10/22/18 - 12/13/18	7 TH & 8 TH
	WRESTLING	X	X	1/14/19 - 3/2/19	7 TH & 8 TH
	GIRLS BASKETBALL		X	1/8/19 - 3/7/19	7 TH & 8 TH
SPRING	SOFTBALL		X	3/4/19 - 4/27/19	7 TH & 8 TH
	GOLF	X	X	3/25/19 - 5/10/19	6 th -8 th
	TRACK AND FIELD	X	X	4/8/19 - 5/21/19	6 th -8 th

In order to participate in school sports, student athletes must meet all of the following requirements:

- Turn all forms in to the front office before the season begins (Middle School Athletic Release form, Student Athlete Medical form, Physician Certification form) or Register Online (link at www.bol.psdschools.org/athletics)
- Pay for athletic fees BEFORE the first practice (\$105/sport) – online or at Boltz
- Meet eligibility requirements for grades and behavior weekly
- Be in attendance at school for at least ½ of the day of every athletic event

All athletes, parents and spectators are expected to observe the rules of sportsmanship at all times. All opponents are guests in our school and we are always respectful toward players, coaches, officials and fans at all times. Show your Phoenix Pride!

For detailed athletic information, see Mr. Josh Richey at 970-472-3711 or jrichev@psdschools.org.

STUDENT INVOLVEMENT & ACTIVITIES

Boltz Middle School is “WHERE EVERYONE BELONGS!” We have numerous opportunities for you to become involved and we encourage you to try as many as you like. Just a few of the activities we offer here at Boltz include:

- Lego Robotics
- Math Counts
- Soccer Club
- Student Council
- National Junior Honor Society
- Odyssey of the Mind
- WEB Leadership
- Unified Basketball

In addition to activities sponsored before, during or immediately after school, there are also social activities and dances offered throughout the year! Want to start a club you do not see in this list? Student-Initiated clubs can be formed through an application process. All you need is a school appropriate idea, members who want to be a part of it, a staff sponsor, and a completed application. Please see Mr. Richey for details.

We will have **2 school dance/activity nights** this year. Each has a \$3 admission and concessions are sold. The Halloween Dance (wear your costume) is Friday, October 26th and the Valentine’s Day dance is Friday, February 15th. Each dance is from 6:30pm to 8:30pm.

CLASSROOM EXPECTATIONS

- Students should always arrive to class on time with all appropriate materials and come ready to learn.
- We expect all students to give 100% in an effort to learn and grow. We want all students to progress down the path of being college and career ready.
- Participate! Be active in your learning! Share your ideas!
- Have a positive mental attitude – life is 10% of what happens to you and 90% how you respond to it.
- Seek to understand other opinions and points of view, even if you don’t agree with them, as they will help to make your own opinions and beliefs stronger. Respect and celebrate all the differences that exist in our school.
- Follow directions and be respectful of others’ learning by behaving appropriately.
- Use your school laptop appropriately and always for the purpose your teacher intends.
- Follow each teacher’s classroom guidelines and expectations.

HALLWAYS

We want to encourage all students to use our 5-minute passing period during the school day as a time to take a break, socialize with peers, and prepare for your next class. Monitor your time and complete the tasks (bathroom visit, collecting materials for the next class, talking with friends) before your next class begins. A 2-minute warning bell will sound during each passing period in order to help students monitor their time. Please keep in mind the following expectations:

- Walk on the right side of the hallway (according to the direction you are traveling) – this will help avoid collisions with other students.
- **Cell phones and ear buds are not permitted during passing periods.**
- Make use of your locker – do not carry around all your materials to every class.
- No students should be in the hallways during class time without a pass from their teacher. Students without passes will be escorted back to their classroom.
- Remember the **PHOENIX “NO FLY ZONE”** rules. No students in the hallway during the first or last 10 minutes of every class. This is designed to help students learn to be prepared and accountable (bringing all their things with them to class on time) and cut down on students being late to class. Most of the hallway issues at Boltz come during these time periods. Individual emergency situations will be handled at the discretion of the classroom teacher and always with a hall pass.

