



Office/Attendance: (720) 494-3820 Fax: (720) 494-3829  
1000 Button Rock Dr.  
Longmont, Co 80504  
<http://trms.svvsd.org/>

Office Hours: 7:00am- 3:30pm  
School Doors open: 7:30  
Class Schedule: 7:45-2:50 pm

Principal: Eddie Cloke  
Assistant Principal: Matt Coniglio  
Dean: Jaclyn Scott  
Counselors: Sara Nazari, Alex Benoit, Jessica Budka

## **Welcome to Trail Ridge Middle School Student/Family Handbook 2022-2023**

This handbook is designed to provide information to ensure an understanding of our operating principles and philosophy.

**The Grizzly Mindset:**  
Be Respectful  
Be Responsible  
Do Your Best  
Keep Simple Things Simple  
Keep Fun Things Fun

**Bell Schedule:**

**Period 1 - 7:45-9:10 am**  
**Period 2 - 9:20-10:38 am**  
**Period 3 (Advisory & Lunch) - 10:38-11:58 pm**  
**Period 4 - 12:03-1:21 pm**  
**Period 5 - 1:31-2:50 pm**



## Part 1: Student Behavior Expectations

**Student Conduct and Discipline:** All students at Trail Ridge will follow the behavior and discipline procedures outlined in the [St. Vrain Valley School District's Code of Conduct](#). A copy will be provided to each family. If you have any questions or concerns regarding the Code of Conduct, please call the front office so we can arrange a meeting.

At Trail Ridge, part of our culture is every student and staff member consistently display the following qualities. With students displaying these qualities, Trail Ridge can continue to be a positive, safe, and successful space for our students & staff to be.

- Be Responsible
  - Be where you're supposed to be, when you're supposed to be there. Be prepared with all educational items (iPad, notebooks, other materials).
- Be Respectful
  - To EVERYONE in our building, in all situations: Students, Staff Members, Guest Teachers
- Do Your Best
  - The only two things you control are your **Attitude & Effort**.
- Keep Simple Things Simple
  - Responses & reactions should be appropriate to the situation
  - You are in control of how you respond to others & the environment
- Keep Fun Things Fun
  - Our goal is to make Trail Ridge a fun place to be, students have a lot of control of that
  - By focusing on the job of "being a student," there will be more opportunities for fun here at Trail Ridge

**Attendance/Tardy Policy:** The expectation of all Trail Ridge students is to arrive to every class on time. When tardies occur, parents are notified through automated messages on Infinite Campus. Once a student has three tardies to one class, that teacher will contact home and discuss next steps and support for the student. Following three tardies, students will receive a Behavior Referral and will be in contact with Trail Ridge Administration about consequences and plan moving forward.

**Cell Phones/Technology Use:** Cell phones are not permitted during the school day. This includes lunch, recess, and hallway time. Cell phones should be turned off and kept in the student's backpack, if brought to school. Trail Ridge Middle School is not responsible for lost, stolen, or damaged cell phones. If students

bring them to school, it is at their own risk. Families are encouraged to call the office to communicate with their student or contact their student on the SVVSD district email. Earbuds should only be used when given specific teacher direction for them in class. Earbuds are not permitted in hallways or in the commons area. If a cell phone is in use during the school day, staff will respond as follows:

- *First offense:* Warning and call home
- *Second offense:* Cell phone will be confiscated and turned in to the front office. The student can pick it up at the end of the school day from an administrator.
- *Third offense:* Cell phone will be confiscated and turned into the front office. A parent or guardian will then need to pick up the cell phone from an administrator. Students will also be required to turn their phone in at the front office after reaching this level (the amount of time will be at the discretion of TRMS Administration).

**Lunch Deliveries:** If you are bringing lunch food for your student, it needs to be done during their lunch hour. They will not be allowed to miss class for a late lunch. If it is late, the food will be held in the office until the end of the day. Students may not order take-out online or by phone during the school day. We do not accept door dash deliveries made by parents or students. Any lunch deliveries must be made by someone who is listed on Infinite Campus.

