

# **EATON MIDDLE SCHOOL**

Educating with  
Red Pride

Positive Attitude – Respect – Integrity – Determination - Excellence

225 Juniper Ave.  
Eaton, Colorado 80615  
970-454-3358  
970-454-1337 (fax)

Principal – Jim Orth  
Assistant Principal – Angie Duncan

## **Student Handbook**

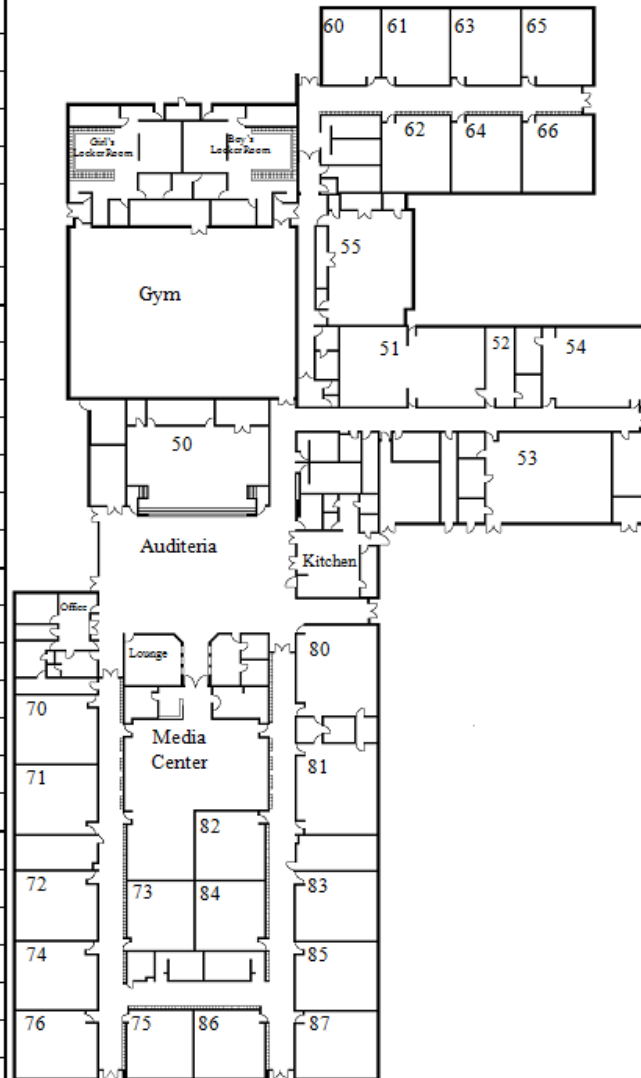
2016-2017

This School Agenda belongs to:

Name: \_\_\_\_\_

# Eaton Middle School

Room	Subject	Teacher
50	Band/Choir/Stage	Prichard
51	FACS	Ore
52	UA Lab	
53	Industrial Tech	Piper
54	Art	Scolari
55	Multi-Purpose Room	
Media	Media Center	Hogsett
Gym	PE	Duncan/Minchow
60	6th Grade Lab	
61	6th LA/SS	Keel
62	6th Math/Science	Joseph
63	6th LA/SS	Englert
64	6th Math/Science	Mitchell
65	6th LA/SS	McLaughlin
66	6th Math/Science	Paluszcyk
70	7th SS	Foose
71	7th LA	Mayer
72	7th LA/SS	McWilliams
73	Odyssey Lab	Gray
74	7th Math	McKinnon
75	8th LA/SS	Eposito
76	7th/8th Science	Nickerson
80	8th Science	Anderson
81	7th Science	Copeland
82	Resource	Carter
83	8th SS	Mestas
84	Resource	Davis
85	8th LA/SS	Wilson
86	7th/8th Math	Lindblad
87	8th Math	Goodwin



# **WELCOME TO EATON MIDDLE SCHOOL and YOUR AGENDA HANDBOOK**

Our "Red Pride" motto represents the character and citizenship that we value at EMS. We encourage students to engage in quality work and to become contributing members of our school, their families and the community.

