

BOLTZ MIDDLE SCHOOL



Josh Richey, Principal

Gabe Vigil, Assistant Principal/Athletic Director

Stacey Souders, Assistant Principal

Monica Ramos Carlson, Dean of Students

Andrea Christensen, Counselor

Ali Schuster, Counselor

Jen Smela, Counselor

Christy Chappell, Bridges Transition Counselor

Dave Wilson, School Resource Officer, FCPD

720 Boltz Drive, Fort Collins, CO 80525

Main Office Phone: (970) 472-3700

Attendance Line: Press 1

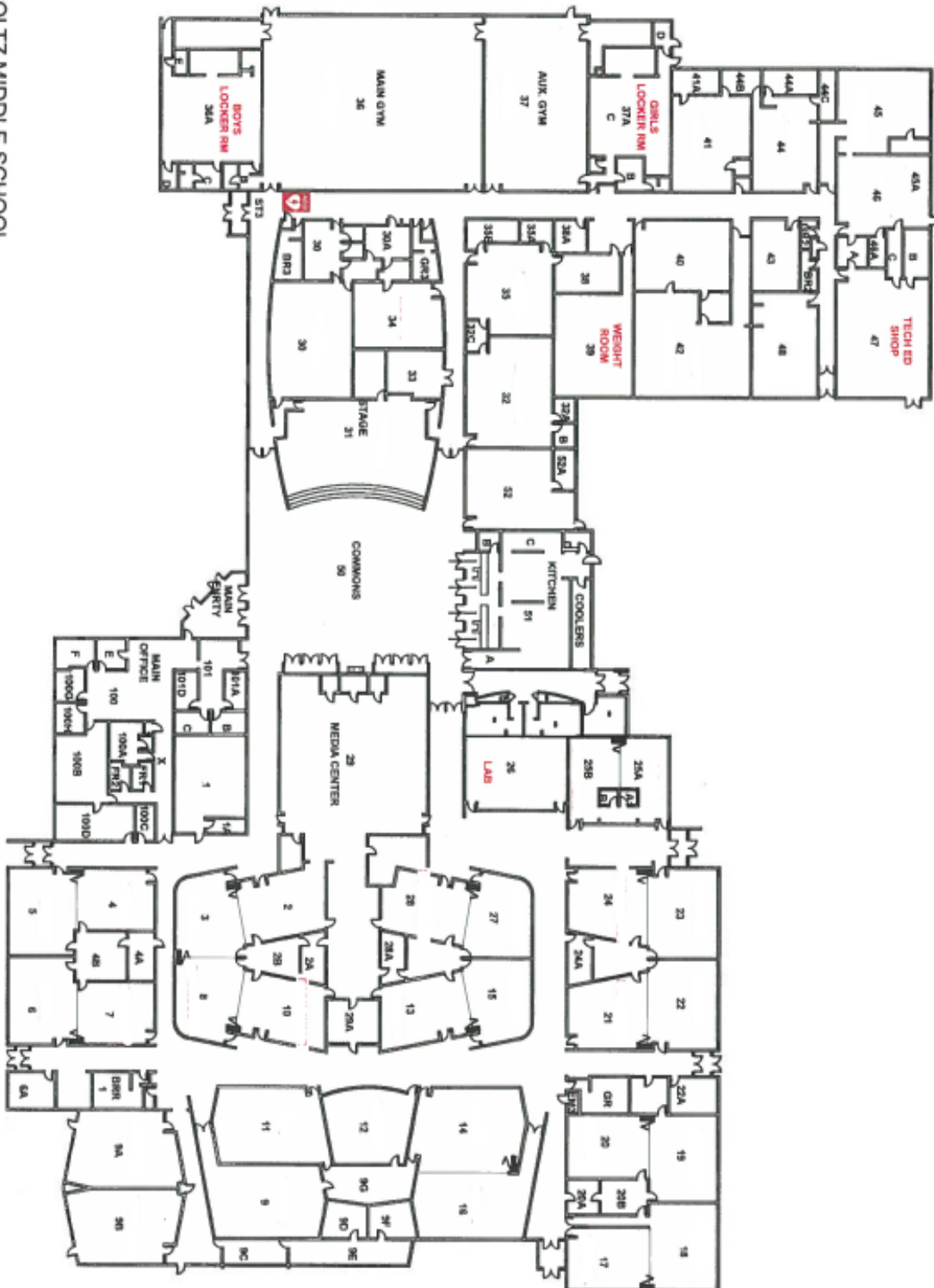
Other Office Inquiries: Press 2 FAX: (970) 472-3730

This 2025-2026 Student Handbook belongs to:

Name: _____ Locker #: _____ Combination: _____

BOLTZ MIDDLE SCHOOL

720 BOLTZ DRIVE
FORT COLLINS, COLORADO



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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, **MAKE A DIFFERENCE!**

Have a great year, Phoenix!