BEFORE/AFTER SCHOOL GUIDELINES

6:40 AM – Commons is open for students	- Students gather here – no students in halls
7:10 AM – Cafeteria open for breakfast	- Lunchtime rules apply
7:30 AM – Morning bell, hallways open	- Students enter the hallways and classrooms
7:40 AM – Classes begin	- Students are expected to be on time to class
2:30 PM – End of school bell	- School is out, after school activities begin
2:45 PM – <u>All students must be off campus unless under the supervision of a staff member</u>	

LUNCHTIME

- Keep Boltz Middle School clean! **There is no food or drink allowed outside.**
- Students are expected to clean up after themselves in the cafeteria.
- Students must raise their hand to be excused from their lunch tables and will only be allowed to leave once their table is clean.
- Students are not allowed in the hallways during lunch time.
- Students who need to see a teacher during lunch time must have a pass from that teacher to do so. Please go through the main office, show them your pass, and proceed to meet that teacher in their classroom.
- No horseplay inside or outside, be safe and be respectful of others.
- Balls are available for student use outside during lunch. Please return them to the “ball bucket” before you report to class after lunch. When balls are not taken care of or are not returned, there are no balls for use – be responsible for them.
- **No laptops may be used at lunch** – if you need to use your laptop please get a pass to go to the media center. Passes for lunch must be obtained before 1st period.
- No backpacks or hats in the lunchroom or outside during lunch.

PERSONAL ELECTRONIC DEVICES

Cell phones, tablets and all other personal electronic devices represent distractions to the learning environment when not properly used. With all students having 1:1 access to laptops there is no longer a need to allow the use of personal devices, except in emergency circumstances. **Keep your personal electronic devices secured and put away at all times as their use is not permitted in classrooms.** Students may use these devices during lunch time unless their use proves to be a distraction to the learning environment. Students are encouraged to keep electronic devices at home - Boltz Middle School cannot be responsible for any lost/stolen/damaged items.

BACKPACKS AND HATS

Backpacks and hats are not permitted in the classrooms, in the hallways or at lunch while at Boltz. Both should be kept in students' lockers during the school day.

LOCKERS

- Keep your locker clean and organized!
- **Remain in the locker to which you are assigned.** Do not allow other students not assigned to your locker to have use of it. Do not give your combination out to anyone!
- Keep items of value at home or leave them in your locker (personal electronics, money etc.)

SCHOOL-ISSUED LAPTOPS

Students are responsible for the care and upkeep of their school-issued laptops and the charging cords that come with them. **All damage to laptops needs to be reported immediately to the media center.** Accidental laptop damage will be fixed at no cost to the student. Laptops that are damaged need to be turned into the media center desk for repair. ***Students will be responsible to pay for damage that is deemed to be the fault of the student.***

Students are encouraged to get their own, padded carrying case for their laptops. These cases can be re-used every year until you graduate. A limited number of cases are available in our media center for a modest cost.

Students are asked to keep chargers at home and fully charge their laptop every night so it will be available for use in their classes. Three emergency charging stations are available in each of our classrooms.

Students are asked to use school-issued laptops for educational purposes only. Students found to be in violation of their signed laptop user agreement and the PSD Code of Conduct with regard to technology will be subject to disciplinary action that may include forfeiture of the laptop privilege, re-imaging of the machine, restitution, or suspension from school.

MEDIA CENTER

- The Media Center is open before and after school and during lunch for to all students.
- To use the Media Center during lunch, please get a pass from the Media Center circulation desk before first period. During lunch, please go through the main office, show them your pass, and proceed to the Media Center.
- The Media Center is a quiet space that we want to encourage students to use when appropriate. Please see Ms. Dea in the Media Center with any further questions.

WELLNESS CENTER

Ms. Christy Chappell (A-L) and Ms. Deborah Morrison (M-Z) are the Counselors at Boltz Middle School and are available to students during most of the day in the Wellness Center (room 1). Students may visit the Wellness Center to:

- Discuss issues or ask questions about classes
- Solve academic problems
- Address personal concerns
- Resolve conflict with other students

Please use non-academic time to see the counselor unless it is an absolute emergency. Students going to the Wellness Center must have a pass from their classroom teacher. Students are encouraged to make appointments with their counselor before school, at lunch, during breaks between classes or after school.

They can be reached at 472-3714 or cchappel@psdschools.org and 472-3715 or demorris@psdschools.org.

ACADEMIC DEAN

The Academic Dean at Boltz is Mrs. Kirstan Morris. She works as a program coordinator and advocate with students and staff in a variety of academic areas. She is your contact for:

- Gifted and Talented Programming and NJHS
- Multi-Tiered Systems of Support (MTSS) – MTSS helps develop academic and/or behavioral interventions for any student who needs them.
- Student Assessment
- READ Plans (literacy interventions)

Her office is in the Student Services office area and she can be reached at 472-3770 or kirstanm@psdschools.org.

