**EATON HIGH SCHOOL**

**HOME OF THE FIGHTIN’ REDS**

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**Student Handbook 2016 – 2017**

**Eaton High School**

**114 Park Avenue**

**Eaton, Colorado 80615**

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***www.eaton.k12.co.us***

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

One complimentary copy of this agenda/handbook is provided per student. Replacement copies will be issued at a cost of $5.00 per book while supplies last.

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*Complete regulations referencing RE-2 school board policies are available at:* [*www.eaton.k12.co.us*](http://www.eaton.k12.co.us) *– Policy Manual – Section J (Students)*

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**VISION STATEMENT**

***First Things First!***

**EHS will apply authentic literacy to promote discussion, *critical thinking*, and problem solving*.***

**EATON SCHOOL DISTRICT RE-2 MISSION STATEMENT**

***“A Diverse, Accountable, Community Partnership”***

****

**SAFE SCHOOL ACKNOWLEDGEMENTS:** In order to provide a safe school setting for students, staff and building visitors, the District will be using security systems internally and externally throughout the District.

***We Are One!***

**I am…..**

**Excellence**

“Disciplining myself to do more than is expected; striving to always do my best, for others and for myself”

 **Awareness**

“Being a team player”

**Tenacity**

“Learning that challenges help us grow and mature”

 **Ownership**

“Taking pride and responsibility in myself, my school, and my community”

 **Noteworthy**

“Part of being noteworthy is the legacy – how do you want to be remembered?”

**EATON HIGH SCHOOL STUDENT HANDBOOK**

The purpose of this handbook is to provide general information regarding EHS policies, regulations, and procedures. *Complete policies and regulations are available online at:* [*http://www.eaton.k12.co.us*](http://www.eaton.k12.co.us) Students and parents should familiarize themselves with this handbook.

**ADMISSIONS AND WITHDRAWALS**

EHS is open to all students whose primary residence is in the Weld RE-2 School District.

Out-of-district students must apply for admission *each* year as follows: (ref: BOE policy JBBB)

1. Applications are available on our district website ([www.eaton.k12.co.us](http://www.eaton.k12.co.us)), through our counseling office, building administration offices, or our district office.
2. Attendance, grades, and behavior are reviewed from the previous school regarding the out-of-district application process, as well as maintaining current OOD status.
3. Appointment and interview are elements of the out-of-district process.

Students who wish to withdraw must have a parent/guardian complete a request form in the counseling office. The withdrawal process requires the student to return all school property and pay for any property damaged or lost. (ref: BOE policy JF)

A student who withdraws from school without approval is recorded as un-excused and will receive failing grades in all classes.

Students may withdraw from a class during the first ten school days of a semester without receiving a grade. Students are not allowed to drop a class after the first ten days of a semester **without the approval of the principal.** If the withdrawal is after 10 days, a grade designation of “WF” may be given.

*Re-admittance after leaving RE-2 School District: Parents/guardians who live in Eaton School District and choose to enroll their students in another school district (including on-line schools, or who choose to home-school their students, may not enroll in Eaton School District during the same school year after the official pupil enrollment count date (currently October 1st). Parents/guardians may seek admission to the schools of Eaton School District for the following school year.*

**HOME SCHOOL**

Home School requirements include, but are not limited to:

1. Parent/guardian is to fill out the Annual Notification of Intent to Provide Home Education required by CRS 22-33-104.5
* No less than 172 days of instruction
* Minimum of 4 contact hours per day
* Shall include communication skills of reading, writing and speaking, mathematics, history civics, literature, science, and regular courses of instruction in the constitution of the United States as provided by CRS 22-1-108.
1. All costs incurred to home school students rest with the parent/guardian.
2. Records must include, but are not limited to, attendance dates, test and evaluation results and immunization records.
3. Re-entry assessments will be required to evaluate if credit is to be granted and what level of course assignments are to be scheduled.
4. Refer to BOE Policy JF.

**GRADUATION REQUIREMENTS**

Colorado Commission on Higher Education (CCHE) Requirements:

The RE-2 Board of Education and the State of CO have set forth the following requirements for graduation at Eaton High School. A high school diploma will be granted only upon completion of all these requirements. A minimum of twenty nine (29) credits are required for graduation. One (1) credit is earned for each year-long class successfully completed and one-half (1/2) credit is earned for successfully completing a semester course. An elective is any course, which is NOT required for graduation. Students begin earning credits toward graduation with their entrance into the ninth grade.