### **Dress for learning: Student Dress Code**

While we value student individuality and self-expression at Trail Ridge, we believe appropriate dress has a positive impact on students' attitude and behavior. Our desire is to encourage good grooming, neat appearance, and good judgment with regard to dress.

Guidelines for appropriate school apparel include:

- All clothing must cover the traditionally private parts of the body, including, but not limited to, the midsection, buttocks, back and breasts.
  - Undergarments must be covered
  - Shorts, skirts, and dresses must be at least thumb length when arms are straight down to your side.
  - Pants should not be exposing undergarments.
  - Clothing that advertises alcohol, drugs, gang affiliation, or any profanity should remain at home
  - Hats are allowed to be worn as long as they are not a distraction to the learning environment. If distraction occurs with a specific student, they may not be allowed to wear hats during the school day.
  - Hoods & sunglasses are not to be worn in the building at any time.
  - Graphic material is expected to be appropriate and not reference inappropriate behavior, language, action or substance abuse of any kind, threaten the safety or welfare of any person, or otherwise disrupt the teaching-learning process.

Non-compliance of the dress code will be addressed by staff members. Our first efforts will always be to help students understand what constitutes appropriate dress and to help them locate acceptable clothing. They may be asked to call home for more appropriate clothing or issued alternative clothing for check out. We request your assistance in make sure your student is dressed for success and learning before they arrive at school for the day. If you have any questions, please refer to the [St. Vrain Valley School District Policy](#).

## Part 2: Attendance/Student Engagement

**Attendance:** Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Families play a key role in making sure students get to school safely every day and helping students understand why attendance is so important for success in school and on the job.

**Absences:** If an absence is necessary, parents/guardians are to call the school attendance clerk. The number is (720) 494-3820. Students are responsible to find out what work was missed while they were gone. According to Board Policy, they have 2 days for each excused day of absence to turn in missed work. *It is up to the student to talk to teachers about what they missed.*

Pre-Arranged Absences:

### Did you know:

- Students can still fall behind if they miss just a day or two every week.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- Attending school regularly helps children feel better about school and themselves. Good attendance will help children do well in high school, college, and at work.

### What you can do:

- Set a regular bed time and morning routine
- Lay out clothes and pack backpacks the night before
- Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make them feel more comfortable and excited about learning.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

Tardies:

- Students are expected to arrive to each class on time
- Students' attendance should be accurately recorded in Infinite Campus
- When a student has accrued 3 tardies in a specific class:
  - Teacher contacts home (inform, support, plan)
- 4th Tardy = complete a IC Behavior Referral
  - Student specific, leveled interventions/consequences
  - Weekly After School Detention with Mr. Cloke (Tuesdays 3:00-3:30)
- Tardiness is an attendance issue that may result in a referral to the St. Vrain Valley Attendance Liason.

**Activities/Sports/Clubs:** We encourage each and every student to get involved in at least one extracurricular activity during the school year. Students who participate in extracurricular activities such as art, music, athletics, or other school clubs are:

- \* More likely to attend school regularly
- \* Less likely to engage in risky behavior
- \* More likely to view teachers positively
- \* Less likely to drop out
- \* More likely to have a higher grade point average

Trail Ridge has a variety of clubs and sports for students to be involved!

- Volleyball
- Girls and Boys Basketball
- Golf
- Wrestling
- Soccer
- Track
- Art Club
- Robotics
- Yearbook
- Student Council
- Unified Sports & Club
- Jazz Band and Honor Choir (audition requirement)
- NJHS (Teacher recommendation and grade requirement)
- Prysm Club
- Creative Writing Club

## **Digital Citizenship:**

Students are issued an iPad by the St. Vrain Valley School District for the school year. ***This is an instructional device that is expected to be in class, and charged, every day.*** Games and any other non-instructional apps are not allowed, unless specific permission has been given by the teaching staff.