SCHOOL RESOURCE OFFICER (SRO)

The Boltz SRO, Officer Jeff Holpuch, is assigned to our campus and available to students, staff, and parents who have concerns. As a Detective for Fort Collins Police Services and our Boltz team, Officer Holpuch is present in the halls, classrooms, cafeteria, and at school events. He takes the opportunity to teach lessons in classrooms and is a great resource at Boltz. His door is always open and is available to listen to student concerns and to be actively involved in solving problems. His office is in Student Services and he can be reached at (970) 472-3705 or jholpuch@psdschools.org.

DEAN OF STUDENTS

Mr. Gabe Vigil is the Dean of Students at Boltz. Mr. Vigil has spent all but one year of his career at Boltz Middle School. During that time he has committed himself to helping students achieve and monitor their personal responsibility. Mr. Vigil believes that self-discipline is a skill necessary for a student's role in our democratic society and works tirelessly to teach students to own their choices. As a school we will use the Phoenix Pride Matrix to help teach expected behaviors to our students. All Boltz staff and students will use the matrix to practice and demonstrate behaviors that are expected and appropriate in our school. If you need to reach him please call 472-3704 or email at gvigil@psdschools.org.

BULLYING BEHAVIORS

Bullying behaviors are unacceptable at Boltz or anywhere else. **Intentional and repeated behaviors that occur on or off school grounds, in person or through social media** that have a negative effect on our students' self-image will be deemed a disruption of the educational process and dealt with according to our district code of conduct.

As a school we know we cannot eliminate all bullying behaviors, but we can:

- Educate students that it is important to EMPATHIZE with the person who feels bullied. It is the perception of the victim that matters, not what may have been intended by the student who takes on the role of bully.
- Monitor bullying behavior by students, give consequences to offenders, and counsel to minimize bullying behavior.
- Acknowledge, support and empower victims of bullying.
- Empower the great majority of Boltz students to take a stand for what is right and speak up to fellow students or staff members when bullying behavior occurs. **Bullying isn't acceptable, and we need everyone's help to stop it.**

DRESS CODE

Appropriate student dress is important while at school. Covering the entire torso and making sure any lower body clothing extends to at least the mid-thigh area is the minimum requirement. Clothing with intentionally placed holes will be evaluated by an administrator for appropriateness. The following are not allowed:

- Sleepwear
- Hats
- Wearing hoodies over the head
- Full-face masks
- Clothing exposing underwear/skin
- Sagging pants
- Clothing about alcohol or drugs
- Any gang related clothing
- Clothing that demeans others
- Accessories that could injure others

ATTENDANCE and TARDY POLICIES

Good attendance is important to your success at school! We expect all students to attend regularly and show a positive attitude toward learning. Students who develop excessive absences in one or more classes may be subject to disciplinary action regardless of the absences being excused or unexcused. Administrative discretion will be used in the decision

making process for all absences. Parents/guardians will be involved partners in solving all attendance issues with their students.

ABSENCES

Reasons that a Boltz student might be absent from school may include illness, family emergency, medical/dental appointment, court appearance, approved religious observance, school-sponsored activity, or when an absence with good cause has been pre-arranged with the school office.

- An **Excused absence** is any absence that is out of your control (flat tire, car issues, illness, etc.). Please be aware that excessive absences for illness will require a doctor note for school approval.
- An **Unexcused absence** is any absence that is within your control (overslept, forgot to set your alarm, baby sitting, does not want to come, stopped for coffee, etc.)

If a student is absent for any reason, parents must call the Attendance Line at Boltz Middle School at 472-3700, press option 1. Please do this within 5 school days. Absences will not be excused past the 5 school day threshold. Excessive absences will be referred to our administrators and a parent meeting may be scheduled.

Attendance Policy Ladder

- **Excused absence cut off at 8 absences or below- We will proceed with same steps as below, starting with a letter of concern sent home.**
- *4 unexcused absences:* First Letter of Concern.
- *8 Unexcused absences:* Second Letter of Concern (student attendance survey)
- *12 Unexcused absences:* ART Meeting Attendance Team, and parent meeting.- Attendance data etc.
- *16 Unexcused absences:* DART Meeting- Attendance Team, parents, outside community groups and a referral to our truancy officer.

Make-Up Work When Absent: When absent, students have the same number of days to make up assignments as they have been absent. If absent for 3 or more days, make-up work may be requested during the absence. If absent less than 3 days, please get make-up work from your individual teachers when you return to school.

Dismissal During the School Day: If you will be leaving school during the day for an appointment of some kind, a Parent/Guardian needs to sign you out. This occurs in the main office at the **ATTENDANCE WINDOW**. Students are allowed to check themselves back into the building at the attendance window upon arrival from their appointment.