**Credit Requirements:**

|  |  |
| --- | --- |
| **Standard Diploma** | **Honors Diploma** |
| English 4 | English 4 |
| Mathematics 3 | Mathematics & Science 7 |
| Science 3 | Social Studies 4 |
| Social Studies 3 | Physical Education 2 |
| Physical Education 2 | Business Applications .5/Intro to Personal Finance .5 |
| Business Applications .5/Intro to Personal Finance .5 | World Language 3 (all within the same language) |
| Life Skills/Applied Arts 3 | Electives (in addition to above list) 9.5 |
| Fine Arts 2 |  |
| World Language 1 |  |
| Electives (in addition to above list) 7.5 | **TOTAL CREDITS 30** |
| **TOTAL CREDITS: 29** | **Students must maintain a 3.0 cumulative GPA to earn an honors diploma.** |

Weighted courses will be highlighted next to the course description in our course description handbook. Additional elective credits are offered through CSAP and ACT scoring, as well as through Advising class.

**GRADE CLASSIFICATION**

Students are classified according to credits earned by the end of each year.

Grade 9 0 - 7 credits

Grade 10 8 – 14 credits

Grade 11 15 – 21 credits

Grade 12 22 – 29 credits

**EHS UNIFORM GRADING SCALE**

 100 – 90 A – 4 points 69 – 60 D – 1 point

89 – 80 B – 3 points 59 – 0 F - 0 point

79 – 70 C – 2 points I – Incomplete

Incomplete grades must be made up within one school calendar week of the end of the grading period with consent from administration regarding extenuating circumstances.

**HONOR ROLL**

 4.0 and above Academic Excellence

 3.5-3.99 Academic Honors

 3.0-3.49 Academic Achievement

**GRADE REPORTING**

Report cards are mailed home at the end of each quarter. **Student grades are available to parents/guardians via our Parent Portal on line**. ([www.eaton.k12.co.us](http://www.eaton.k12.co.us)) Parents/guardians can obtain a PIN number from the main office at 454-3374.

**ELIGIBILITY**

Eaton High School uses classroom grades to determine eligibility for CHSAA sponsored events on a weekly basis. During the semester, students may lose or regain eligibility each week. Eaton High School requires students to be enrolled in a minimum of 6 classes and be failing no more than 1 class in order to be considered eligible. EHS believes that academics are very important. A three strike policy will be enforced for academics. After a student has appeared on the ineligible list for a third time during a season, they will be removed from the team so the student will be able to focus on their academics. Failures of more than 1 class at semester will result in loss of academic/athletic eligibility for approximately half of the next semester. On specific dates designated by CHSAA, eligibility requirements must be met to resume participation.

**SCHEDULES AND SCHEDULING**

Students complete course requests in the spring preceding the school year. Class schedules are completed prior to the summer vacation. Students may only make changes to their schedule if there are scheduling conflicts or a student is not enrolled in a full schedule.

Eaton High School operates on a Modified Block Schedule operating from 7:55 a.m. to 3:05 p.m. daily. Students enroll in eight (8) classes.

 Monday All classes meet for 45 minutes, class periods 1-8

 Tuesday and Thursday Class periods 2, 4, 6 & 8 meet for 86 minutes each (White day)

 Wednesday and Friday Class periods 1, 3, 5 & 7 meet for 86 minutes each (Red day)

The Tuesday through Friday schedule allows students 30 minutes for Advising on Tuesdays, and 30 minutes for Enrichment Wednesdays through Fridays.

**CO-CURRICULAR ACTIVITES (ref: BOE policy JJ, JJC, JJIB, JJ-R)**

Students are encouraged to participate in various co-curricular activities including:

**KNOWLEDGE BOWL** provides an opportunity for academic team competition.

**NATIONAL HONOR SOCIETY** honors scholarship, leadership, service, and character.

**STUDENT COUNCIL** develops student initiative, school spirit, democracy, and leadership.

**FCCLA** helps students assume roles in society through personal growth, family life, vocational preparation, and community involvement.

**FFA** provides agriculture students an opportunity to apply classroom information.

**FBLA** is a national, state, and local organization for all business students.

**KEY CLUB** promotes initiative and leadership through working together, serving the community, cooperating with the school principal, and preparing for useful citizenship.

**INTERSCHOLASTIC ATHLETIC TRAINING & PERSONAL CONDUCT RULES**

Participation in EHS interscholastic athletic programs is a privilege, not a right. Student athletes serve as representatives of their schools and teams, and may be viewed as role models by younger students. Student athletes are required to comply with the standards set by EHS training and personal conduct rules, coaches/team rules, as well as those rules adopted by CHSAA (CO High School Activities Assoc.). Student athletes who fail to comply with said rules, shall be subject to suspension from practices and/or competitions as well as possible removal from the team.