Mr. Josh Richey, Principal

***Mission Statement:** We balance high academic expectations with social-emotional support, empowering students to excel and thrive both academically and personally.*

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, but also 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.



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

Boltz Daily Class Schedule – 2025-2026						
Main doors open 6:45am to 2:45pm daily						
Period 1 & Announcements	Period 2	Period 3	Period 4 Lunches	Period 4 Classes	Period 5	Period 6
7:30 – 8:40	8:45-9:25	9:30 – 10:40	(8): 10:40 - 11:20 (6): 11:15 – 11:55 (7): 12:00 - 12:40	(8) 11:25 - 12:35 (6) 10:45 - 11:20 / (6) 12:00 - 12:35 (7) 10:45 - 11:55	12:40 – 1:50	1:55 - 2:25
8th grade eats first lunch - 7th grade attends 4th period before lunch 6th grade goes to 4th period at 10:45, they eat from 11:15 to 11:55, and go back to complete 4th period						

Boltz Assembly Schedule						
Circle Days / Assemblies	Period 1 & Announcements (No 2 nd)	Period 3	Period 4 Lunches	Period 4 Classes	Period 5	Period 6
7:30 – 8:30	8:35 - 9:45	9:50 – 10:55	(8): 11:00 - 11:40 (6): 11:35 - 12:15 (7): 12:05 – 12:45	(8) 11:40 – 12:45 (6) 11:00 -11:35 / (6) 12:15 – 12:45 (7) 11:00 - 12:00	12:50 – 1:55	2:00 - 2:25
6th grade lunch begins at 11:35 am on assembly days						

Boltz 2-Hour Delay Schedule						
Period 1 & Announcements	Period 2	Period 4 Lunches	Period 4 Classes	Period 3	Period 5	Period 2
9:30 - 10:30	No 2 nd period	(8): 10:35-11:15 (6): 11:05-11:45 (7): 11:45-12:15	(8) 11:15-12:15 (6) 10:35-11:05 / (6) 11:45-12:15 (7) 10:35-11:40	12:20 - 1:20	1:25 - 2:25	End of school no 2 nd , or 6th

ATHLETICS

2025-2026 MIDDLE SCHOOL SPORTS TIMELINES					
<i>SEASON</i>	<i>SPORT</i>	<i>BOYS</i>	<i>GIRLS</i>	<i>DATES</i>	<i>GRADES</i>
FALL	CROSS COUNTRY	X	X	8/14/25 - 10/9/25	6 th -8 th
	FOOTBALL	X		8/7/25 - 10/7/25	7 TH & 8 TH
	TENNIS	X	X	8/7/25 - 9-30 & 10/1/25	6 th -8 TH
	VOLLEYBALL		X	8/7/25 - 10/8/25	7 TH & 8 TH
WINTER	BOYS	X		10/13/25 - 12/17/25	7 TH & 8 TH
	GIRLS BASKETBALL		X	1/6/26 – 3/5/26	7 TH & 8 TH
	WRESTLING	X	X	1/6/26 - 3/7/26	6 th -8 TH
SPRING	SOFTBALL		X	3/9/26 – 5/14/26	7 TH & 8 TH
	GOLF	X	X	3/9/26 - 5/12/26	6 th -8 th
	TRACK AND FIELD	X	X	3/23/26 - 5/10/26	6 th -8 th
UNIFIED	Coed BASKETBAL	X	X	3/30/26 – 5/15/26	6 th -8 th

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

- Turn in a signed sports physical, Sports Engine registration and payment to the front office before the season begins online links at: <https://www.psdathletics.org/page/show/4150369-middle-school-sports-new->
- Pay for athletic fees BEFORE the first practice (\$150/sport) (\$75 for unified)
- 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 good sportsmanship at all times. All opponents are guests in our school – we are always respectful toward players, coaches, officials, and fans at all times. Show your Phoenix Pride!