## **RED**

Positive Attitude

Respect

Integrity

Determination

Excellence

## **\*STUDENT GUIDELINES\***

### **SCHOOL HOURS**

**School is in session from 7:55 a.m. until 3:08 p.m.** Students should not arrive prior to 7:30 p.m. other than for assigned activities. All students should leave the school grounds by 3:20 p.m. unless they are requested to stay by a staff member or are participating in a supervised activity.

### **COMMUNICATIONS**

You may contact the school by phone at 454-3358. Any staff member may be contacted by e-mail using their first initial and last name as in [jorth@eaton.k12.co.us](mailto:jorth@eaton.k12.co.us). Also, the district/school website and Parent Portal is available at [www.eaton.k12.co.us](http://www.eaton.k12.co.us).

### **LUNCH**

Students may either bring a sack lunch or purchase lunch from the cafeteria. Lunches may be purchased on a daily basis or by depositing any amount in their lunch credit account. Student lunch costs \$2.60 per lunch and adult lunches may be purchased for \$3.25.

Students eating lunch at school are responsible to clean up and return their trays. At the scheduled times, students will be dismissed for outdoor recess or noon activities; students may work in classrooms or the library with a signed pass from a teacher.

Students may go home for lunch with a dated and signed note from their parents. If a student will be going home throughout the year, he or she may obtain a "Lunch Permission" form from the office. The form will be kept on file and is good for the current school year. This permission allows the student to go to his or her own home for lunch. It does not permit students to go to other students' homes. Parents may take their own students (only) to lunch by picking them up at school during the designated lunch times. All students leaving school for lunch are required to sign out when leaving and sign in upon their return.

### **ATTENDANCE REGULATIONS (REF: BOE Policy JH)**

Parents are requested to call 454-3358 by 8:45 a.m. if a student is going to be absent from school that day or is planning to arrive late. In the event that we are not contacted, we will call to notify parents and to verify the reason for the absence.

If a student is leaving during the day, he/she should bring a note to the office before school in order to leave school during the day. Any time a student arrives late or leaves early, he/she must sign in or out of the office. The student's agenda will be stamped to designate that the student has checked in and to adjust the student's attendance status to say if he or she is "tardy", "excused" or "unexcused".

Colorado statutes require that school districts uphold attendance policies to insure that students have appropriate educational opportunities. Obviously, the first step in educating children is to have them in attendance, regularly and on time. Excused absences are those which are illness-related or approved for other family reasons. All other absences (Ex. out-of-town travel, extended vacations, appointments other than medical, etc) should be pre-approved through the completion of an **"Excused Absence/Pre-Approval Contract."** Students may obtain a contract from the office. This contract, when complete and signed by all parties, will allow for the absence to be "excused."

## TARDY POLICY

The tone of each period is set during the first few minutes of class since an important portion of the daily lesson is presented during this time. Students should be in their seats and ready for instruction at the assigned time. Students who are tardy will make up missed time in detention. We appreciate parental support in this matter as all students benefit from a timely start.

## TRUANCY

A student absent from school grounds without permission of a parent and/or the school is truant. Examples of truancy:

1. Leaving school without checking out from the office. (This includes lunchtime)
2. Absent from class without permission.
3. Rides bus or comes to school, but does not attend classes.
4. Leaving the building without permission.

Parents will be notified of truancy issues when they occur. Truancy is an "unexcused" absence and may result in noon, after school or Saturday School detention to make up the time and assignments missed.

## ILLNESS AND MEDICATION (REF: BOE policy JLCD)

Students who are ill or need minor medical attention should be excused from class to be assisted in the office with a pass. If a student needs to take any medication, i.e. over-the-counter or prescription, with doctor's instructions, the medication must be brought to school in its original container with a completed "Medication Permission Form" signed by both the doctor and parent. All medication must be brought to the health office to be dispensed by the appropriate school personnel. Students should not carry any form of medication while at school.

