

# **SUMMIT RIDGE MIDDLE SCHOOL POLICIES AND PROCEDURES**

**WELCOME...** Welcome to Summit Ridge Middle School. We hope that you enter this school year with the enthusiasm and commitment to make the 2025-2026 school year your best year ever! Summit Ridge Middle School is proud to be an International Baccalaureate (IB) School for the Middle Years Programme. Our teachers, staff, and administrators are dedicated to supporting your efforts.

Best wishes for an enjoyable and successful school year! We look forward to working with you and anticipate your positive contributions to the Summit Ridge community.

**ATTENDANCE PROCEDURES...** School hours are 8:50 am to 3:50 pm. The attendance line phone number for all absences is 303-982-9029. By law, you must be here and attend classes all day, every day. Absences must be phoned in by a parent or guardian before 3:00 pm. on the day of your absence. When we are unclear as to the reason for an absence, the attendance auto dialer will make a notification call after 5:00 pm. The Principal will determine whether an absence is excused or unexcused based upon District and Summit Ridge Middle School policy and the information received from your parent or guardian. Reasons for excused absences include temporary illness or injury, absences approved by an administrator, absences for an extended period due to physical, mental or emotional disability and/or being in the custody of the court or law enforcement authorities. Excessive absences will be monitored and legal action may be initiated.

**TARDIES...** Students are expected to be on time to class. Students who are late to class without a pass from another teacher/main office will be counted as tardy. Without this signed pass your tardy will be marked in attendance as "unexcused." Unexcused tardiness is not acceptable and will be dealt in the following way:

- **1st Tardy** - Teacher warning, let student know the consequence for the next tardy, document in admin conference
- **2nd Tardy** - Teacher will assign a consequence and call parent (hold for next class, minutes owed)
- **3rd Tardy** - Teacher will contact parent and assign another consequence, document in admin conference - Admin Lunch detention

**PRE-ARRANGED ABSENCE...** All absences that are 2 or more days require a pre-arranged absence form to be filled out and returned to the office 3 days prior to the student's absence. In order for the absence to be excused, the student must be in good academic standing, have no unexcused absences, and have 4 or fewer excused absences in a trimester, or no more than 7 excused absences for the school year. The pre-arranged absence form can be found both in the main office and on the SRMS website [summitridgehawks.com](http://summitridgehawks.com) on the front page under "Quick Links/Attendance."

**SUPERVISION OF STUDENTS...**Teachers begin supervising students at 8:35 am. The school doors open at 8:45 am. Supervision ends at 4:05 P.M. Students should not be on the SRMS campus before 8:35 am and students will be asked to leave the school campus at 4:05 pm.

**SIGNING STUDENTS IN/OUT...**Parents/Guardians must come to the office and sign their student in or out when their student arrives or departs the building during regular school hours. Parents/Guardians who sign a student out must have an ID and be identified in Infinite Campus as having permission to pick up the student. Students may not leave school grounds without permission from the office.

**BUS TRANSPORTATION...**Riding the bus is a privilege and not a right. All school rules apply at the bus stop and on the bus. The DRIVER is in full charge of the bus and its passengers. Students who create problems at the bus stop or fail to obey instructions of the bus driver may be denied the privilege of riding the bus. There will be a contract issued to each of the riders which will need to be signed by both the student and the parent/guardian and returned to the bus driver. While there may be hardships imposed by suspending bus privileges, NO student will be allowed to jeopardize the safety of others. Please call the South Transportation office at 303-982-9057 with any questions or concerns.

**CLASS INTERRUPTIONS...**Classroom interruptions detract from teaching and learning. Cell phones are not allowed to be used in school, even to contact a parent. Parents should coordinate important details with their students before school each morning so that messages are not asked to be delivered to students. Parents are asked only to call school (to get a message to their student) in the case of a highly important matter.