Pre-Arranged Absences: If you will be going on vacation or leaving school for more than 3 days, have your Parent/Guardian fill out a **Pre-Arranged Absence Form** (available at the attendance window). Students should have this form filled out by a parent before bringing it to each teacher in order to receive assignments in advance. Turn this form into the attendance office before you leave for the scheduled absences.

TARDIES

Students at Boltz should never be late to class. Our 5-minute passing period is plenty of time to get from your class - to your locker - and to your next class.

Being tardy is a behavior and one that we will address through the following steps:

- **STEP 1** - 1st & 2nd tardy – *verbal* warning from classroom teacher
- **STEP 2** - 3rd & 4th tardy – *verbal* warning and *phone call* made to parent/guardian by classroom teacher
- **STEP 3** - 5th tardy – *verbal* warning and *written teacher referral to office* – call to parent by dean – loss of school privilege (ex: lunch with friends, athletic competition, dances, activities)
- **STEP 4** - 6th tardy – student informed by teacher – meeting between teacher, dean and student – student call made to parent – tardy contract signed by parent and student
- **STEP 5** - 7 or more tardies – student informed by teacher – *written referral to office* for further disciplinary action (*in/out school suspension*)

Tardies to individual classes will be noted by that classroom teacher and the teacher will follow the steps listed above. Tardies are not cumulative between classes. **Tardy totals are re-set at the beginning of semesters.**

Phoenix “No Fly Zone”

During the first 10 minutes and last 10 minutes of every class the Phoenix “No Fly” zone is in effect. Students will not be permitted to be in the hallways. This is designed to help students learn to be prepared and accountable (bringing all their things with them to class on time) and cut down on students being late to class. Most of the hallway issues at Boltz come during these time periods. Individual emergency situations will be handled at the discretion of the classroom teacher.

STUDENT BEHAVIOR EXPECTATIONS

As a staff, we will model, teach and use Positive Behavior Intervention Strategies. We expect students to use their emerging communication skills when interacting with staff, parents and other students at Boltz Middle School. We have very high expectations for our students’ behavior because it helps to establish a solid learning environment. Student misbehavior will inevitably occur and is a chance for the student to learn from his/her mistakes.

Student misbehavior that interrupts the teaching and learning process in a classroom is not acceptable or tolerated. Students who repeatedly disrupt others’ learning will not be allowed to remain in that classroom.

All infractions referenced in this handbook are *taken, in part, from* the PSD Student Code of Conduct. Parents and students are expected to read and refer to for specifics. The Code of Conduct can be found (in English and Spanish) on the Boltz Middle School website: <https://bol.psdschools.org/parents>

We Are... AVID!!!

Boltz Middle School is proud to be an Advancement Via Individual Determination (AVID) school that prepares all students for college and post-secondary readiness and success in a changing world!

AVID Secondary (grades 6-12) develops learning, study and academic behavioral skills that are essential to success in rigorous coursework. It acts as a catalyst for schools to develop a culture of college readiness for all students across the campus. In the AVID Elective class, students receive daily instruction and support to prepare them for college from a trained AVID Elective teacher. AVID impacts students schoolwide as academic strategies like writing to learn, inquiry, collaboration, organizational skills, and critical reading (WICOR) are taught in all classes by teachers who have been trained to use AVID strategies in their specific content areas. Fort Collins High School continues the AVID Secondary readiness program for our students when they leave Boltz.

The AVID Elective is the core of AVID Secondary. It targets students in the academic middle with the desire to go to college and the willingness to work hard. Often, they will be the first in their families to attend college and come from groups traditionally underrepresented in higher education. These are students who are capable of completing rigorous curriculum but are falling short of their potential.

The AVID Elective helps to place these students on the college track, requiring them to enroll in the most rigorous courses that are appropriate for them, such as Honors and Advanced Placement®. To support them in the rigorous coursework, AVID students learn organizational and study skills, develop critical thinking, learn to ask probing questions, receive academic help from peers and college tutors, and participate in enrichment and motivational activities to make their college dreams reality.

At Boltz, the AVID Elective is an application-based class. This occurs during our regular registration timeline in February and March.

AVID Career Readiness – It is estimated that by the year 2020, two-thirds of all jobs will require some level of postsecondary education. AVID prepares students for 21st century careers each day by providing the academic and behavioral skills necessary to succeed in the workplace. Organization, time management, critical thinking, collaboration, and problem-solving are strong components of the AVID System. AVID includes career exploration in its secondary curriculum, develops partnerships with organizations to help students find pathways to careers, and supports and prepares students in degree and certificate programs to be successful in the workforce.