Student athletes must have the following on file in the athletic office before they shall be allowed to begin practice: 1) Current physical form 2) Proof of insurance 3) Current training contract 4) Sports fee ($70).

**STUDENT TRANSPORTATION**

Students participating in school sponsored activities, including field trips, must be transported by authorized school district transportation. If it is necessary for a parent to transport a student, arrangements must be made in advance in person or by phone**. If a parent needs to transport a student home from an event, the parent must provide a written request to the sponsor in person.**

**COUNSELING AND GUIDANCE (ref: BOE policy JLD)**

Counselors provide students with assistance in scheduling, career plans, test interpretations, and vocational and/or college plans; as well as with personal problems. Students are encouraged to get acquainted with their counselor and to avail themselves of the services offered. Counselors and staff facilitate our REDS program: ***R***eaching ***E***very ***D***eserving ***S***tudent. The goal of the REDS program is to empower all students to become successful, independent, lifelong learners and to unify education to meet the needs of all students.

**PUBLICATIONS (ref: BOE policy JICEA-R)**

Eaton High School students produce two publications. Journalism students publish the school newspaper, Red Ink. The yearbook class publishes the EHS School Yearbook which is available for purchase.

**CLASS RINGS**

Class Rings are selected and ordered in the fall of the sophomore year. A student must have completed 7 semester units to be classified as a sophomore.

**STUDENT PARKING**

Students may park their cars in front of the high school on the west side of Park Avenue; in the south parking lot; or the parking lot next to the library. **Students may not park in the north parking lot or in the parking lot east of the Ag building.** The speed limit around any school is 20 m.p.h.

**LIBRARY**

Reading materials and computers are provided for student research. Materials may be checked out in accordance with the Media Center policy. Limited school supplies are available for purchase in the library also.

**STUDENT LOCKERS & SEARCHES**

Each student is responsible for the contents and care of his/her locker. Lockers are the property of the school district, and the administration reserves the right to open and inspect any locker and its contents at any time. Reasonable suspicion would warrant a search. The school or its employees are not responsible for property which is lost or stolen from a locker.

**BULLETIN BOARDS AND POSTERS**

Bulletin boards are for school purposes only and will be maintained by the office staff or appointed students. Announcements and posters must be approved by the administration.

**COPY MACHINES**

Copy machines are to be used by the teachers and student aides authorized by the office personnel. Violators of copyrights will be subject to disciplinary or legal action.

**TEXTBOOKS & COMPUTER ACCESS**

Textbooks are issued, and computer access is granted, without charge to students. Students are responsible for the replacement costs of textbook(s) if damaged, lost, or stolen. Books will not be issued, nor access to computers granted for subsequent years, nor transcripts issued, until replacement fees/fines have been recovered.

**SOCIAL EVENTS (ref: BOE policy JJB)**

All dances, socials, class and organizational activities must be approved by the principal at least two weeks prior to the activity. No such activity is to be planned without the prior knowledge of the sponsor and principal. Activities may not be scheduled on any morning before school, during school, or on Wednesday evenings. A faculty member must be present at all scheduled activities.

**LOST AND FOUND**

Storage of these items is maintained at various sites throughout the building. Losses should be reported immediately to the main office. Bring all articles found in and around the building to the main office.

**VISITORS**

Visitors are required to register with the main office where they may be issued a “visitor pass.” Guests or visitors to dances must be pre-registered by a current EHS student using a guest form that is available in the main office. Guests must be under supervision of the EHS student while in attendance.

**ELECTRONIC COMMUNICATION DEVICES**

Electronic devices with ear phones are permitted in the school and in classrooms and buses, subject to teachers’/drivers’ discretion. Cell phones are permitted in some, but not all, classrooms and should be operated in compliance with *each* classroom policy. The school is not responsible for lost or stolen items. Electronic devices with cameras are prohibited in locker rooms, bathrooms, or other locations where privacy rights are extended.

**TRADITIONS AND CUSTOMS**

**A. HOMECOMING -** Homecoming week activities may include:

1. Spirit days where students are encouraged to dress for a particular theme (beach bum day, red and white day, etc.)
2. Competition between the classes for the most spirit including a homecoming parade which involves students, staff and community members.
3. A “powder-puff” football game between the junior and senior girls.
4. A “power-stuff” volleyball game between the junior and senior boys.
5. Voting and crowning of a homecoming king and queen.
6. Homecoming dance on Saturday night.