### **SRMS Bell Schedule**

Mon/Fri (No Advisement)	Tues/Wed/Thurs (With Advisement)
Period 1 8:50 - 9:51 am	Period 1 8:50 - 9:43 am
Period 2 9:55 - 10:56 am	Period 2 9:47 - 10:39 am
-----	Advisement 10:43 - 11:23 am
Period 3/Lunch 11:00 - 12:35 pm	Period 3/Lunch 11:27 - 1:02 pm
Period 4 12:39 - 1:40 pm	Period 4 1:06 - 1:58 pm
Period 5 1:44 - 2:45 pm	Period 5 2:02 - 2:54 pm
Period 6 2:49 - 3:50 pm	Period 6 2:58 - 3:50 pm

**CLOSING OF SCHOOL...**News of a severe weather school day cancellation, a late start announcement or cancellation of after-school activities will be sent by the District, through the school messenger system.

**DELAYED START...**In the event of extreme weather conditions (that do not warrant canceling school), Jeffco may implement a delayed start schedule. The Jeffco Schools team will make the call for a late start by 4:45 am and begin immediately notifying Jeffco families and staff through school messenger. The late start will also be posted on all Jeffco Schools websites and be available through social media. All bus schedules will be delayed in the morning and will run as usual in the afternoon. No breakfast will be served on late start mornings. The SRMS late start bell schedule is available on the SRMS school website.

**EMERGENCY PROCEDURES...**Summit Ridge has an extensive emergency plan that is practiced periodically to ensure the safety of students and staff in a real emergency situation. In the event of a fire alarm, students must walk (not run), single file, to outside locations as posted in classrooms. Students must stay with their classroom teacher (away from the building) until the signal is given to return to the classroom. Students who set off false fire alarms will be suspended and issued a summons to appear in court.

**HEALTH ROOM...**The health room is available in the main office for students who become ill during the day. Students must have a hall pass from a teacher to come to the health room except in the case of an emergency. Due to limited space, students not exhibiting visible signs of illness will be sent back to class after 10-15 minutes. No medication is available in the health room unless supplied from home. Over-the-Counter (OTC) medication must be sent to the health room in the original container. Prescribed medication must be sent to the health room in its original container with a pharmacy label that gives the directions for administration and the student's name clearly shown. Medicine can only be given to the student who is named on the label. All medication (including over the counter meds) must be accompanied by a "medication agreement form" which is available at [summitridgehawks.com](http://summitridgehawks.com) under "Services/Health Services/Medical Forms." Students are not allowed to carry any cough drops, Tylenol/Advil/pain meds or any medical-type medication on their person or in their backpack, unless special permission has been arranged through the health room aide or district nurse.

**SCHOOL DISCIPLINE...**Please reference the Jeffco Code of Conduct and the [Prevention and Intervention Manual](#).

**DRESS CODE.....**Summit Ridge Middle School recognizes that the responsibility for the dress and appearance of students generally rests with individual students and their parents/guardians and that students may wish to express themselves through their dress and appearance. We value and support our diverse student perspectives. Student attire shall not, however, be disruptive to the educational environment or compromise the maintenance of a safe and orderly school. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and equitably, using the requirements outlined in this policy. Summit Ridge Middle School dress code must be adhered to in school buildings, on school grounds, in school vehicles, on school property and at school-sponsored activities.

**School appropriate dress is defined as the following for all students:**

- Students should dress in a manner that supports a body-positive self-image.
- All students are encouraged to dress in a manner that is comfortable and conducive to an active school day and allows them to express their diverse perspectives.
- Shoes must be worn at all times.
- Tops must have straps or sleeves and cover from armpit to armpit.
- Clothing must completely cover the buttocks, breasts, nipples and genitals at all times.
- No more than 2 inches of exposed midriff.
- Clothing must cover all undergarments:
  - This includes underwear, shorts worn under outer pants and bras and bralette (excluding straps).
  - This includes see-through, mesh, or sheer garments – a dress code appropriate top/bottom must be worn underneath.