For detailed athletic information, see Mr. Gabe Vigil in the main office or at 970-472-3704 or gvigil@psdschools.org.

STUDENT INVOLVEMENT & ACTIVITIES

Boltz Middle School is a caring community that makes a difference. We have numerous opportunities for you to become involved and make a difference, and we encourage you to try as many as you like. Just a few of the activities we offer here at Boltz include:

- National Junior Honor Society

- Club Council
 - WEB Leadership
 - Give Next Philanthropy
 - Spectrum Club
 - Dungeons and Dragons
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- Garden Club
 - Pottery Club
 - Boltz Boxing Club
 - Sandlot Club
 - EA Sports Gaming Club

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 an appropriate school idea, members who want to be a part of it, a staff sponsor, and a completed application. Student-Initiated clubs must renew every year. A club application can be found on the Boltz webpage at <https://bol.psdschools.org/students>

We also offer **school dance and activity nights** each year. See the Boltz calendar for details.

CLASSROOM EXPECTATIONS

- Students should always arrive in class on time with all appropriate materials and come ready to learn.
- We expect all students to give their best 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% of 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. Keep your hands and feet to yourself, use appropriate language and tone and follow directions.

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 in) – this will help avoid collisions with other students.
- Make use of your locker – do not carry around all your materials to every class.

- Lockers will not be assigned but you can apply for a locker to use during the school year. It must be approved by an administrator.
- 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.
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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

7:00 AM – Commons is open for students - Students gather here – no students in halls

7:00 AM – Cafeteria open for breakfast - Lunchtime rules apply

7:25 AM – Morning bell, hallways open - Students enter the hallways and classrooms

7:30 AM – Classes begin - Students are expected to be on time to class

2:25 PM – End of school bell - School is out, after school activities begin

2:40 PM – All students must be off campus unless under the supervision of a staff member

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 lunchtime.
- Students who need to see a teacher during lunchtime 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 students to check out from the front office.
- The Media Center is open during some lunches. Passes for lunch must be obtained before 1st period every day.

CELL PHONES and other PERSONAL ELECTRONIC DEVICES

It has been determined by parents, our community, and Boltz Middle School that cell phones, tablets, and all other personal electronic devices and their use is NOT allowed under any circumstances during the school day. With all students having 1:1 access to laptops there is no longer a need to allow the use of personal devices. **Keep your personal electronic devices secured and put away at all times. They are expected to stay**

in your backpack or your locker. Cell phone or earbud use is not permitted in classrooms without exception. Students, If you are found using your cell phone during class or in hallways staff will confiscate your phone for the remainder of the day. You will pick your phone up after school without exception. Continued misuse of this expectation will result in being put on cell phone plans and possible further consequences. We will look to partner with parents to use the office to communicate with their students.

BACKPACKS

Backpacks should be used to only carry necessary items. Be thoughtful about what you need with you during your school day. If you have been assigned a locker please keep your backpack in your assigned locker.

LOCKERS

- Lockers will not be assigned but you can apply for a locker to use during the school year. It must be approved by an administrator.
- Keep your locker clean and organized! You are responsible for any damage, writing or stickers stuck and difficult to remove.
- **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! You are expected to be in your locker and may not change lockers without permission.

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 for damage that is deemed to be intentional and the fault of the student.**

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 chargers” 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 regarding 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 a quiet space that we want to encourage students to use when appropriate. Please check in the Media Center with any further questions.
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WELLNESS CENTER

Ms. Christy Chappell Bridges Transition Counselor, Ms. Andrea Christensen, and Ms. Jenn Smela, and Ms. Ali Schuster 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.

DEAN OF STUDENTS AND ASSISTANT PRINCIPAL

Mrs. Souders is in their fifth year at Boltz and is an Assistant Principal at Boltz Middle School and our Dean is Monica Ramos Carlson, their offices can be found in Student Services. We believe that self-discipline, choice, and personal responsibility are skills necessary for a student's role in our democratic society. We work tirelessly to teach students to own their choices and to resolve conflict by applying restorative conversations/circles. 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 Ms. Souders please call (970) 472-3770 or email her at ssouders@psdschools.org.