If a student comes to the office feeling ill, he or she will be granted time to rest until school officials (secretaries, school nurse, and administrators) can determine if the student is able to return to class or if there is need to call the student's parent(s).

The Eaton School District has adopted a new food allergy policy. You can access this policy (JLCDA) as well as the Food Allergy Treatment plan on the District Website. If medication has been prescribed by your health care provider for treatment of your child's allergies, we highly recommend you supply EMS with the medication to allow us to provide the best care for your child at school. If you have any questions or concerns, please contact the health office.

## MAKE-UP POLICY

Students are responsible to make up missed work. A homework request should be made through the office by 9:00 a.m. in order to pick up assignments at the end of the day. The make-up policy gives the student one day to complete missed assignments for each day missed, e.g., a three-day absence would result in three days to complete the assignment.

## DRESS CODE (REF: BOE policy JICA)

The students will be neat and clean. Shirts and shoes should be worn at all times. The school considers boxer shorts, half shirts, muscle shirts, short or see-through tops (anything baring the midriff), low cut blouses, sagging shorts and pants, caps and hats inappropriate for school dress. Shorts and skirts need to be an appropriate length. Clothes advertising alcohol, drugs, tobacco, having obscene language, are suggestive of inappropriate acts, or attire deemed to be divisive/disparaging are not to be worn at school. Students will be requested to change clothing to comply with these guidelines. **Students will not be allowed to wear facial piercings at school or on school sponsored activities. Appropriateness of dress will be at the discretion of the principals.**

## LOCKERS

At the beginning of the school year, 6th, 7th, and 8th grade students will be assigned lockers to store books, papers and other personal belongings. Locker assignments are made for the year and any changes must be done by the office. Keeping the locker combination secret will provide greater security. Problems with lockers should be reported to the school office immediately.

Students are advised against leaving money or other valuables in their lockers. The school assumes no liability for lost or damaged materials. **Lockers are the property of the school and, as such, can be searched at any time. Students who damage or misuse lockers may lose their right to have one.**

## **PERSONAL PROPERTY AND ELECTRONIC DEVICES**

Personal music devices, laser pens, and electronic games are prohibited on school grounds or busses, unless permission has been granted by a teacher, supervisor, sponsor or coach to allow these items on bus trips, in classrooms or at other school-sponsored activities. If permission is granted, students are expected to be responsible and use them only for the times that have been allowed. Cell phones must be off and out of sight during school hours including lunchtime. **Repeated misuse of a cell phone will be considered insubordination.**

Kindles, Nooks, iPads, and other electronic reading devices are allowed as long as they are used appropriately. Hardballs and metal or wood baseball bats should not be used at school. Skateboards are not allowed at school. We remind students to take appropriate care of their personal items. **Eaton Middle School is not responsible for loss or damage to personal property.**

## **SCHOOL TRANSPORTATION**

Bus transportation is provided to the student as a privilege. Call the Transportation Office if questions or problems arise regarding bus transportation (454-5136). We respect the behavior and safety rules as established through the transportation department. Failure to abide by these rules could lead to a suspension or loss of bus riding privileges. Busses deliver and pick up students in the Front Parking Lot. For safety reasons, the students must line up behind the yellow line. Students should cross at the designated crosswalks only and are not allowed to walk across the parking lot areas. Parents who drive students to and from school should use the Juniper Avenue sidewalk or the South parking lot – **please do not use the Front Parking Lot**. Parents and guests must observe the "Fire Lane-No Parking" area in front of the school.

## **TEXTBOOKS AND OTHER SCHOOL PROPERTY**

Each student will be issued necessary texts and study materials. Students are expected to maintain these texts and materials in good condition. All materials belonging to the school must be returned in good condition. Fines will be charged for lost or damaged books. Payment should be made by cash, check or money order payable to "Eaton Middle School".