The following list identifies, but is not limited to, items deemed inappropriate for the learning environment:

- Clothing (or writing on clothing or skin) that depicts drugs, alcohol, death, weapons, violence, sexual content, discrimination, unprofessional or offensive language or symbols, and/or incites imminent lawless action.
- Clothing that presents a health or safety concern or prevents a distraction-free classroom environment.
  - No chains, spikes, pointed studs, safety pins, or any other sharp object
  - No tails, ears, face masks, or ornamental trinkets.
- Hats, hoods, sunglasses, or other attire/accessories or makeup that conceal the head or face, with the exception of medical masks, head coverings associated with religious beliefs/practices, and/or head coverings for the purpose of protecting the growth of healthy hair in which case a scarf or wrap to protect the hair is allowed, but ears must be exposed.

The school administration will make the final determination regarding the compliance of all attire. In accordance with Jeffco Policy JICA. Violation of the student dress code shall include notifying the student of the violation and a requirement that the dress or appearance be corrected before the student re-enters the classroom, school environment and/or school-sanctioned activity or event. Students will have the following options to comply with the dress code for the remainder of the day:

- Wear their own alternative clothing, if available at school
- Wear school-provided gym uniform
- Call a parent or guardian to bring alternative clothing at the discretion of the school administration. Repeated violations may result in disciplinary action. A parent conference may be held.

## **DINING ROOM/CAFETERIA RULES...**

- Walk to the lunch line. Stand quietly in line. Keep your hands to yourself while waiting to be served.
- Clean up both your table area and the floor near your seat.
- Food and drinks stay in the dining room.
- You may not go to your locker during lunch. Please bring coats/hats with you to lunch.
- You may bring your own lunch from home or get a **FREE LUNCH** each day. Breakfast is also provided **FREE** each morning. A la carte items are priced accordingly.
- Jeffco Public Schools uses "School Cafe" as the online system for a la carte items. Money deposited into the meal pay account can take up to 48 hours to be reflected in the account balance. Students are able to bring cash or a check to school and have the cafeteria manager deposit those funds into the student's account. Lunch money should never be given to the main office.
- With their student ID, students can utilize their School Cafe funds for their a la carte items at breakfast and lunch, as long as there are funds in their School Cafe student account. Students can also pay cash for their a la carte items. **STUDENTS MUST SHOW THEIR ID** to get breakfast or lunch. In the event that a student forgets their ID card, they will be asked to go to the end of the cafeteria line and will obtain their breakfast or lunch by punching in their ID number.
- **NO STUDENT MAY USE ANOTHER STUDENT'S ID NUMBER TO PURCHASE FOOD.**
- Summit Ridge Middle School operates a closed campus for lunch.
- Parents or guardians who want to take a student out for lunch need to check them out in the main office and must be listed in Infinite Campus as having permission to pick up the student.
- **FOOD DELIVERY FROM OUTSIDE RESTAURANTS/DELIVERY SERVICES IS NOT PERMITTED.**
- Breakfast is served from 8:35-8:45 am. Grab and Go until 8:50 am whereby students can not sit down in the cafeteria after 8:45 am. Only students who eat the school breakfast will be allowed into the cafeteria during the breakfast service.

**CELL PHONE/TELEPHONE USE...**Cell phones are not allowed to be used by students during school hours unless specifically directed by a teacher. School hours include time in classes, passing periods and lunch or recess. Cell phones should be turned off and left in the locker during the day. Any student who violates the cell phone policy will receive a cell phone/technology violation.

- **First violation:** At the time of the violation, the student is sent to the Hawk's Nest with the device and a technology referral. The student receives a warning and reviews the cell phone policy. The device is picked up by the student at the end of the day.
- **Second violation:** At the time of the violation, the student is sent to the Hawk's Nest with the device and a technology referral. The student reviews the cell phone policy. The parent/guardian is contacted, and the student picks up the phone from the Administrator at the end of the day.