**B. JUNIOR-SENIOR PROM**

The Prom, which is sponsored by the Junior Class, is the major formal affair of the year. It is followed by an “after prom party,” lasting until dawn, sponsored by parents and community members. (APCOM)

**C. SENIOR BANQUET**

This is a noon banquet sponsored by the senior class to honor the seniors on their last day of school. Attendance is restricted to seniors, and their sponsors. It is held on Class Day.

**D. CLASS DAY**

Class day is on the last day of senior attendance, usually the Wednesday or Thursday before graduation. Seniors are honored by the reading of the class history, class prophecy, class wills, and ‘most/best’ awards. The rest of the students are symbolically promoted to their new class rank. Seniors bury a “time capsule” which is to be retrieved at a subsequent reunion.

**E. GRADUATION CEREMONY (ref: policy IKFB)**

Because the board believes that completion of the requirements for graduation an achievement that deserves recognition, the board wishes to recognize each graduating senior’s accomplishment at a graduation ceremony.

Each graduating student shall receive a specified number of tickets as determined by the superintendent or principal for the graduation ceremony for distribution to family members and other invited guests. All persons seeking admittance to the graduation ceremony shall be required to present a ticket. Students wanting additional tickets may apply to the superintendent/principal. Their decision on additional tickets shall be final.

**ATTENDANCE REGULATIONS (REF: POLICY JH)**

Regular attendance is essential to academic success. State law and school policy require students be in attendance every day that school is in session. The educational process requires a continuity of instruction and active classroom participation. Regular attendance prepares students for success after high school.

Habitually truant students are defined as 17 years or younger, who have 5 unexcused absences from the same class in any 1 month or 10 unexcused absences during any school year. (Ten absences from the same class may result in W/F.) Students identified as habitually truant may be referred to Truancy Court.

**EHS TARDY PROCEDURES**

Teachers record student attendance at the beginning of each period. Students are classified as absent or tardy. Tardy records are to be maintained by the teacher. Teachers are to incorporate a tardy policy in their classroom syllabus. *When a student is tardy beyond 15 minutes, they will be classified as ABSENT*. Students who are absent without an excuse are recorded as unexcused. The parent/guardian can declare a student as excused or truant. Students whose absences remain unexcused are notified during the day that they return to school. If the absence is not excused by the end of the following school day, the absence will remain unexcused. It is the parent/guardian’s responsibility to ensure attendance. *Excused* tardy passes may be obtained from the main office.

**PREARRANGED ABSENCES**

When a parent/guardian knows of an absence in advance, the parent should notify the school and have the student complete the pre-arranged absence contract with teacher and parent acknowledgement of the absence. He/she should also notify the school with a note or a call prior to the absence. When a student must leave school, he/she must sign out at the main office and be excused in advance.

**RESPONSIBILITY FOR ATTENDANCE AND ATTENDANCE REPORTS**

**The student** is responsible to be in class on time whenever possible. He/she is responsible for his/her attendance records as follows:

* Arrange for an excuse by a parent/guardian via telephone or written note prior to or on the day he/she returns to school.
* Sign-out at the main office prior to leaving school other than during lunch. An excuse by a parent/guardian is required prior to leaving the school grounds.
* Correct attendance errors.
* When a student is tardy to a class it is his/her responsibility to verify that he/she is recorded as tardy instead of absent.

Once a students arrives at school and if it is determined that the student should leave school, the student will contact a parent/guardian to be excused. If a parent/guardian cannot be contacted, the principal or his designee will determine whether it is in the best interest of the student to go home.

**The parent/guardian** is responsible to encourage and enforce regular student attendance and to cooperate with the school regarding absences. Parents are encouraged to call the attendance secretary (454-3374 x501) to review attendance records or access records via our Parent Portal at www.eaton.k12.co.us.

**Eaton High School** is responsible to maintain accurate attendance records and to provide parents/guardians with student attendance information. Attendance is checked at each class. **Although EHS is committed to communication and cooperation, the primary responsibility for a student’s attendance rests with the student and their parent/guardian.**

**CLOSED CAMPUS**

To encourage excellent attendance, Eaton High School is a closed campus except during lunch. Students may not leave the school grounds, except during lunch, unless excused by a parent/guardian. When a student becomes ill during the school day, he/she must report to the nurse’s office.

**EXCUSED ABSENCES**

An excused absence at Eaton High School is an absence which is due to temporary illness or injury, **and any other reason deemed acceptable by the administration**. Administration has the authority to determine whether an absence is excused or unexcused.