## **LIBRARY/MEDIA CENTER**

The school Library/Media Center is open from 7:30 a.m. to 3:30 p.m. Book loans are for three weeks, and those not in demand may be renewed for another three weeks unless on hold for another student. Overdue books are fined 5 cents per day. The maximum is \$3.00 per item. Any lost book must be reported to the Media Specialist. If the book is not found, the student must replace it or pay for a replacement. Reference books and books on reserve are not available for checkout.

The computer lab in the Library/Media Center is available for school work before and after school and during lunch study hall with a pass. Students must uphold the Internet Use Agreement and use the Library/Media Center in an appropriate manner. Violations may result in the loss of computer and/or library privileges.

## **MESSAGES AND PHONE CALLS**

A free local use phone is available for student phone calls and may be used with permission from the office. Use of the phone is limited to home-school calls most commonly for the purpose of needed items and rides. Parents may call to leave messages for students at 454-3358. The office will forward messages in a timely manner.

## **VISITORS TO CAMPUS**

Parent visitors are welcome on the school campus. Any person wishing to visit the school is asked to sign in at the school office upon arrival and will receive a visitor pass. It is good practice to contact individual teachers in advance to arrange appropriate visitation times.

Students requesting to bring guests to school must obtain permission from the office the day before the scheduled visit. Permission, when granted, will only be given for lunch and lunch recess only.

## **\*ACADEMIC PROGRAMS\***

### **ASSESSMENTS**

The Partnership for Assessment of Readiness for College and Careers (PARCC) is in the forefront of statewide educational reform and school improvement. In an effort to better prepare students for academic success we have made program improvements to provide our students with increased opportunities to achieve. All students, grades 3-10, participate in PARCC testing in the areas of Reading, Writing and Mathematics. Grade 8 students are also tested in Science. In addition to these, we administer Star tests, a computerized test that closely correlates with TCAP performance. Star provides immediate feedback to help guide instruction. The results of these tests add to other data and assist us in determining students' academic strengths and needs. The information provides us with direction for adding programs and resources to "close the learning gap" and to support the academic success of all students.

### **GRADING POLICY/PROGRESS REPORTS/REPORT CARDS**

EMS is organized by trimesters, which are 12-week teaching and grading periods. Students will engage in their core classes for the entire school year and will be assigned to exploratory arts classes each hexter/trimester.

Teachers will set grade expectations and criteria for every class at the beginning of each trimester. Unit plans will be shared with students and trimester grades will be assigned as per the stated criteria. Report cards are issued to students every twelve weeks and will reflect grades for each course. Letter grades (A, B, C, D, F and I) are given in academic classes. An "I" stands for incomplete. A student will have a designated number of school days after the grading period to make up an incomplete grade. Failure to make up incomplete work will result in a grade of "F". All students will receive letter grades in all subjects unless otherwise stated in a student's individual education plan.

Progress reports will be sent home at 6-week intervals and a comprehensive report card will be sent home at the end of each trimester. Parents may access student grades and attendance online through the "**Parent Portal**" which is available to all EMS parents.

To have access to parent portal, you should do the following:

1. Call 454-3358 or contact [cschmunk@eaton.k12.co.us](mailto:cschmunk@eaton.k12.co.us) to create a password
2. Access the Eaton School District web page at [www.eaton.k12.co.us](http://www.eaton.k12.co.us)
3. Click on the "Parent" tab
4. Click on "Parent Portal"
5. Type in your username (all lowercase and no spaces) and password
6. Click on "Schedule" below the student's name
7. Click on the class name to view the grading detail of that class
8. Click on "Back" to return to the previous screen to choose a different class

### **ACADEMIC HONORS**

Students receiving a 90% average or better will be named to the Honor Roll for each trimester. Honor Roll students will be recognized with a certificate and will be listed in the school newsletter and local newspaper. A certificate of distinction will be awarded to students who achieve all A's for the grading period.

### **HOMEWORK**

Homework is assigned to reinforce class work and to extend student responsibility. Teachers will ensure that assignments given have been explained in class, are at a level that enables students to work independently, and are evaluated according to the student's capacity. Parents are to notify teachers if the student is unable to complete an assignment due to a lack of understanding. Provided a student works efficiently, the amount of homework given on any day should not consume all of a student's free time. Teachers will coordinate major assignments such as long-term research papers and projects and tests. Late assignment procedures will be addressed by individual teachers or grade level teams, or as stated in the "Make Up Policy" section of this handbook.