- **Third Violation**—At the time of the violation, the student is sent to the Hawk's Nest with the device and a referral. The student reviews the cell phone policy. The parent/guardian is contacted and informed about the subsequent violation and the cell phone check-in/check-out plan with the Administrator.
- **Fourth and Any Subsequent Violations**—The student is sent to the Hawk's Nest with the device and a referral at the time of the violation. The student reviews the cell phone policy. The parent/guardian is contacted, and the check-in/check-out plan is implemented with the Administrator. The administration, student, and parent/guardian discuss the plan's duration.

If a student needs to call their parent or guardian, there is a telephone in each classroom that can be used with the teacher's permission. Phones in the office are only to be used in an emergency. For more information regarding "Away for the Day", go to [awayfortheday.org](http://awayfortheday.org).

**VISITORS**...Parents/Guardians are always welcome to visit the school and observe their student's classes. Arrangements must be made with the individual teacher and the front office at least 24 hours prior to the visit. **For the safety of our students and staff, ALL visitors MUST check in at the main office and provide an ID that will be processed through the Raptor System. This includes before and after school. Everyone MUST wear a visitor's badge. Anyone caught in the building without proper identification will be ticketed for trespassing.** It is our desire to ensure that all visitors to Summit Ridge Middle School are treated with respect and friendliness. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Summit Ridge Middle School does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent Personnel Services  
1829 Denver West Drive Building 27  
Golden, CO 80401  
(303) 982-6544

**MENTAL HEALTH SUPPORT TEAM**...The mission of the mental health team at Summit Ridge Middle School is to provide a proactive, comprehensive and developmentally appropriate program to address students' social-emotional, academic and career goals through the lens of International Baccalaureate standards. Please visit the SRMS website for the most up to date information and for family resources and student success supports.

**COUNSELING**...The Summit Ridge counseling department strives to help students become life-long learners and provide support and resources to enhance student potential, academic achievement and career exploration. The SRMS counseling department also supports social/emotional learning, executive functioning skills, stress management, social skills, anti-bullying and the value of self-advocacy. Counseling opportunities are provided for students in individual, small group and classroom settings. Any student wishing to see their school counselor can fill out a grade level counseling google request form. Parents can contact their student's counselor by email or phone at (303) 982-9013. Please visit the

SRMS website for the most up to date information for family resources and student success supports.

**SPECIAL EDUCATION...**Throughout the school year the special education team meets and evaluates the needs of all incoming and existing special education students to determine what, if any, intensive small group or specialized classes will be needed for special education services. District and state guidelines must be met to qualify for any of these programs.

**SCHOOL ACCOUNTABILITY COMMITTEE (SAC)...**The SAC serves in a dual role as the co-operative decision making body and as the Summit Ridge Accountability Committee. The meeting dates are determined by the committee. The membership consists of staff members and parents/community members. Meetings are open to all.

**PARENT TEACHER ORGANIZATION (PTO)...**The PTO sponsors events throughout the school year. All parents are invited to attend the meetings. Parent participation is voluntary and much appreciated. Activities that are sponsored by the PTO are made more successful with parent participation. The membership consists of parents and staff members. Meeting dates are determined by the committee.

**LOCKERS...**Students are assigned a locker for the academic year. Lockers are provided by the school for students to store their outerwear, books and phones during the day. VALUABLES (money, jewelry, etc.) should NEVER be stored in the lockers. A student can ask the main office to hold on to a valuable item during the day. Students are responsible for the inside and outside condition of the locker. All decorations must be school-appropriate and easily removable. Students may not change lockers and no personal locks are allowed on the lockers. Lockers are the property of Jeffco Public Schools and are issued to students for their convenience only. Lockers may be opened and searched by authorized school personnel at any time. Periodically, lockers may be checked for cleanliness and school books. Notify a staff member with any locker problems in order to avoid damaging the locker and being assessed a fine.

**LIBRARY...**The Summit Ridge Middle School library supports literacy, technology, collaboration and research among the students and staff. The library is a place for students to be seekers of information and creators of ideas through a variety of print and non-print resources. The library is open 8:40 am-3:55 pm.