**Excused absences:**

1. Temporary illness or injury.
2. An absence which is approved by the principal.
3. Extended absences due to physical, mental, or emotional disabilities.
4. An absence which occurs when the student is in the custody of court or law enforcement authorities.
5. Emergency, serious illness or death in the immediate family.
6. Medical and dental appointments which cannot be scheduled outside the regular school day.
7. Extremely inclement weather.
8. Absences directly related to the primary handicapping condition of an identified handicapped student.
9. Participation in religious observances.
10. College or post secondary visitation.
11. Excused absences, per board policy, allow students to receive 1 day for make up work for each day absent; excluding long-term assignments.
12. Students excused for school activities will be able to make up work without penalty.

**TO EXCUSE AN ABSENCE**

A parent/guardian must call the school on the day of the absence or send a written explanation with the student when he/she returns to school. If this is not possible, the absence must be excused within two days of the absence. When an absence is not excused properly, it will remain as unexcused. Excessive absences may require medical documentation.

**CONSEQUENCES OF UN-EXCUSED ABSENCES**

The primary consequence of un-excused absences is the probability of poor grades and the possible loss of credit due to failure. See the high school homepage of our website ([www.eaton.k12.co.us](http://www.eaton.k12.co.us)) for a flow chart tracking the procedures followed in the case of multiple unexcused absences.

* Students may be assigned CAT, detention, in-school-suspension, or Saturday School for excessive absences to assist with academic recovery/mediation.
* Habitually absent students may be referred to Truancy Court.

**MAKEUP WORK**

**Excused Absences**

* Students are responsible for material covered in class and are allowed to make up missed assignments.
* Students will receive 100% credit for assignments completed in accordance with the teacher deadline procedures.
* For each day’s *excused* absence the student has one day to submit work, with teacher consent.

**Unexcused Absences**

* Students are responsible for material covered in the class and are allowed to make up missed assignments according to teacher discretion.
* Students will receive a maximum of 70% credit for work completed for each day absent.
	+ Pre-assigned, long term assignments are still due on their original due date.
	+ Missing classes due to unpreparedness are unexcused absences.

**18 YEAR-OLD STUDENTS ON EMANCIPATED CONTRACTS**

An adult student may legally provide his/her excuses. **However, the school will require** **verification after the fifth self-excuse**. Verification by a parent/guardian will be accepted. Emancipated contracts must be submitted to and approved by the Assistant Principal.

**CODE OF CONDUCT (ref: policy JIC)**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity, in accordance with the federal safe school statutes. (Suspension or expulsion shall be mandatory for *major* violation in a school building or on school property as referenced in Discipline Procedures section.) The following EHS “levels” system is in compliance with federal safe school statutes and is as detailed below:

* Level One = Violation of a *major* offense.
* Level Two = A second violation of a *major* offense which, therefore, places the student on a behavior contract with the school followed by a pre-expulsion hearing.
* Level Three = A third violation of a *major* offense, or a violation of an offense, civil or criminal in nature, could lead to expulsion, which could remove the student from public education in the state of Colorado for up to 12 months.

A *major* offense as referenced above is defined as:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property. Principals can refer to Administrative Guidelines.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property. Unlawfully taking another’s property is punishable by suspension from school. In some cases restitution may be required and/or charges may be filed with local law enforcement. Principals can refer to Administrative Guidelines.
3. Commission of any act which of committed by an adult would be robbery or assault as defined by state law.
4. Violation of criminal law which has an immediate effect on the school or on the general health, safety, or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district’s policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
7. Violation of the district’s alcohol use/drug abuse policy. Expulsion shall be mandatory for sale or transmission of drugs or controlled substances, in accordance with state law.
8. Violation of the district’s tobacco-free schools policies.
9. Violation of the district’s policy on sexual harassment.
10. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
11. Directing profanity, lewd language or obscene gestures toward other students, school personnel, or visitors to the school.
12. Engaging in verbal abuse, i.e., making remarks referring to or regarding ethnicity, race, sexual orientation, disability, bullying or derogatory statements addressed publicly.
13. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Scholastic dishonesty which includes, but is not limited to, plagiarism, cheating on a test, or unauthorized collaboration with another person in preparing written work. Plagiarism on a project will result in a zero grade for the item in question. Parent-student conferences may be required. If repeated in the same class, loss of class credit with a W/F (Withdrawal/Fail) will result. The W/F grade will be recorded in the student transcript.
16. Continued willful disobedience or open and persistent defiance of proper authority.
17. Behavior on school property or at a school-sponsored activity which is detrimental to the welfare, safety or morals of other students or school personnel.
18. Repeated interference with the school’s ability to provide educational opportunities to other students.
19. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
20. Gang membership, defined as: 3 or more individuals with a common interest, bond, or activity characterized by criminal or delinquent behavior.
21. Violation of the district or building dress code policy
22. Violation of the district’s student expression.
23. Making a false accusation of criminal activity against a district employee or student to law enforcement.