### **ACADEMIC SUPPORT PROGRAMS**

To facilitate academic improvements EMS will offer small group instruction in the areas of Language Arts (Reading, Writing, Spelling, Listening, and Speaking) and Math to students who would benefit from this type of direct instruction. The additional staff and classes will help to reduce class size at all grade levels and will add to our school's focus on Literacy and Numeracy. Assessment and other student performance data, as well as teacher and parent recommendations, will be the basis for student placement in alternative academic classes.

**Noon Study Hall** is an alternative to recess. This teacher-supervised time provides students with extra time and assistance to complete or make up work as assigned by teachers or students may attend on a voluntary basis.

**(academic support cont.)**

**Friday/Saturday School** is offered periodically throughout the school year. Students will be recommended for Friday/Saturday School if they are at risk of failing subjects and/or have attendance issues. This program provides students with additional school days to make up missing work or re-do assignments that were not of the expected quality. Friday/Saturday School is a tutorial project for the purpose of assisting students to improve academically.

**Summer School and Retention**

Summer school and retention decisions will be made on an individual basis taking into account academics, attendance, behavior and readiness for the next grade. Consideration will also be given to intervention such as Friday/Saturday School, before/after school instruction, and formal intervention classes. The principals will have final determination on these recommendations

Summer School is a half-day, month long program in June of each year. It is designed to allow students who have not obtained the needed skills with a supplemental class in the respective core subjects. Teachers and parents recommend students for summer school so that these students will be better prepared for their next level of education. Tuition is @ \$150-\$200 for the program, depending on the number of classes needed. When a student receives a failing grade on a trimester report card in a core subject they will accumulate 3 points. If they receive a failing grade in a unified arts class or a D in a core class they will accumulate 1 point.

Students will also accumulate points based on attendance. A student who is absent 10-15 days will accumulate 1 point, if they are absent 15-20 days 2 points and 20 or more days 3 points. Students will also accumulate 1 point for failing to attend Friday/Saturday School after having been recommended.

EMS students may be **recommended** for summer school if they accumulate 8 points at the end of the year. A student may be **required** to attend summer school if they accumulate 11 points by the end of the year. A student who accumulates 14 or more points by the end of the year may be **recommended** for retention.

A student may also be recommended for summer school if they do not show adequate growth on state testing (PARCC) and district assessments (Star testing & writing assessment).

**\*CODE OF CONDUCT\* (REF: BOE policy JICDA)**

Our "Red Pride" motto represents the character and citizenship that we value at EMS. We encourage students to engage in quality work and to become contributing members of our school, their families and the community.

The EMS staff works together to help students meet these expectations:

1. Students need to be in class ready to learn and on time. Students who are tardy will make up time in detention.
2. Students are expected to show respect for their school building by keeping it clean and not destroying or defacing school property.
3. Students are not to be in the halls during lunch without a pass. Lockers should only be used during the passing period and at the beginning and end of the lunch periods.
4. Finally, we believe "appropriateness" is an important standard of judgment for our students to acquire. Therefore, we hold students accountable for making good judgments regarding what behaviors are appropriate in different situations. Certain other rules are necessary to effectively coordinate our educational activities

**COLORADO STUDENT CONDUCT AND DISCIPLINE POLICIES**

Success at Eaton Middle School is obtainable by all students who do their work each day and show respect for themselves and others. Behaviors that are unsafe and disruptive will be addressed as follows:

1. **Vandalism or theft** - Causing or attempting to cause damage to private property, stealing or attempting to steal private property. Unlawfully taking another's property is punishable by suspension from school. In some cases, repayment or replacement will be required and/or charges will be filed with the local law enforcement agency.
2. **Fighting** - Causing or attempting to cause physical injury to another person. Fighting will not be tolerated. Intentionally doing bodily harm to any student or school employee on school grounds immediately before, during or immediately after school hours or at any school-sponsored event must result, at the discretion of the principal, in immediate suspension for all parties involved. Assault charges may be filed with the local law enforcement officers at any time.
3. **Robbery or Assault** - Commission of any act, which if committed by an adult, would be robbery or assault as defined by state law.  
**Expulsion shall be mandatory, in accordance with state law.**
4. **Violation of criminal law.**
5. **Violation of district or building regulations.**

**(Colorado Student Conduct cont.)**

6. **Weapons** - Violation of the district's policy on dangerous weapons in the schools. **Students can be expelled for carrying, bringing using or possessing a deadly weapon including guns, knives, fistpacks, etc.**
7. **Drugs and Alcohol** - Violation of the district's alcohol use/drug abuse policy. **Expulsion shall be mandatory for sale or distribution of a drug or controlled substances, in accordance with state law.**
8. **Tobacco** - Violation of the district's smoking and use of tobacco policy. The use of tobacco on school grounds is prohibited.
9. **Throwing objects that can cause bodily injury or damage property.**
10. **Profanity** - Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to school.
11. **Harassment** - Engaging in verbal abuse, i. e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence. (This includes comments or actions that are considered sexual in nature as sexual harassment will not be tolerated)
12. **Extortion** - 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.
13. **Lying** - Lying or giving false information, either verbally or in writing, to a school employee.
14. **Cheating** - Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work. Cheating will result in a zero grade for the item in question and/or temporary suspension from class. Parent-student conferences will be required. If repeated, loss of class credit will result.
15. **Insubordination** - Continued willful disobedience or open persistent defiance of authority.
16. **Disruptive behavior** - Behavior on or off school property that is detrimental to the welfare, safety or morals of other students or school personnel.
17. **Repeated interference with the school's ability to provide educational opportunities to other students.**

**Consequences for minor offenses will include one or more of the following:**

In-school suspension; phone call to parents; after school detention; noon detention; community service; time-out in classroom or office; referral to counselor; restitution; natural consequences.

**Classroom Suspension**

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the Code of Conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the Code of Conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher is authorized to immediately remove a student from the classroom if the student's behavior:

1. Violates the Code of Conduct adopted by the Board;
2. Is dangerous, unruly, or disruptive; or
3. Seriously interfere with the ability of the teacher to teach the class or other students to learn.

Disciplinary removal from the classroom may be:

1. Informal - when a student breaks one or more classroom rules in a class period or during the school day, he or she will be referred to the office for a specified amount of time. The student will make up the time missed at noon or after school detention.
2. Formal - when a student has violated the Code of Conduct or has been informally removed 2 or more times in one week for disruptive behavior. All formal removals will result in written parent notification and suspension.

**Serious Major Offenses Resulting in Out of School Suspension or Expulsion**

**(REF: BOE Policy JKD/JKE-E)**

Behaviors that result in **major offense** designation and requiring the student to leave school immediately with a school **one to five** day out-of-school suspension or expulsion could include the following:

- drug/alcohol possession or use
- abusive profanity aimed directly at an adult or student
- serious fights (assault or fights resulting in injury)
- serious vandalism
- serious gang-related behavior



**(Serious major offenses cont.)**

-habitual behaviors such as insubordination; stealing; lying; disruptive behavior; fighting; interference with the school's ability to provide educational opportunities; open, persistent defiance of authority; profanity, sexual harassment; smoking; or any other serious offenses listed in the Code of Conduct (1-17).

**Consequences for major offenses will include one or more of the following:**

Expulsion; out-of-school suspension; in-school suspension; assignment to alternative to suspension program; parent/teacher/student/principal conference; remedial plan; restitution; police involvement; community service; referral to counselor; natural consequences. (Please note that major offenses will always result in a phone call to parents.) Law enforcement may be notified and involved in offenses that result in expulsion or for any serious major offenses.