**HOMEWORK...**Homework will be given at the discretion of the teacher. Time needed for homework will vary according to the individual subject, the teacher and the student's ability.

**MAKE-UP WORK...**It is essential that students who are absent from school make up the work missed during their absence. It is the responsibility of the student to check teacher websites for assignments missed during an absence. District policy states that for each day of an absence, the student has two academic days to make up the missed work. Absences due to suspension will be considered unexcused and make-up work may be penalized up to one letter grade from the grade earned.

**ADVISEMENT**...Advisement is similar to a homeroom. Students will participate in school wide activities, as well as interventions and/or homework help during Advisement.

**GRADE REPORTING**...Summit Ridge Middle School operates on a trimester schedule. There are 3 trimesters, which each last approximately 12 weeks, in the academic year. Ongoing grades and report cards are available on Infinite Campus.

**PARENT/TEACHER/STUDENT CONFERENCES**...As part of the International Baccalaureate (IB) framework, academic conferences are now conducted by students. Student-led conferences are a very real and powerful opportunity for the student to demonstrate his/her organization, communication and reflection skills. Unlike traditional parent/teacher conferences, student-led conferences provide an in-depth look at the student's learning from his/her perspective. Student-led conferences also help to engage parents as partners, as the conferences are conducted in the family language of choice. Dates for conferences will be communicated to families via School Messenger. Parents are encouraged to regularly check the parent portal–Infinite Campus, which is a “live” gradebook, for their student's current grades.

**ADVANCED PLACEMENTS**...All students placed in an advanced placement math class are expected to meet the educational targets for the advanced placement class. Any student not meeting the expected 80% or higher achievement standard may have the potential to return to grade level math and no longer be placed on an advanced placement path.

**STUDENT RECOGNITION**...There will be an honor roll reception for students and parents at the end of the first two trimesters. Gold Honor Roll recipients will have earned a 4.0 GPA in the trimester and silver honor roll recipients will have earned a 3.5-3.99 GPA in the trimester. Due to the fact that the third trimester ends with the beginning of summer break, Summit Ridge is unable to issue certificates or have an honor roll ceremony for the 3<sup>rd</sup> trimester honor roll recipients.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS)**...The purpose of the National Junior Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to develop character and to encourage citizenship in middle school students. Seventh grade students with a minimum of 3.7 or higher cumulative GPA at the end of the second semester in their 7<sup>th</sup> grade school year are candidates for membership in the National Junior Honor Society. Students participate in the NJHS during their eighth grade year. [Click here for the NJHS Policies and Procedures Manual.](#)

**TEXTBOOKS AND MATERIALS**...Students at Summit Ridge may receive textbooks. These textbooks are the property of Summit Ridge and must be returned when the class ends. Fines will be collected for lost and/or damaged books. Some textbooks will only be available on-line with a password given by the teacher. It is the responsibility of the student to provide their own school supplies such as paper, pencils, colored pencils and pens. The proper school



supplies must be brought to each class. No large purses, backpacks, or book bags are allowed in the classrooms.

**SCHOOL PROPERTY...**Summit Ridge Middle School belongs to everyone. Students need to keep the school clean and throw trash into trash cans and recycling items into the recycling bins. Do not damage, deface or destroy the building or its contents. Food and drink must be consumed in the dining room unless a teacher otherwise gives permission.

**CLUBS AND ACTIVITIES...**Summit Ridge Middle School believes that students enhance their education when they become involved in activities at school. A variety of activities and clubs are available to Summit Ridge students. Clubs will be offered once a month during Advisement class. Students will sign up, in advance, for their club. At the discretion of the administration, students with one or more D/F grades may be assigned to a study hall during club time. The Club DayAdvisement Last schedule is available on the Summit Ridge website.

**SPORTS...**While Summit Ridge does not sponsor any sports teams, a wide variety of sports are offered through Foothills Parks and Recreation.