**THE FOLLOWING INFRACTIONS WILL BE CONSIDERED *MINOR* OFFENSES IN DISCIPLINE PROCEDURES:**

* Inappropriate language
* Leaving class without permission
* Tardiness
* Classroom/hall disruption
* Being in an unauthorized area
* Dress code violation

The above minor offenses will be dealt with by individual classroom teachers or other authorized school personnel. After-school detention may be assigned. Students who continually disrupt the educational process through minor infractions may be referred to the Assistant Principal and will be assigned to Saturday School.

**ADDITIONAL INFRACTIONS MAY BE DEALT WITH AS FOLLOWS:**

**Detention Violation:**

1st offense – additional detentions

 2nd offense – in-school suspension

 3rd offense – Saturday school

 4th offense – out-of-school suspension

**Inappropriate Public Display of Affection:**

 1st offense – official verbal warning

 2nd offense – one day after-school detention, with parent notification

 3rd offense – three days after-school detention

 4th offense – five days after – school detention

**Dress Code Violation (including hats):**

1st offense – official verbal warning

 2nd offense – one day after-school detention, with parent notification

 3rd offense – three days after-school detention

 4th offense – five days after-school detention

**THE FOLLOWING INFRACTIONS WILL BE CONSIDERED MAJOR OFFENSES:**

**Disrespect to school officials or others:**

Any blatant disrespect toward officials or others in the form of abusive language, gestures or behavior may result in one to three days of out-of-school suspension depending on the severity of the offense.

 1st offense – one day out-of-school suspension

 2nd offense – two days out-of-school suspension

 3rd offense – three days of out-of-school suspension

**Fighting**

 1st offense – one to three days of out-of-school suspension (OSS), with police contact as needed.

 2nd offense – up to four days of OSS, police contact, and pre-expulsion hearing

 3rd offense – up to five days of OSS, police contact, notification of pending expulsion

**Continued Classroom Disruption**

1st offense – one day of in-school suspension

2nd offense – out-of-school suspension, levels identification

3rd offense – out-of-school suspension, levels re-classification

**Truancy**

1st offense – two days of after-school detention may be assigned for each class missed

2nd offense – three days of after-school detention may be assigned for each class missed

3rd offense – one day of ISS (in-school suspension) or Saturday School may be assigned

**Threatening Student and Staff**

The Eaton Police Dept. will be notified when threats are made. Students may be suspended out-of-school for one to five days or referred for expulsion according to the severity of the threat.

**Theft/Vandalism**

The Eaton Police Dept. will be notified when serious events occurs. The offending student will be subject to restitution in addition to one to five days of out-of-school suspension. The hourly rate of district employee’s wages, and materials to repair or replace damaged items, may be invoked as a formula for restitution.

**Academic Dishonesty**

1st offense – The student receives a zero on the assignment and the teacher will phone the parents

2nd offense – The student may be removed from that class with a WF grade

**Sexual Harassment, Harassment or Bullying**

A student/parent conference is required. The student is subject to an assignment to Saturday School, out-of-school suspension and/or recommendation for expulsion from the school district according to the severity of the offense.

**GROUNDS FOR SUSPENSION/EXPULSION**

**(Ref: BOE policy JKD/JKE-E)**

In accordance with Colorado state law, the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory
5. Serious violations in a school building or on school property for which suspension or expulsion shall be mandatory, except that expulsion shall be mandatory for the following violations: carrying, bringing, using or possessing a deadly weapon as defined in C.R.S. 18-1-091(3)(e) without the authorization of the school or the school district, the sale of a drug or controlled substance as defined in C.R.S. 12-22-303 or the commission of an act which if committed by an adult would be robbery pursuant to part 3. Article 4, Title 18, C.R.S., or assault pursuant to Part 2, Article 3, Title 18, C.R.S.
6. Repeated interference with a school’s ability to provide educational opportunities to other students. A student would be considered habitually disruptive if removed from a classroom or the building 3 times while disrupting the educational process.
7. A “Level” system is used to identify serious infractions. In one school year, a student may be granted 3 opportunities to correct behavior. Level 3 will constitute an expulsion recommendation.
8. A pre-expulsion hearing will be held after the 2nd level offense has been recorded.