Certain behaviors can result in expulsion, they include, but are not limited to:

Carrying, bringing using or possessing a dangerous weapon without the authorization of the school or the school district; the sale of a drug or controlled substance as defined in Section 12-22-303, C.R.S.; or the commission of an act which, if committed by an adult would be robbery pursuant to Part 3 of Article 4 of Title 18, C.R.S., other than the commission of an act that would be third degree assault under Section 18-3-204, C.R.S., if committed by an adult. Students can also be expelled for serious major offenses listed in the Code of Conduct, or four or more major offenses related to serious habitually disruptive behavior.

**\*STUDENT ACTIVITIES\***

Eaton Middle School offers a variety of opportunities for students to be involved in co-curricular and extra-curricular activities. We encourage students to participate so that they may further develop their skills and pursue their interests in clubs, organizations, athletics, drama, academic competitions, music, and student leadership.

**CLUBS AND ORGANIZATIONS**

Students may participate in any of the following activities that occur throughout the year:

Student Council	7th & 8th Grade Sports
Yearbook	3D Printing Club
Spelling Bee	Brain Bowl
Geography Bee	Reds Serve
National Junior Honor Society	Science Olympiad
Chess Club	Art Club
Book Club	Cup Stacking
Lego Robotics	Writer's Club
Stock Market Competition	

\*This is a partial list as the clubs may change each year.

**DANCES**

Eaton Middle School Student Council sponsors five dances/parties for students. These events are held immediately after school from 3:30-5:30 p.m. Only Eaton Middle School students are invited to attend and school rules are followed. Once the dance has started, students who leave the building are not allowed to return to the dance. Student eligibility will be taken into consideration for dance participation.

**SPORTS AND ELIGIBILITY**

Eaton Middle School offers a wide variety of interscholastic sports throughout the year. The program is for seventh and eighth graders with scheduled competition against other middle schools in the Northern Plains Middle Level Association league. These sports include volleyball, football, cross-country, boys' basketball, girls' basketball, wrestling, and track. Participants in each sport will receive schedules during their first week of practice for each sport.

- All participants must comply with the Eaton School District Training Regulations.
- A physical examination, proof of insurance, and parent permission are required in order to begin practice and participate in interscholastic sports. An annual physical examination suffices for the school year.
- To remain eligible, students may not receive an F or U (Unsatisfactory Behavior) in any of their classes or have had a major offense of Eaton Middle School rules. Students who are ineligible miss one contest during that week or until grades have improved.
- Based on circumstances and the best interest of individual students, the principal will intervene to make final determination of eligibility. The principal reserves the right to have final say in all cases of eligibility.
- Students are issued sports uniforms and are expected to return the uniform in good condition to avoid having to pay for uniform replacement.
- There is a \$35 athletic participation fee for each sport that the student participates in. This fee is waived for students with a free or reduced lunch benefit.

## **\*STUDENT SERVICES\***

In addition to academic programs, Eaton Middle School offers support services for students to achieve academic and social success.

### **Enrichment**

We are meeting the challenge of identifying and providing for the needs of individual students through a variety of programs. As a district, we have established criteria for the identification of Gifted and Talented students. We have designed and implemented programs to meet the needs of our high ability learners based on their ability and performance on designated assessments. Additionally, EMS enriches the curriculum through academic competitions and by differentiating instruction in the classroom.

**Reading Intervention** classes are designed to increase individual student's skills. Each year, students are screened using assessment data from the previous year, teacher recommendations, and other diagnostic tests. Students who qualify receive daily services to supplement their regular classroom instruction.

**ELL (English Language Learners)** is offered for students whose primary language is not English. These students are assessed annually to determine their level of need. Students are usually eligible for direct services for a period of three years and may be extended or supported by consultative services.

**Special Education (Resource)** services are provided for students with identified learning needs. A process for referring, assessing and placing students on an Individual Education Plan (IEP) is followed to determine if a student has disabilities that require special education services.

**Academic Support** provisions such as small group instruction, Saturday School, tutorial assistance, study hall, computerized instruction and behavioral support are available to students in need. These services are offered to students either on an adult or self-referral basis.