SCHOOL RESOURCE OFFICER (SRO)

The Boltz SRO, Officer Wilson, is assigned to our campus and available to students, staff, and parents who have concerns. As a Detective for Fort Collins Police Services and a member of our Boltz team, Officer Wilson 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 he 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 dwilson@psdschools.org

BULLYING BEHAVIORS

Bullying behaviors are unacceptable at Boltz or anywhere else in Poudre School District. Our school prohibits bullying and retaliation against those who report bullying.

Bullying means any written or oral expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce is the use of coercion or intimidation to obtain control over another person or to willfully cause, intimidate or cause any physical, mental, or emotional harm to any student. This can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. This includes but is not limited to such expression, act or gesture directed toward a student on the basis of that student's race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, or disability, including the need for special education service.

There are three types of bullying: physical, verbal, and relational. Physical bullying occurs when a student is bodily harmed and includes behaviors such as hitting, kicking, spitting, or pushing. In contrast, verbal bullying can be harmful written or verbal communication such as name-calling or threatening another student. The third type of bullying is relational bullying. Sometimes referred to as social bullying, the purpose of relational bullying is to harm a student's relationships or social status. This can include behaviors such as spreading rumors or posting embarrassing information online. Damaging a student's property has been suggested by some researchers as a fourth type of bullying. This would include acts such as theft or deleting the student's personal electronic information.

Bullying vs. Harassment

- Bullying
 - Physical, verbal, relational
 - Cyberbullying
- Harassment
 - Based on a protected class: disability, race, creed, color, sexual orientation, gender identity, gender, family composition, marital status, religion, age, national origin, ancestry, or need for special education services.
- When bullying is harassment

- If the behavior directed at a student is also based on a student's status or membership in a protected class.
- PSD has a separate policy JBB for harassment of students.

Bullying is one-way in nature. **Bullying is intentional and repeated behaviors that occur on or off school grounds, in person or through social media** that have a negative effect on a student's self-image will be deemed a disruption of the educational process and dealt with according to our district code of conduct (suspension, expulsion). If someone is bullying you, tell an adult as soon as you can.

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, hold offenders accountable, 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 doing their part to stop it.
- Safe2tell- Anonymously report anything that concerns or threatens you, your family, or your community. We are open 24/7, 365 to take reports. Boltz also prohibits anyone making knowingly false accusations of bullying behavior.

Boltz Response Protocol

- Student has incident
- Report (adult, Safe to Tell, Friend, Social Media)
- Standard Response Protocol
 - Fact Finding
 - Who, what, where, when, why
 - Anonymous
 - Supportive measures for both parties, Safety Plan
 - Education and Restorative Measures
- Code of Conduct Response
- Communication of the outcome to all stakeholders.

DRESS CODE (from the PSD Student Code of Conduct)

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities.

The following general standards will be in effect:

- Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
- To avoid injury and disease, shoes, sandals, or boots must be worn in building.
- Beach or swim wear is inappropriate.
- Dress that causes or is likely to cause disruption of the educational process is prohibited.
- Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.
 - At Boltz, we consider having the hood of a sweatshirt up in the hallways or classrooms as an interference to learning – it doesn't allow students to fully connect with the teacher or peers within a learning environment
 - Hats are allowed at Boltz provided they do not create a disruption in the learning environment or impede a student's learning process. Staff may ask students to remove their hat while in class.
- Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, tattoos 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. The prohibition on gang-related apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools. (See District Policy JICF, Secret Societies/Gang Activity and Dress.)
- Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools. Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

ATTENDANCE

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 physical or mental illness, family emergency, medical/dental appointment, court appearance, religious observance, school-sponsored activity, or when an absence of another reason 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.

Make-Up Work When Absent: When absent, students have the same number of days to make up assignments as they have been absent. If an absence is planned, make-up work may be requested using a pre-arranged absence form available in the main office. Students are expected to get make-up work from their individual teachers when they return to school.

Dismissal During the School Day: If you will be leaving school during the day for an appointment of some kind, please call the front office. We will then verify your identity and send your student out to you. Please call the front office at 970-472-3716.

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. Teachers and students will be expected to follow the Tardy policy for 24-25

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. When student behavior issues arise at Boltz they typically come during these time periods. Individual emergency situations will be handled at the discretion of the classroom teacher. All students in hallways need passes.

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 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>