**SUSPENSION/EXPULSION OF STUDENTS**

**(Ref: BOE policy JKD/JKE-E)**

**A. Procedure for suspension of 10 days of less.**

Through written policy the Board of Education has delegated to the high school principal, and his designee, the power to suspend a student for not more than five or ten days, depending upon the type of infraction. The superintendent has been delegated the power to suspend a student for additional periods of time.

The following procedures shall be followed for a suspension of 10 days or less. When the term “student or parent/guardian” is used, this shall mean student if the student is 18 years of age or older; otherwise it shall mean parent/guardian. All references to parent/guardian are intended to include legal custodian, as well.

1. Notice. The principal, his designee or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student’s parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:
	1. A statement of the charges against the student.
	2. A statement of what the student is accused of doing.
	3. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.
	4. This information need not be sent out formally but should sufficiently inform the student or his parent/guardian of the basis for the contemplated action.
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may himself the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the students presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a students presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student’s removal as practicable.
6. Notification following suspension. If a student is suspended the administrator delegated the authority to suspend shall immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension, and the period of such suspension. The notification shall include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. Removal from school grounds. A suspended student may be required to leave the school building and the school grounds immediately following the meeting with the parent/guardian at which time the best way to transfer custody of the student to the parent/guardian will be determined.
8. Re-Admittance. No student shall be readmitted to school until the meeting with the parent/guardian has taken place of until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meeting, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 100% credit for make-up work which is completed satisfactorily. (Note: In determining the amount of credit, the goal is to reintegrate the student back into the classroom.)

**B. Procedure for expulsion or denial of admission.**

In the event that the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. Notice. Not less than five days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district shall cause written notice of such proposed action to be delivered to the student and his parent/guardian. Such delivery may be by United States mail or be personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student or his parent/guardian.
2. Emergency notice. In the event the Board of Education determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the Board may direct, provided that the student or his parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice shall contain the following basic information:
	1. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
	2. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or his parent/guardian within five days after the date of the notice.
	3. A statement of the date, time and place of the hearing in the event one is requested.
	4. A statement that the student may be present at the hearing and hear all information against him, that he will have the opportunity to present such information as is relevant, and that he may be accompanied and represented by his parent/guardian and an attorney.
	5. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent/guardian. Such hearing shall be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board of Education but including in all events the student, his parent/guardian and, if requested, an attorney. Such individuals as may have pertinent information shall be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence shall not be applicable, and the Board of Education or superintendent may consider and give appropriate weight to such information or evidence it deems appropriate. The student or his representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same.

The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

1. Appeal. Within five days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within five days will result in a waiver of the right to appeal and the superintendent’s decision will become final.

If an appeal is properly requested, the Board will review the findings of fact from the hearing and arguments relating to the decision. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonable discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record. The Board will make final determination regarding the expulsion of the student and will inform the student and the parent/guardian of the right to judicial review.

**EHS DRESS CODE**

In the past, the behavior and appearance of the student body at Eaton High School has created a very favorable and positive image. We continue to believe in the importance of encouraging high standards in dress and personal grooming. We believe that a positive outward appearance reflects a positive inward self-esteem. A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in the school building during school hours or when students travel to a school-sponsored activity:

1. Clothing with chains and bandanas.
2. Shoes are required.
3. Sunglasses and/or hats worn inside the building.
4. Revealing clothing that exposes the stomach, buttocks, back and/or chest/breasts/cleavage.
5. Pants should be worn so that undergarments are not visible.
6. Any clothing, hair style, accessories, tattoos or body piercing that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
* Refer to drugs, tobacco, alcohol, or weapons.
* Are of sexual inference.
* By virtue of color, arrangement, trademark, or other attribute denote gang membership, are obscene, profane, vulgar, or lewd.
* Threaten the safety or welfare of any person.
* Promote any activity that would disrupt the teaching-learning process.

Exception: appropriate athletic clothing may be worn in the physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities may be worn to school when approved by the sponsor, coach, Athletic Director, Asst. Principal, or Principal.

The school recognizes that students have a right to express themselves through dress and personal appearance; however, students deemed in violation of the dress code will be sent to the administrative office. The student shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Violation of the dress code will result in disciplinary action.

**USE OF TOBACCO (ref: BOE policy JICG)**

Smoking, chewing, or any other use or possession of any tobacco product, or smoking paraphernalia, while in or on school properties, or under the school’s jurisdiction during school hours, or while participating in a school-sponsored event is prohibited and will result in disciplinary action.

**DRUG AND ALCOHOL USE (ref: BOE policy JICH)**

When a student is suspected of using or possessing a controlled substance, the principal must be notified immediately. The principal or his designee will conduct an investigation to collect data. The collection of data may include but not be limited searches, interrogations, and witness interrogations. For the first offense of use or possession, the student will receive three days out-of-school suspension and may be required to participate in a drug/alcohol abuse counseling program.