**SKATEBOARDS, BIKES & SCOOTERS...**Bikes must be parked in the locked bicycle enclosure to the east of the building. Bikes **MUST** be locked and chained. The school will take precautions to secure the bicycles by locking the bicycle enclosure during school hours but cannot assume responsibility for any damage or loss which may occur. Skateboards, scooters and in-line skates must be kept in lockers or chained in the bike rack. **ON SCHOOL GROUNDS, THERE IS NO RIDING OF BIKES, SKATEBOARDS, HOVERBOARDS OR SCOOTERS.**

**SOCIALS...**School socials are similar to a carnival and will be scheduled at the end of the school day. Socials will include a variety of activities as well as music for students to dance. Only Summit Ridge students may attend. The same school rules apply as those that are in effect during normal school hours. Socials will cost around \$5.00. PTO will set the price depending on the activities included.

**END OF YEAR ACTIVITIES...**Traditionally Summit Ridge has offered an end of the year activity. Any student who receives an out of school suspension in the month of May, or who creates an ongoing discipline problem, will be ineligible to attend the end of the year activity.

**LOST AND FOUND...**Please periodically check the lost and found in both the team hallways and outside of the Hawk's Nest. Due to the unsanitary nature of food items left in lunchboxes, the lunchboxes in the Lost and Found will be disposed of every 1-2 weeks. All other items left in the lost and found are donated at the end of the trimester.

**STUDENT RESPONSIBILITIES...**To ensure maximum educational benefits for all, students have the responsibility to know and abide by the regulations of Summit Ridge Middle School and the Jefferson County Schools conduct code.

- Follow directions of the staff.

- Treat adults and fellow students with respect. Recognize and appreciate the uniqueness and worth of each individual regardless of color, gender, sexual preference or cultural background.
- Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, jokes or slurs, physical conduct of a sexual nature. It simply has no place in a positive learning environment.
- Behave in a manner that allows all students to learn.
- Show respect for the property of your fellow students and the school.
- Avoid situations that endanger yourself or others. Use of balls, hacky sacks or other recreational items in the building can be unsafe.
- Using appropriate language is an expectation at Summit Ridge. Harassing language, violent remarks, obscenities and vulgarities are detrimental to the rights, health, safety and welfare of others.
- Displaying physical signs of affection at school, school functions or activities must be avoided.
- Walk through the halls. Do not run. Running, pushing or shoving may result in injury to yourself or others.
- Have a signed hall pass when you leave a class during the class period.
- A signed hall pass is required to leave Advisement class.
- Only water, in a personal water bottle, is allowed in the classrooms and hallways of Summit Ridge. No coffee, tea or sports drinks are allowed.
- Leave snow/rocks on the ground so that no one gets hurt.
- Bringing dangerous objects and non-educational items to school interferes with learning and teaching.
- TOYS, LASER POINTERS, MATCHES, CHAINS, GAMES, SQUIRT GUNS, LIGHTERS, PERMANENT MARKERS, SUNFLOWER SEEDS and CANDY are to be left at home.
- ALL PERSONAL ELECTRONICS MUST BE STORED IN THE STUDENT'S LOCKER.
- Students must carry their student ID. A lost student ID will cost \$3 to replace.

**INFINITE CAMPUS...**Any changes to phone numbers (cell, home and work), address, emergency contacts or people authorized to pick up the student should be changed immediately in the student's Infinite Campus account.

## **INTERNATIONAL BACCALAUREATE INFORMATION AND POLICIES**

### **ACADEMIC INTEGRITY POLICY**

### **PREVENTION AND INTERVENTION MANUAL**

## **MOVING TO ANOTHER SCHOOL?...Please follow these directions.**

- The parent or guardian must sign the withdrawal form which can be obtained from the enrollment secretary.
- All teachers must sign the withdrawal form.
- When completed, the withdrawal form must be returned to the main office.
- All books, including library books, must be returned.
- All fines must be paid.
- All final cumulative grades will be mailed/faxed to the new school.
- Good Luck!