**Counseling Services** are provided on a referral basis for individuals and groups, and classroom programs are integrated in the curriculum at each grade level.

**Additional Policy Information** is available on the Eaton School District website [www.eaton.k12.co.us](http://www.eaton.k12.co.us). The distribution of this handbook to Eaton Middle School students is done in compliance with Colorado State law and is intended to provide information on circumstances that may arise during the school year. Please call 970-454-3402 if you have problems accessing any of the policies listed below.

### **AC, AC-R and AC-E**

#### **ADC**

#### **EEAEF**

#### **EEAEF-E**

#### **IHCDA**

#### **IKA**

#### **JB**

#### **JBB**

#### **JH**

#### **JHB**

#### **JIC**

#### **JICA**

#### **JICC**

#### **JICDA**

#### **JICDD**

#### **JICDE**

#### **JICEA**

#### **JICEC**

#### **JICF**

#### **JICH**

#### **JICI**

#### **JICJ**

#### **JIH**

#### **JIHB**

#### **JJA**

#### **JK and JK-R**

#### **JK-2**

#### **JKA**

#### **JKBA and JKBA-R**

#### **JKD/JKE**

#### **JLCB**

### **Nondiscrimination/Equal Opportunity (and complaint process)**

#### **Tobacco Free Schools**

#### **Video Cameras on Transportation Vehicles**

#### **Notice to Students and Parents/Guardians Regarding the Use of Video**

#### **REcorders on School Buses**

#### **Concurrent Enrollment**

#### **Grading/Assessment Systems**

#### **Equal Educational Opportunity**

#### **Sexual Harassment**

#### **Student Absences and Excuses**

#### **Truancy**

#### **Student Conduct**

#### **Student Dress Code**

#### **Student Conduct in School Vehicles**

#### **Code of Conduct**

#### **Violent and Aggressive Behavior**

#### **Bullying Prevention and Education**

#### **School Related Student Publications**

#### **Student Distribution of Noncurricular Materials**

#### **Secret Societies/Gang Activity**

#### **Drug and Alcohol Involvement by Students**

#### **Weapons in School**

#### **Student Use of Electronic Communication Devices**

#### **Student Interviews, Interrogations, Searches and Arrests**

#### **Parking Lot Searches**

#### **Student Organizations**

#### **Student Discipline**

#### **Discipline of Students with Disabilities**

#### **Use of Physical Intervention and Restraint**

#### **Disciplinary Removal from Classroom**

#### **Suspension/Expulsion of Students**

#### **Immunization of Students**

(Additional policy information cont.)

JLCD	Administering Medications to Students
JLCDA	Students with Food Allergies
JLDAC	Screening and Testing of Students
JLDAC-E	Notification of Rights under the Protection of Pupil Rights Amendment
JQ	Student Fees, Fines and Charges
JRA/JRC and JRA/JRC-R	Student Records/Release of Information on Students
JRA/JRC-E- 1 (see below)	Notification to Parents and Students of Rights Concerning Student Education Records
JRA/JRC E-2	OPT Out Form for Disclosure of Information to Military Recruiters
JRA/JRC E-3	OPT Out Form for Student Image Publishing
JRCA	Sharing of Student Records/Information between School District and State Agencies
JS	Student Use of the Internet and Electronic Communications
JS-E	Annual Acceptable Use Agreement

OPT-OUT Forms need to be signed and returned to the building secretary each school year before September 15.

**JRA/JRC-E- 2**                      If you DO NOT want your child's name, address, telephone number or directory information disclosed to any United States military recruiter, please complete this form.

**JRA/JRC-E- 3**                      If you DO NOT want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form. This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

**JRA/JRC-E- 1 Notification to Parents and Students of Rights Concerning Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. See JRA/JRC-R.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers

**FERPA is:**                      Family Policy Compliance Office  
400 Maryland Avenue, SW  
U.S. Department of Education  
Washington, DC 20202-8520.

5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.

6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.