A second offense will cause a five day out-of-school suspension in addition to participation in a drug/alcohol counseling program. A third offense for use and/or possession will result in mandatory expulsion.

Any student who transmits, exchanges, or sells controlled substances will be expelled. Prescription and non-prescription medications must be administered by appropriate EHS staff and approved by the RE-2 district nurse.

**WEAPONS IN SCHOOL (ref: BOE policy JICI)**

Any student who carries or possesses a “dangerous weapon” on the school grounds will be **expelled** in accordance with state and federal law.

State law defines a dangerous weapon as follows:

* A firearm or a firearm facsimile
* A pellet or “bee-bee” gun.
* A fixed blade knife which measures longer than 3 inches, a spring –loaded knife, or a pocket knife with a blade 3 and ½ inches or longer.
* Gravity-fed knives.
* Any other object, device, instrument, material, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury.

Other ”potential” weapons which are not allowed at Eaton high School are pocket knives, lasers, stun-guns, brass knuckles, cigarette lighters, etc. Any student who carries or possesses a “potential” weapon is subject to out-of-school suspension with possible expulsion proceedings. **Any item which can be used as a weapon will be confiscated by the school administration and possibly submitted to police as evidence.**

*(This document represents an effort to differentiate between minor and major student infractions, and an effort to insure that consequences are assigned in a fair and consistent manner. However each incident will be investigated and the EHS administration reserves the right to increase the severity of consequences at their discretion)*

**AFTER-SCHOOL DETENTION/REMEDIATION**

Students may be assigned to detention by any authorized school personnel. It is held for 30 minutes on Monday through Thursday afternoons from 3:10 to 3:40 P.M. Students are required to work on academics during their detention or school service may be performed during detention. Students who miss an assigned detention will be referred to the Assistant Principal and a Saturday School may be assigned.

**CORE ACADEMIC TUTORING (CAT)**

An academic remediation program offered from 3:10 p.m. to 4:00 p.m. Monday – Thursday. This is a **mandatory** remediation program if assigned by a teacher. Students may also place themselves in CAT. See the EHS homepage of our website for complete protocols of this program. ([www.eaton.k12.co.us](http://www.eaton.k12.co.us))

**SATURDAY SCHOOL**

Students who violate attendance or behavior regulations may be assigned to a Saturday School. Saturday School is employed as an alternative to out-of-school suspension., Students who miss Saturday School **for any reason** , or break a Saturday School rule, may incur a 1 day in-school suspension, or an out-of-school suspension, school service, or any combination of these. Rules for Saturday School are as follows:

1. Saturday School is in session from 8 AM until 12 noon.
2. Be on time. Students are not admitted late.
3. Bring enough school work to keep busy for the entire 4 hours.
4. Complying with supervising teacher’ s expectations
5. Work to be submitted to supervising teacher.

**SEXUAL HARASSMENT (STUDENT)**

**(Ref: BOE policy JBB)**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for student to harass other students through conduct or communications of a sexual nature. It is the obligation of the person who has reason to know or suspect that sexual harassment has occurred to contact Weld County department of Social Services.

Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose of effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal “kidding,” abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implication.
4. Unwelcome touching such as patting, pinching or brushing against other’s body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, or similar personal concerns.

Students may file a formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the superintendent of schools.

All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect grades.

**SEXUAL HARASSMENT GRIEVANCE PROCEDURE**

Students who believe that they have been subject to sexual harassment will report the incident to the grievance officer (building administration or superintendent).

The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint. The grievance officer will investigate the situation through meetings with the parties, parents, and witnesses; and obtain written statements from all parties.

On the basis of the grievance officer’s perception of the situation, the grievance officer may:

* Attempt to resolve the matter informally through conciliation, or
* Report the incident and transfer the record to the superintendent or his designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather additional information necessary to decide the case, and thereafter impose any sanctions deemed appropriate including recommendation to the Board for disciplinary action.

**COMPUTERS, INTERNET, E-MAIL**

Computers which have internet access must be used responsibly and consistent with the educational objectives of the high school. The use of school computers is a privilege, and inappropriate use will result in a cancellation of that privilege in accordance with the computer use agreement signed by all students when they enroll. Expectations for computer use include recognition and avoidance of on-line bullying, and familiarity with the computer use policy.

***First Things First!***

**EHS will apply authentic literacy to promote discussion, *critical thinking*, and problem solving*.***