Family Tips for success:

- Set up a family charging station in a central location in the home to charge the iPad overnight.
- Create a schedule for iPad use at home
- Check your grades on the Infinite Campus app together as a family.
- Check to make sure apps are for educational use only
- Know your student's logins and passwords for any social media they have on their phones.
- Check their online use frequently.
- Talk with your kids about online dangers. [www.common sense media.org](http://www.common sense media.org) is a great resource for families.



## Part 3: General Information

### School Entrance & Exit for Students:

- Entrance (7:30am):
  - 6th Grade enters through 6th Grade Doors (South Hallway)
  - 7th & 8th can enter through the Math/SS (West) or the LA (East) hallways
  - Students go straight to the commons to eat breakfast and wait for the 7:40 bell
  - After the 7:40 bell, students go straight to their P1 class.
- Exiting (2:50pm):
  - 6th Graders exit at designated locations depending on P5 class
  - 7th & 8th Graders exit out their hallway doors (East or West)
    - No students allowed through the Commons for ANY reason (cell phones, use the office phone, DC visit, clubs, etc.)
    - Sport Participants & Instrument Pickup: Door 18 (by Band Classroom)
    - Club Participants: Front Doors (check in with office)

**Awards Assemblies:** Students recognition assemblies occur at various times throughout the school year, including monthly student of the month awards, and quarterly Honor Roll awards.

**Communication:** Weekly updates are sent out via email from the front office. We encourage families to check classroom Schoology pages and the school website for ongoing updates.

**Food and Drink:** Food and drink should be kept to lunch time in the commons, unless there is special permission from a teacher/administrator to be in the classrooms. Water bottles are permitted.

**Health office and medicine forms:** St. Vrain Valley District employees are not to dispense prescription or non prescription medication without written consent from the parent and direction from a physician. Before medication is administered, a Permission for Medication form **MUST** be on file in the school. This form should be obtained from, and signed by, your physician when the medication is prescribed. This form can also be obtained in the Health Office. Students may not keep any medication in their locker.

### Infinite Campus for Grades and Attendance:

Infinite campus is the online system that St. Vrain Valley Schools use to input student data. Parents may sign up for online access to their child's information, including grades and attendance by emailing the Registrar, Marie Chavez at TRMS. [chavez\\_marie@svvsd.org](mailto:chavez_marie@svvsd.org). The link for the infinite campus parent portal is

<https://ic.svvsd.org/campus/portal/stvrain.jsp>.

**Intramural Sports:** The St. Vrain Valley School District provides intramural practices and games for the following sports: Girls Volleyball, Girls and Boys Basketball, Wrestling, and Track. The cost of each sport is \$55.00. If you need help with that cost, you can contact our front office to see if you qualify for the reduced rate. In addition, Trail Ridge participates in the City of Longmont Soccer league during the Fall and Spring season. Practices are held after school during each season. Students must be at school during the day to participate in the after school practice or game. Weekly grade updates are taken during each intramural season.

**Safety Drills:** Safety is priority for us at Trail Ridge. We participate in a minimum of one drill each month, which include fire drills, tornado, and lockdown/lockout.

**Safe2Tell:** Students may use Safe2Tell to anonymously report any threats or unsafe activity. Safe2Tell is a safe, anonymous way to report any threats to a students' safety or the safety of someone else 24 hours a day, 7 days a week. To make a report you may call 1-877-542-7233 or submit a report online at [safe2tell.org](https://safe2tell.org). False reporting on Safe2Tell can lead to school disciplinary action.

**Visitors:** All visitors must have a current picture ID and check in at the front office to obtain a visitor's pass. Parent and guardian visitors are always welcome at Trail Ridge. Former students can make appointments to visit teachers after the school day at 2:50 PM. Family lunch guests are always welcome as well after they check in at the front office.